



**SAIL·VOILE  
CANADA**

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

April 11, 2020  
1200 – 1300 (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

1. Emergency meeting of the RMSC was held on April 11, 2020 to discuss the assistant race officer (ARO)/club race officer (CRO) being offered by Sail Nova Scotia electronically on the weekend of April 18 – 19, 2020.
2. Sail Nova Scotia was presenting the ARO/CRO course at a local yacht club but given the current situation with COVID-19 (no face-to-face meetings permitted), decided that the course would be given online. Within 48 hours of advertising the course, Sail Nova Scotia had 40 people from across Canada and the American Eastern seaboard registered. The presentation would be given on the ZOOM meeting platform, using the standard ARO/CRO slide presentations. As this would be the first time an ARO/CRO session would be given electronically, Daniel emailed the RMSC with issues that needed resolution.
3. The RMSC discussed each issue on the pre-circulated list of items. Decisions were reached and agreed to (attached). In addition, a list of solutions that emerged during the discussion was shared with the RMSC post meeting (attached).

In summary, the ARO course will be proceed in its present Powerpoint slide format, to be given multiple times on the weekend, to smaller groups of the registrants to date. A second instructor was found for the initial session. Other members of the RMSC who are also RMCCs were invited to co-teach with Daniel for subsequent sessions. The RMSC RMCC members are invited to each session so they can observe the session in the background. After this weekend's sessions, best practices will be shared with the remaining RMCCs across the country so that they will be able to teach the ARO course on-line this year as well. An on-line survey will be prepared for participants to complete post session. The responses will be shared with the RMSC and the e-Learning Committee who will also provide questions for the survey.

The CRO seminar will not be presented this weekend but will be deferred until lessons learned from the ARO seminar are obtained.

4. By way of discussion of the Sail Nova Scotia online ARO/CRO course, the RMSC was also updated by Graham briefly on the discussions to date regarding the Sail Canada e-Learning committee.