



SAIL·VOILE CANADA

Process for Sail Canada Endorsement of Officials Seeking World Sailing Certification

This process is intended to advise both candidates and the officials committees (Race Management Sub-Committee, Judges Sub-Committee, Umpires Sub-Committee and any other Officials committees that may be created) on the procedures for those seeking certification from World Sailing (WS). All Canadian certified officials including WS certified officials are required to meet the standards set out and maintained by Sail Canada, including the submission of Police checks, Safe Sport training, and other training that may be required from time to time, and agreeing to the Sail Canada Code of Conduct.

The application process is designed with two main goals:

- 1) to encourage and support officials who may wish to seek World Sailing certification, and
- 2) to ensure that the committee providing recommendation to Sail Canada has had the opportunity to work with potential candidates and is able to provide a fair and unbiased assessment.

Stage 1

1. Candidates seeking WS certification are required to indicate to the appropriate sub-committee by September 1 two years before submitting a WS application. Requests after this date may be made on a case-by-case basis, and will be made during the two years immediately following the implementation of this policy.
2. The sub-committee shall appoint mentors, whose role will be to assist candidates by providing guidance, and, where possible, to provide opportunities so that the candidate may complete the requirements.
3. Mentors should help to address any deficiencies that may preclude approval by WS, or Sail Canada endorsement.

It is not the responsibility of the sub-committee to ensure WS requirements have been met, but rather to provide an appraisal of the candidate's temperament, communication skills and ability to provide appropriate representation of Sail Canada and its officials internationally. As per World Sailing, International officials shall "reflect the standard and behaviour of officials in your country" and the applicant shall meet "the highest standards expected in the sport". The MNA is advised to "maintain a high level of quality in its endorsements".

Stage 2

In order that the CEO of Sail Canada can provide an endorsement, a recommendation to the Sail Canada CEO from the Training and Certification Advisory Committee (TCAC) must be provided, as per the Terms of Reference of the TCAC.

The applicant can expect a fair and unbiased objective assessment of their qualifications and skill set.

Candidates are required to apply for Sail Canada endorsement to the Programs Manager no later than May 1 of the year in which they intend to apply for WS certification, even if all WS requirements are not yet complete.

1. Once the application for endorsement has been received, the appropriate sub-committee will review the candidate's application and make a recommendation to the TCAC on whether the application should go forward with an endorsement by Sail Canada or if the candidate should take additional time to address identified skill set shortcomings in order to meet the WS requirements.
2. The TCAC will:
 - a. either accept the recommendation of the sub-committee, or
 - b. if deemed appropriate after review, proceed with its own recommendation to the CEO whether to endorse the candidate or not.
3. The sub-committee via the TCAC, shall submit the final endorsement recommendation to the CEO of Sail Canada by no later than July 1 of the year in which the candidate is seeking WS certification.
4. The CEO will review the recommendation of the TCAC and will either:
 - a. Accept the recommendation of the TCAC or
 - b. If the CEO believes the process outlined was not adhered to, was unfair or biased, the recommendation will either be sent back to the TCAC for further review and consideration or the CEO will set up an independent panel to review the candidate's application and skill set.
5. The candidate shall be notified in writing by the Sail Canada Program Manager of the status of their pending endorsement by Sail Canada no later than August 1.
6. If the candidate is being endorsed, the TCAC will request that the Sail Canada Program Manager proceed with a written recommendation to the Sail Canada CEO to endorse the application. A copy of the recommendation shall be sent to the candidate.
7. If an endorsement is not supported, the candidate will be notified in writing by the Sail Canada Program Manager that:
 - a. they are not a suitable candidate for WS endorsement at this time with an explanation and that they may apply again in the future, or
 - b. they will be informed that the sub-committee has identified shortcomings in the candidate's skill set that need to be addressed before a full endorsement will be submitted. The candidate will be informed that if such improvements in skills are demonstrated, within a suggested timeframe, they will be recommended for endorsement. The candidate will be provided with clear and objective criteria outlining what will constitute successful skill development and a course of action to address the shortcomings. They will also be provided with an explanation of the expected time frame for

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endorsement. The TCAC, on a recommendation by the appropriate subcommittee, may appoint a new official to serve as mentor if it is deemed appropriate to do so for any reason. The mentor will be responsible for both guiding the candidate through the process and reporting on the progress and suitability of the candidate to the TCAC.

8. The candidate has the right to appeal any recommendation or decision of the sub-committee, TCAC or Sail Canada, at any time during the process, if they believe the process was not followed or if the assessment is unclear, unfair or biased; they may do so by filing an appeal according to the Sail Canada Appeals Policy.
9. The CEO will proceed with an appeal according to the Appeals Policy.