Sail Canada

Committee: Training & Certification Committee	Attendees: Warren Nethercote (Chair), Lynne Beal, Katie Nicoll, Eric Turner, Joe Jospe	Date: 2018/04/12
	Regrets: Samara Crothers, Mike Turner	Time: 8pm EST Location:
	Observers:	Conference Call
		/ Webinar

No.	Agenda Item	Discussion / Action description	Motion / Action
1.0	Call to Order	Meeting opened at 2003 EDT.	
2.0	Approval of Minutes	Approval of the minutes of the meeting of 15 March was moved by J. Jospe and seconded by E. Turner. Motion carried without amendment.	
3.0	Matters Arising	3.1 Report on JSC TOR Update (W. Nethercote): S. Crothers had advised that the TOR would be presented for approval at the SC Semi-Annual meeting, April 7/8, 2018. The results of the meeting were not known.	
		Action: S. Crothers to report result of semi-annual meeting.	S. Crothers
		3.2 Respect for Sport (W. Nethercote): Sarah Case had reported that there had been no expressions of interest in sponsoring the Respect for Sport program and recommended that JSC encourage use of existing affinity programs (Sail Canada Mastercard, EQ Bank) by judges which would generate extra funds for Sail Canada, allowing greater financial flexibility.	
		L. Beal reported attending a recent, equivalent US Sailing seminar which she had found quite useful, particularly with respect to processes to be followed by officials to be consistent with legal requirements. She noted that there had already been a case in Ontario involving abuse of a minor by a sailing coach and wondered whether there might be forthcoming Sport Canada direction on the matter of Respect for Sport or equivalent training.	
		JSC will retain Respect for Sport as a continuing agenda item.	
		3.3 Rule 69 Advisory Panel (W. Nethercote): K. Coleman Nicoll moved and L. Beal seconded approval of the task Description of a Sail Canada Rule 69 Advisory Panel, with one minor amendment. The approved document is attached as Annex A.	
		Action: W. Nethercote and L. Beal to coordinate preparation of a short list of invitees prior to issuing invitations. First short list to be IJs resident in Canada.	W. Nethercote L. Beal

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4.0 Work Plan

4.1 Budget Proposals:

- S. Crothers had reported to Chair JSC that Sail Canada budgets already included:
 - (a) Funding for RJ/NJ seminars in conjunction with the APC
 - (b) \$2,000 travel allowances for developing officials at SC title events

Additionally, CORK receives Sport Canada funding for officials' development through Sail Canada recommendation. These funds could be accessible for targeted use in 2019, but have been committed for 2018, largely for CORK jury travel and accommodations.

The JSC discussed planning a CORK-based activity in 2019, with Sail Canada/Sport Canada funding supporting the direct activity costs and PSA funding supporting candidate costs. It was proposed that PSA/Provincial Sport funding for officials development be explored and that a future Judge Newsletter identify available programs. Nova Scotia and Manitoba were known to have such programs.

Action: S. Crothers to request details of officials' development funding programs from PSAs; E. Turner to formulate descriptive content for a future Judge Newsletter.

S. Crothers E. Turner

4.2 Standard Operating Procedures (W. Nethercote)

(JSC SOP V2 dated March 12, 2018 attached as Annex B)

Approval of the attached Standard Operating Procedures (SOP) were moved by W. Nethercote, seconded by J. Jospe, and approved without amendment. The SOP is an administrative requirement of the JSC TOR, Duties and Responsibilities paragraph 3. The SOP includes a performance standard at paragraph 14.

4.3 Communications (Eric Turner):

E. Turner wondered about impact of the recent Judge Newsletter. Several members reported receiving positive feedback from the judge community.

The JSC discussed review and update of judge-related pages of the Sail Canada web-site. With the availability of the new judge program it was agreed that the 'judge pages' be updated within the context of the existing web site template, but that resource materials be added, in a manner similar to those available on the US Sailing judge page.

