



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

### Minutes

October 2, 2019  
1600 – 1700 (Pacific)

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

1. Minutes of May 27, 2019 meeting motioned to be approved as written by Rob Woodbury and seconded by Madeleine Palfreeman.
2. Bronwyn Richardson has replaced Timma Flanagan as the Sail Canada contact person for the Race Management Sub-Committee. Contact information – [Bronwyn@sailing.ca](mailto:Bronwyn@sailing.ca) or [official@sailing.ca](mailto:official@sailing.ca).
3. Tof presented the revised Race Management Program documents:
  - o Glossary and Policies
  - o Matrix
  - o Race Management Course Conductor
  - o Race Management Master Course ConductorAll documents were approved with minor revisions. Once finalized, Tof to arrange translation of the final documents into French language. The revised Race Management Program documents are to be put into effect as of January 1, 2020.
4. A few issues have arisen regarding the SOARS program. RMSC confirms that all levels of certification (ARO to IRO, including AML and ML as well as RMCC and RMMCC) may use the program to record their events. It has been noted that there are multiple entries for one event recorded on the website. The intent is to have one entry per regatta and each participant to record their roles using the single event entry. Tof and Graham to draft a SOARS user manual for Sail Canada race officials.
5. Graham updated the RMSC on Rowan's Law (Province of Ontario Concussion Code of Conduct). Race officials are now only to record that they have been trained on the Code. Training sessions can be found on the Ontario Sailing website.
6. Discussion on the draft Race Official Development Plan was deferred until the next meeting. The development plan to be shared with the US Sailing Race Management Committee for their comments.
7. RMSC still awaiting the implementation of the new Sail Canada website. The repository of RM forms/document discussing forms has yet to be uploaded with weblinks. Irene to contact Sail Canada to confirm when this website will be up and running. *Post –meeting note – Sail Canada has indicated that the new website will not be running until after the Annual General Meeting in October.*
8. Planning for the English and French language Advanced Race Management Seminars continues. To date, 8 persons have registered for the English seminar and 4 persons for the French language seminar. The exam format has been updated with 10 rapid response questions.

9.

10. The French language translations of the exam questions have been completed. The slide presentation French language translations are being completed by Sail Canada personnel. The RMSC decided that the French language Advanced Race Management seminar is to be presented every 4 years.
11. It was noted that the Sail Canada Title Events Guidelines are not being followed in particular, the use of non-certified race officials at Sail Canada title events. The RMSC to send a letter to Sail Canada to remind staff that regatta criteria are compulsory. RMSC can assist venues with complying with these published guidelines if needed.
12. An app developer sent Sail Canada a free web application for review and comment. After discussion, the RMSC re-affirms that the committee will not endorse such products.
13. RMSC Membership was discussed. The chair of the Training and Certification Advisory Committee (TCAC) has advised the RMSC that Irene McNeill may remain on the committee as chairman for an additional year to ensure continuity. Madeleine Palfreeman will be leaving the RMSC at the end of this year. Three candidates have been identified to join the RMSC with gender and geographic balance in mind. The names of these candidates will be sent to the TCAC for review and approval. The next chair to be determined by the members of the RMSC within the next 9 months.
14. Other business:
  - (a) CORK Race Officer Development Plan – Paul Brennan, CORK Operations, asked the RMSC to comment on a document outlining a program proposed by CORK formalizing volunteer official development. After review, the RMSC endorsed the program. Tof Nicoll-Griffith and Graham Dougall to assist CORK with preparation of training program if needed.
  - (b) Colin Mann requested a review of the Matrix criteria regarding the use of event listings on a certification/re-certification application. This request was reviewed during the discussion of the Matrix document and his proposal regarding this issue was accepted.
  - (c) There was a proposal that representatives from all race officials committees should meet at least every 2 years, similar to the meeting held a number of years ago in January.
  - (d) There was a suggestion that race official training materials be offered on-line as modules. The RMSC to examine the concept at its next few meetings.
15. The next meeting will be the annual certification/re-certification review meeting which will take place sometime after November 15<sup>th</sup>, the date all applications are due.