



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

### **Minutes**

May 27, 2019  
1600 – 1700 (Pacific)

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

Regrets: Daniel Conrod

1. Minutes of April 9, 2019 meeting motioned to be approved as written by Graham Dougall and seconded by Madeleine Palfreeman.
2. Tof presented the revised Race Management Criteria description for the International Race Officer. Discussion on the Race Management Course Conductor and Race Management Master Course Conductor certifications was deferred until the next RMSC meeting.

The proposed revisions to the Matrix chart were discussed, including the addition of Offshore components. Tof to revise the Matrix document and send out for review prior to the next meeting.

Once all documents are approved, they will be uploaded to the Sail Canada website, once the new website format is instituted.

3. The revised Sail Canada Code of Conduct has been published. All race officials will need to sign this document to maintain their certifications. The RMSC will encourage race officers to sign but to also give feedback directly to Sail Canada regarding the content of the Code of Conduct.
4. Sail Canada has implemented the US Sailing electronic database system for documenting race official participation – SOARS – for Canadian race officers to log their events in. Whether AROs and AMLs will need to list their events to be confirmed by Tof and reported at the next meeting.
5. Graham briefly discussed Rowan's Law (Concussion Code of Conduct) as it applies to Ontario Sailing. The law was passed last spring and feedback on the proposed published regulations was due in April. As it is written, it will require race officials, competitors, judges on the water and support persons to follow the Concussion Code of Conduct. Presently, there are training sessions available on the Ontario Sailing website describing the Concussion Code of Conduct, Recognizing Concussion and the Removal and Return to Sport policies. The final policy is to be confirmed in July.
6. Discussion on the draft Race Official Development Plan was deferred until the next meeting. Irene to re-send the document to the RMSC for their comments.
7. Irene sent the letter to Sail Canada listing the RMSC's suggestions/comments for improvement to the Sail Canada Emeritus Status document which Sail Canada could consider at its next review of the document. No response from Sail Canada to date.
8. An update on 'Repository of RM forms/document discussing forms' was given by Graham. The intent was that the RMSC would publish weblinks for useful RM forms/procedures. Presently, the race management resources are listed in pdf format on a single weblink on the Sail Canada web page under 'Race Management Tools'.

This page will need updating on a regular basis. The race management repository format is to change once Sail Canada revises its web page.

9. The Sail Canada Title Events Guidelines have been posted on the Sail Canada website.
10. Planning for the French language Advanced Race Management Seminar underway. Both the English and French language seminars will be held at the same venue as the Sail Canada Annual General Meeting.
11. RMSC Membership was discussed. The RMSC was reminded that Irene and Madeleine are leaving the committee by the end of 2019 (year joined 2011). The RMSC is reminded to continue 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. RMSC members reminded to suggest possible candidates for the committee.
12. The date for the next meeting was not decided but would take place sometime at the end of September / early October. ZOOM will be used with Graham providing the information on how to connect.