

Decisions - Items Needing to be Addressed

1. Fee
 - a. Should a fee be charged?

No fee to charged as the club race officer course is being presented as a short-term solution in response to COVID 19.
2. Present ARO/CRO course not designed to be given on-line
 - a. Certification/recertification course

This is a certification course comprised of three sessions (two 4-hour on-line sessions and one 4-hour in-person session.
 - b. How are practical aspects of CRO course to be modified for remote certification?

Not discussed.
3. Length of delivery of CRO – (CRO certification criteria - 12 hour session)
 - a. Plan for handle breaks and bring everyone back together

Multiple breaks to be scheduled during each 4-hour session.
4. Participation
 - a. Process in place to vet those signed up to confirm they are valid participants

Frank to do.
 - b. Process to confirm check-in/sign in, identity being checked

Frank to do.
 - c. Need second instructor

David Sprague and others to be confirmed.
 - d. Need a person to manage the call (microphone, chat, questions, etc.)

Frank to do.
 - e. Ensure that all attendees have all their questions answered or involved in discussions

Instructor not teaching to do as well as moderator and Frank.
 - f. Process to ensure that participants are present during entire presentation

Not sure how to confirm.
5. On-line Services
 - a. Zoom Webinar or Zoom Meeting being used?

Zoom meeting being used.
6. 'Join the Race Committee' (JTRC) booklet
 - a. JTRC not available as pdf for electronic distribution

Participant to purchase from Sail Canada or PSAs

- b. Waive CRO certification criteria requirement to have this booklet for this year only?

No.

7. Administering CRO quiz

- a. Digitally or during face-to-face session

During third in-person session.

8. Certification Process

- a. Certificate of completion of the course issued by PSA

Participant's PSA to issue certificate of completion.

- b. Certification request processed by provincial race management committee or RMSC as appropriate

9. Survey

Survey version 2 to be used for initial on-line CRO session.

10. Any other items?

None.