



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

April 25, 2020  
1200 – 1300 (Pacific Daylight Time)

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

Regrets - Rob Woodbury, Sam Crothers

1. A meeting of the RMSC was held on April 25, 2020 to discuss the club race officer (CRO) course to be offered by Sail Nova Scotia electronically sometime in early May. Dan to confirm the dates.
2. Sail Nova Scotia has offered to present CRO course electronically with Dan as one of the instructors. Dan has proposed that the course be taught in three sessions:
  - Session 1 – 4 hours on-line
  - Session 2 – 4 hours on-line
  - Session 3 (final session) – 4 hours in person

Dan has split the current Powerpoint slide presentation into 3 suggested segments. The first on-line session will cover all topics up until the race course is set. The second on-line session will discuss all components of the race with the exception of the finish. The third in-person session will be comprised of all practical exercises – calculating the course angles, starting exercise, calling the finish exercise, finish discussion, items to be completed post-race and the CRO quiz. There will be a question and answer period after each sub-section. The class size will be limited.

After discussion, the above format was accepted by the committee. The course will be taught by, at minimum, two instructors with a moderator present to assist with the administrative portion of the seminar. Multiple breaks during each 4-hour on-line session are planned. Participants will be sent the on-line e-learning survey to complete post final (3<sup>rd</sup>) session. Participants need to complete all three sessions before applying for CRO certification.

3. The items needing resolution were discussed. The decisions are recorded in the attached document.
4. Other business: Graham indicated the survey questions are being revised and sent to Sam.