

## **Sail Canada (SC) Race Management Sub-Committee (RMSC) Meeting**

### **Minutes**

January 8, 2019

1600 – 1700 (Pacific)

Attendees:     Graham Dougall                     Irene McNeill                     Tof Nicoll-Griffith  
                  Madeleine Palfreeman             Rob Woodbury

Regrets:       Daniel Conrod  
                  John Abel

1. Welcome to newest member of the RMSC – Rob Woodbury - Rob is a NRO who is currently living in Vancouver, having grown up in Ontario. Rob is a former Finn sailor.
2. Minutes of July 16, 2018 meeting motioned to be approved as written by Tof Nicoll-Griffith and seconded by Madeleine Palfreeman.
3. Minutes of November 27, 2018 meeting motioned to be approved as written by Tof Nicoll-Griffith and seconded by Graham Dougall.
4. RMSC to draft a follow-up letter to Sail Canada regarding the Code of Conduct to inquire about SC's plan of action for release of the release of the Code of Conduct. It was noted that a revision of the RM Criteria document's 'Policy on Decertification' is required in light of the new Code of Conduct. This is to be added to Tof's review and revision of the RM Criteria document. Once the Code of Conduct is released, the ARO and CRO seminar teaching materials will be revised to include a section on the SC Code of Conduct.
5. The RMSC voted to adopt items 1 - 3 (footer revision, renaming the SC Race Management (RM) Manual and adding a fourth bullet to the 'Certification Period' indicating that the RMSC may consider applications during other times of the year) under the Policies section of the Race Management Criteria document. Item 4 (Discussion regarding the race management certification matrix - addition of long distance races, number of entries required in a regatta for each matrix level and how to assign values in the matrix for race officers managing a large number of fleets on one course) is deferred to a later meeting, once the RM Criteria definitions and position descriptions have been revised.
6. A brief summary of the IRO seminar was given - Highest mark 89%, lowest mark 63%, 10 of 16 Canadians passed the exam with 13 of the 21 participants passing the exam.
7. Irene, Paul Brennan and David Sprague met to discuss ideas for a Race Officer Development Plan. The RMSC recognizes that we need to identify and encourage younger people to sailboat officiating. Irene to formalize the plan and circulate to the RMSC for comment. How the plan will be implemented will be discussed at the next meeting.
8. The committee reviewed and granted Ross Cameron's application for recertification as a RMCC. The committee reviewed and granted John Culter's certification application as a NRO.
9. Sail Canada Emeritus Status document was circulated to the RMSC by Sail Canada for our information. While the RMSC recognized the merit of the program, the RMSC felt that some improvements could be made. The RMSC to draft a letter to Sail Canada listing the RMSC's suggestions/comments for improvement which Sail Canada could consider at its next review of the document.

10. Daniel to follow-up with the TCC on the status of the 'Respect in Sport' program (<http://respectinsport.com/>) and report back to the RMSC.
11. An update on 'Repository of RM forms/document discussing forms' was given by Graham. Nothing is to be done until Sail Canada implements their new web site which is slated for March, April or May. The intent is that the RMSC will publish weblinks for useful RM forms/procedures.
12. RMSC Membership was discussed. As per the Terms of Reference, a member can serve on the committee for a 4-year term but can serve a second 4-year term if they are willing. As such, Irene and Madeleine will need to leave the committee by the end of 2019 (year joined 2011). The RMSC is asked to start looking for replacements. It was noted that there is no limit listed on the maximum number of RMSC committee members but the minimum is 4. Only RROs, NROs and IROs are to be considered for membership.
13. Paul Brennan, PRO for the 'Four Sisters Regatta' at Port Credit Yacht Club submitted a letter entitled 'Safety Opportunities for Regattas' for the RMSC's consideration. Discussion ensued and it was decided that a safety section would be created on the RM forms repository, providing links on how to manage safety/check-in processes, etc. during regattas.
14. Irene to follow up with Sam regarding the Title Events Guidelines for SC Events document. The RMSC felt there was merit in this document and but that it must be seen as a method to assist the OA in organizing the SC Title events.
15. Other Business
  - Peter van Muyden asked the committee if he could revise the Advanced RM Seminar to include interactive sessions such as those used in the recent IRO seminar. The RMSC granted him permission to do so.
  - The RMSC to investigate whether Sail Canada can send out a survey (via Survey Monkey?) to assist with how to find and develop race officers. We need to identify race officer needs and barriers preventing them from certifying at higher levels. We need to find out what the race officer would like from SC and what they need to become a better race officer.
  - Irene to locate the World Sailing Terminology for incorporation into Tof's revision of the RM Criteria, ARO, CRO, Advanced RM Seminar materials and forward the list to Sail Canada to incorporate into their documents.
16. The date for the next meeting was not decided. However, ZOOM will be used with Graham providing the information on how to connect.