



**SAIL·VOILE
CANADA**

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

April 21, 2020
1600 - 1730 (Pacific Daylight Time)

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

Sail Canada – Sam Crothers, Bronwyn Richardson
Guest by invitation – Peter van Muyden

1. Minutes of February 4, 2020 meeting motioned to be approved as written by David Sprague and seconded by Daniel Conrod.
2. Certification criteria wording for the Regional Race Officer (RRO) and National Race Officer (NRO) reviewed and revised after discussion. All other certifications will also need to be updated with the same information regarding the Code of Conduct. Tof to finalize and send to Sam for posting on the Sail Canada website.
3. Code of Conduct process discussed. Race officials need to register for a Sail Canada profile and sign off on the Code of Conduct, independent of any other certification process. The RMCCs will be contacted and reminded to inform seminar participants that they need to sign off on the Code of Conduct annually.
4. Version 7 of the Sail Canada Title Event Guidelines presented and all outstanding items discussed. Rob to finalize the document and send to Sam. Sam to send to the Judges Sub-Committee (JSC) for their review and input. Once finalized by the JSC, the document will be distributed to the clubs hosting Sail Canada title events.
5. Irene reported that the RMMCC progressing well on the revision of the content for the Advanced Race Management Course.
6. Graham Dougall has volunteered to be the editor of the Race Management Newsletter. RMSC members encouraged to send information of interest to Graham who will compile and send to Sam for distribution on an ad hoc basis.
7. Face-to-face meeting of members of the Judges, Race Officials, Umpires and Measurers Sub-Committees has been postponed until fall 2020.
8. Peter van Muyden's re-certification application was reviewed by committee members and approved.
9. Dan reported on the Sail Nova Scotia on-line ARO seminar. The seminar was well attended with 42 participants (5 RMSC/SC members and 37 participants) with attendees ranging from Ontario, Prince Edward Island, New Brunswick, Northern Quebec and Nova Scotia. Based on this initial session, it is recommended that there be at least two instructors and a moderator for each on-line session with at least three 5 minute breaks during a 4 hour session. The group attending was very knowledgeable. It would be more of a challenge to teach and obtain engagement with a group having less experience. Feedback from the survey post-session indicated that participants were pleased with the format. General comments from the survey were shared with the committee.
10. Graham presented an update from the e-Learning Committee regarding progress to date. There are two streams identified – short term, COVID-19 driven, e-learning and a long term program developing e-learning modules for use over a greater period of time.



Short term, the RMSC agreed that the ARO course can be presented using the present slide deck with participants emailed the student handouts which they can print out. The RMSC to investigate how to supply the 'Join the Race Committee' booklet electronically. (For those Nova Scotian participants who participated on the April 18 session, Sail Nova Scotia to mail out the booklet, free of charge, once COVID restrictions are eased.) Given the length of the course, it was decided that the ARO course should be presented electronically in two sessions with the instructors to monitor attendance, awarding ARO certification to those who attended both sessions. A fee for the course can be waived for this year only. Irene to draft an email to be sent by Sail Canada to all RMCCs advising them how the ARO course can be presented.

The RMSC will meet in the near future to discuss how the CRO course will be given on-line for this year only.

Long-term, it was recognized that there will not be a need for as many instructors with current instructors requiring training in the new presentation techniques. The new programs will need to incorporate a 'socialization' feature as the face-to-face sessions have merit in building a participant's race management network. Instructors can also assist in building networks by sending participants a list of events for the upcoming season with which they are involved. Practical sessions need to be built into the on-line learning programs. An on-line ARO course is planned for introduction by January 2021.

11. The RMSC will take into account the impact that postponements and cancellations of regattas during the COVID situation will have on the certification and recertification of race officials this year. The RMSC will also consult with the Judges Sub-Committee as their plans regarding certification and re-certification of judges this year to ensure a consistent policy.
12. Other Business
 - (a) Dan inquired if the 'Join the Race Committee' booklet may be issued electronically to ARO and CRO seminar participants this year. Sam to investigate with Sarah. Sam to investigate also if it is possible to track who receives the booklet to confirm they meet the certification criteria.
 - (b) David Sprague is seeking race officers for the 2021 Canada Summer Games to be hosted by the Buffalo Canoe Club. David asked RMSC members forward him names of potential race officers to his attention.
13. Next meeting to discuss the parameters needed to present the CRO seminar on-line.