Action: S. Crothers and E. Turner to collaborate on web site update.

S. Crothers E. Turner

4.4 Certification Standards (W. Nethercote):

Action Plan for Implementation of New Standard

- (a) Editorial amendments for publication (W. Nethercote): Complete and delivered to S. Crothers
- (b) Production of pdf forms for on-line use (S. Crothers): Progress

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		unknown in absence of S. Crothers	
		(c) Posting to web (S. Crothers, E. Turner): Awaiting availability of (a) and (b)	
		(d) Communications materials for judges and PSAs (S. Crothers, E. Turner): This is seen to be a critical item, especially with respect to PSAs.	S. Crothers
		Action: S. Crothers and E. Turner to collaborate on developing communications for judges and especially PSAs	E. Turner
		4.5 Testing (Lynne Beal): a. Continuing Club Judge Test Experience (L. Beal for Testing WG): A recent Toronto-area seminar had included 7 new and 5 recertifying candidates with no testing concerns (all candidates passed the test). An Ottawa seminar had 4 of 4 candidates pass the test with no testing issues.	
		b. Interim RJ/NJ testing via US Sailing (L. Beal for Testing WG): The numbers of candidates who have accessed the US test is unknown, apart from one candidate using the US test result for a judge application (Section 5 of minutes).	
		c. Term RJ/NJ Test Development for October 2018 RJ/NJ Seminar (L. Beal for Testing WG): Test development ongoing.	
		4.6 Training Materials: a. Ongoing Experience with Club Judge Seminar Presentation (Mike Turner/Lynne Beal): After previous updates there had been no further changes to the Club Judge Seminar presentation materials. Feedback from candidates had been positive.	
		b. RJ/NJ Seminar Presentations (Members): There had been no progress since the last meeting.	
		Action: W. Nethercote to lead redevelopment of existing RJ/NJ seminar materials with a goal of delivery of RJ/NJ seminars in late spring/early summer timeframe.	W. Nethercote
5.0	Certifications	The JSC considered an application from Scott Collinson, ON. Mr. Collinson met all requirements for certification as a Regional Judge except for attendance at an RJ/NJ seminar. The JSC agreed to hold Mr. Collinson's application pending completion of a seminar.	
		The JSC expressed concern that no RJ/NJ seminar had been delivered in Canada since 2015 despite seminar attendance being a program requirement and proposed offering one or more seminars in the late spring/early summer timeframe.	
		Action: S. Crothers to write to Mr. Collinson, text available separately	S. Crothers

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		Action: L. Beal to investigate scheduling options for June timeframe RJ/NJ seminar in GTA.	L. Beal
6.0	AOB: Rowan's Law	Reference: Rowan's Law (Concussion Safety), 2018, S.O. 2018, s.1 K. Coleman Nicoll reported that he Ontario legislature had passed Rowan's Law and that responses to it were varied. CORK had decided to await Ontario sailing direction or recommendations before adopting its own procedures. Steers/4 Sisters regattas had adopted a scoring-based protocol after a concussion diagnosis, but the JSC recommended a different approach to avoid vulnerability to redress or appeal.	
7.0	Future Meetings	Dates & Agenda items: Next meeting Tuesday May 8, 2018, 2000EDT	
8.0	Adjourn	Following a motion by E. Turner the meeting adjourned at 2125 EST.	

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Annex A

Task Description Sail Canada Rule 69 Advisory Panel

- 1. The Sail Canada Rule 69 Advisory Panel (hereafter, RRS 69 Advisory Panel) is an *ad hoc* working group of the JSC.
- 2. The RRS 69 Advisory Panel has no administrative role or output; it exists solely to provide support to protest committees who seek expert advice in misconduct hearings held under Rule 69 of the *Racing Rules of Sailing*. The RRS 69 Advisory Panel is, in effect, a pool of advisors.
- **3.** There is no requirement that the panel ever meet or that it collaborate on responses to individual support requests.

