

Items Needing to be Addressed

1. Fee
 - a. Should a fee be charged if on-line?
 - b. Charge a fee as sign of commitment
 - c. Fee for service being used and ancillary costs
2. Present ARO/CRO course not designed to be given on-line
 - a. Certification/recertification course (see below) or information course
 - b. How are practical aspects of each course to be modified for remote participation?
3. Length of delivery of ARO – 3 hour session (ARO certification criteria – 4 hour session)
 - a. Break into 2 sessions to allow time for questions/comments
4. Length of delivery of CRO – 8 hour session (CRO certification criteria - 12 hour session)
 - a. Consider dividing into 6 sessions of 2 hours each to allow time available for questions/comments
 - b. Plan for handle breaks and bring everyone back together
5. 50+ people vs 7 people at a local yacht club
 - a. Process in place to vet those signed up to confirm they are valid participants
 - b. Process to confirm check-in/sign in, identity being checked
 - c. Need second instructor
 - d. Need a person to manage the call (microphone, chat, questions, etc.)
 - e. Ensure that all attendees have all their questions answered or involved in discussions
 - f. Process to ensure that participants are present during entire presentation
6. On-line Services
 - a. Zoom Webinar or Zoom Meeting being used?
 - b. Logistics and protocol of holding on-line meeting/webinar
 - i. Another person needed to manage the call (microphone, chat, questions, etc)?
 - ii. Attendees muted or unmuted, i.e., how to handle the unwanted background noise that occurs in online meetings, especially with the intended numbers?

- iii. How will Zoombombing be handled? (Not really Zoom specific)
Disabling Chat? Consequences of doing that.

- 7. 'Join the Race Committee' booklet
 - a. Contractual agreement with US Sailing (need to confirm if electronic distribution is possible)
 - b. Booklet usually provided by PSOs with ARO/CRO course
 - i. Cost of booklet
 - c. Waive ARO/CRO certification criteria requirement to have this booklet?
- 8. Student hand outs – electronic or hard copy
 - a. Issues in past in distributing soft copies
- 9. Administering CRO quiz
 - a. Issues with presenting digitally
- 10. Certification Process
 - a. Who issues the certificate of completion of the course for a Canadian, out of province: Sail Canada, PSO or Sail Nova Scotia?
 - b. Who issues the certificate of completion of the course for a non-Canadian: Sail Canada or Sail Nova Scotia?
 - c. Who processes the certification request for a Canadian, out of province, who has taken the course: Sail Canada, PSO or Sail Nova Scotia?
- 11. Survey or no survey
 - a. Which tool
 - i. Fit survey into the very restricted constraints of the free versions of survey products? If not, who is funding?
 - b. Which questions
 - c. Who is designing, sending out and compiling
- 12. Any other items?