

Sail Canada Race Management Sub-Committee (RMSC) Meeting

Minutes

February 16, 2016 1600 – 1700 (Pacific)

Attendees: John Abel Daniel Conrod Irene McNeill

Madeleine Palfreeman Ross Tellier Peter Van Muyden

Regrets: Mark Searle

- Minutes of September 29, 2015 meeting motioned to be approved as written by John Abel and seconded by Peter Van Muyden. Approved by committee. Once approved, minutes to be published on the Sail Canada website and sent to the provincial Race Management (RM) committee chairs/Executive Directors (EDs) as applicable.
- 2. Update -'Join the Race Committee'
 - Peter has taken over from Colin Mann and has completed standardizing the booklet.
 - Sarah now reviewing and creating a final version for Peter's review. A French translation of the booklet will be completed after confirmation of final copy.
 - Sail Canada (SC) has sent a letter of thanks to Colin Mann.
- 3. Update Sail Canada Race Management Manual
 - John Abel to create spreadsheet with the RM manual Table of Contents
 - John to assign RMCC and RMMCC members to review and revise specific sections.
 Depending upon the amount of work, IROs not associated with the RMCC may be asked to assist. The manual to be completed by February/March 2017.
 - RMCC Glossary of terms to be used consistently throughout the manual.
 - Formatting of copy to be confirmed.
 - French translation will be required.
 - Guy Walters nominated by the RMCC for the SC President's Award recognizing his single-handed commitment to the updating of this manual since its inception.
- 4. Update Safety Course
 - As per TCC, Sail Canada (SC) to proceed with Safety Course (including certification) as written by Gary Howard, David Lewis and Geoff Webster. However, materials not released from the authors as yet.
 - RMSC to investigate obtaining copies of the RYA Safety materials to adapt for SC.
- 5. Update Standard format CRO and ARO seminar materials.
 - All seminar materials updated and placed in the 'Resource' section for all RMCCs and RMMCCs for easy access via their Login on the SC website.
 - Ontario Sailing's (OS's) CRO quiz also posted in the "Resource' section for use by other provinces with the proviso that the test be collected at the end of the seminar. (By collecting the test back, a new test is not required for each seminar. It is used to evaluate the seminar participant's comprehension of the materials only.) BC also has a quiz.
 - Mark laying seminar materials (AML and ML) to be included in standard format review



- 6. Long Term Strategy Race Management in Canada
 - RMSC Terms of Reference (TOR)
 - TCC received a report from the SC Governance committee. The committee has reviewed the TORs from all committee. The Governance committee has developed a standard format that they wish all TORs to conform to. The RMSC to receive their TOR back with a request to revise to new format.
 - Insurance for Race Officers
 - Ross to investigate how hockey referees, baseball and soccer officials are covered by insurance and report back to the RMSC.
 - Paddy indicated that the SC insurers have made some progress and have a meeting with Chubb (they do the US Sailing insurnace) scheduled for mid March.
 - Funding
 - If funding available, the RMSC would like to see it directed to the development of an on-line event reporting system (similar to US Sailing SOARS) to be used by all race officials. Irene to follow up with Paddy.
 - John Abel identified someone who may be able to develop a Canadian system at a lower cost.
 - Minimum age for Race Officer
 - Confirmed that there is no minimum age for an individual to be a race officer in Canada as long as they are able to obtain their RCOC and VHF licenses and meet all other criteria.
 - Report from Advanced Race Management seminar
 - Peter reported back to the RMSC regarding the Advanced RM Seminar, including exam results, study materials and results from the participants' survey. Overall, seminar well received.
 - Identified that a scoring section for the Advanced RM seminar was lacking.
 PVM to draft for next seminar.
 - Seminar (including exam) planned for 2017 to be given in the French language.

7. RM Criteria

- Discussion held regarding relationship of national RMSC with provincial RM committees, noting that some PSAs do not have RM committees. The RMSC will review and approve certifications for CROs from PSAs with no RM committee with PSAs reviewing and approving ARO certifications.
- 8. Appointment of Advanced RM Course Conductors, Halifax, Wed Oct 19 Fri Oct 21, 2016
 - Irene McNeill (training), Madeleine Palfreeman and John Abel to teach the Advanced RM seminar in Halifax. The course to be given Friday, Saturday and Sunday.
- 9. Other Business
 - Confirmed that SC office to return all RM applications for certification and recertification to the applicant for correction where errors are evident. No correction of self-evident errors are permitted.

Next meeting: May 3, 2016 at 1600 PDT