Access to RRS 69 Advisory Panel

- 4. Clubs or protest committees may request support from a member of the RRS 69 Advisory Panel through Sail Canada staff, or by direct approach to RRS 69 Advisory Panel members should those members authorize Sail Canada to identify them on the Sail Canada web site.
- 5. Normally, support will be provided by a single member of the panel who provides oral or written advice to the protest committee Where possible, that single member will be the closest geographically to the site of the hearing, to allow direct participation in the misconduct hearing if required.

Membership

6. Members of the RRS 69 Advisory Panel will be senior judges (IJs or NJs) with experience in misconduct hearings under Rule 69. Membership in the Sail Canada Appeals Committee will not preclude membership in the Panel, although Appeals Committee members will need to recuse themselves from appeals on occasion.

Approved by JSC April 16, 2018

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Annex B

Sail Canada Judges Sub-Committee – Standard Operating Procedures

Effective Date:	
Date Last Reviewed:	
Scheduled Review Date:	
Supersedes:	No previous version
Approved by:	
History	1. 1 st draft, December 17, 2017
	2. 2 nd Draft, March 12, 2018

Purpose:

1. This Standard Operating Procedure (SOP) is provided to support delivery of the Sail Canada Judges Program by the Sail Canada Judges Sub-Committee (JSC) and is supplemental to the JSC Terms of Reference and the Sail Canada Judges Program.

Authority:

- 2. The Chair, JSC is the authority for operations under this SOP.
- 3. The JSC is the approval authority for this SOP subject to the constraints of the Terms of Reference of the JSC.
- 4. The JSC is accountable to the Sail Canada Training and Certification Committee (TCC).

References:

- A. Sail Canada Judges Program, March 12, 2018
- B. JSC Terms of Reference, March 8, 2017

Procedures:

Program Documents

- 5. The JSC is to maintain the following program documents and update as required:
 - a. Sail Canada Judges Program
 - b. Judging Application forms
 - c. JSC SOP
 - d. Judging Seminar documents:
 - i. Club Judge Initial Seminar
 - ii. Club Judge Renewal Seminar (optional)
 - iii. Regional Judge Seminar (which may be joint with National Judge Seminar)
 - iv. National Judge Seminar
 - e. Judging Tests, which may be shared among levels with variations in scoring:
 - i. Club Judge
 - ii. Regional Judge
 - iii. National Judge

Program Delivery

- 6. The JSC is to develop and maintain standards for course conductors, including training where required, and is to maintain a record of approved course conductors.
- 7. One course conductor is required for a Club Judge seminar, but two are preferred

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- 8. Two course conductors are required for Regional or National Judge seminars
- 9. Certification requirements for course conductors are as follows:
 - a. Regional, National or International Judges may conduct club judge seminars
 - b. National or International judges may conduct Regional or National Judge seminars, but at least one course conductor for a Regional shall be an International Judge.

Record Keeping

- 10. Sail Canada is to provide data repositories (Drop box accounts for example) and back-ups for JSC documents to ensure corporate memory and availability of materials.
- 11. JSC is to maintain program documents and working documents on the provided data repository.

Certification Procedures

- 12. Application procedures are defined in the Sail Canada Judges Program.
- 13. Upon receipt of a judge application the JSC may evaluate it collectively, or may delegate the assessment to a team of two members, who will recommend whether certification is warranted to the full committee.
 - a. As part of the evaluation process, the JSC (or a sub-team) will obtain references as required by the Judges Program.
- 14. Upon receipt of an application from Sail Canada staff, JSC will initiate processing of the application within 15 working days, and will present it for JSC consideration at the first JSC meeting following receipt of necessary references.

Delegations

- 15. Provincial Sailing Associations may establish provincial Judge Certification Committees or collaborate to form Regional Judge Certification Committees to administer the Club Judge Program.
- 16. Such committees must have at least two members.
- 17. The chairs of Provincial or Regional Judge Certification Committees must be at least Regional Judges.

Approved by JSC April 12, 2018

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