DECISIONS - Items Needing to be Addressed

1. Fee
    a. Should a fee be charged if on-line?
        Yes but for the series of weekend courses (April 18 – 19), no fee to be charged. These are trial on-line sessions being presented due to COVID-19.
    b. Charge a fee as sign of commitment
        Agreed for future sessions with fee to be collected by PSA conducting session.
    c. Fee for service being used and ancillary costs
        Recovery costs for PSA offices to organize sessions and process certifications (including sending letters with certificates of completion to candidates and posting names on Sail Canada Profiles) post session.

2. Present ARO/CRO course not designed to be given on-line
    a. Certification/recertification course (see below) or information course
        Committee decided ARO course can be a certification course. CRO course cannot be as practical aspects of CRO course cannot be conducted remotely as yet.
    b. How are practical aspects of each course to be modified for remote participation?
        Suggested that the CRO candidate be accompanied by a RRO or CRO and observed for two sessions.

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
        Length of courser to be increased to 4 hours (to meet ARO criteria) with a scheduled break. ARO course to be a pilot session with number of participants to be decreased. The seminar is to be repeated 3 more times during the weekend. Time to be allowed 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
        Eight hours is too long for a Zoom meeting. As well, it does not meet the CRO criteria as published. Design of on-line CRO session to be deferred until feedback from the ARO sessions being given on the April 18/19 weekend obtained. The plan is to draft an on-line CRO session for use later this year.
    b. Plan for handle breaks and bring everyone back together
        Suggestion is to draft CRO course as modules, completing all components of CRO criteria with the exception of on-the-water sessions and quiz. The practical session to be scheduled at a later time. The quiz could be given at this time as well,

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

> *Frank to do.*

    c. Need second instructor
> *Irene to be second instructor for first session on April 18. Other instructors 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
> *Second instructor to monitor as well as Frank.*

    f. Process to ensure that participants are present during entire presentation
> *Not sure how to confirm.*

6. On-line Services
    a. Zoom Webinar or Zoom Meeting being used?
> *Zoom meeting to be used.*

    b. Logistics and protocol of holding on-line meeting/webinar
        i. Another person needed to manage the call (microphone, chat, questions, etc)?
> *See above.*

        ii. Attendees muted or unmuted, i.e., how to handle the unwanted background noise that occurs in online meetings, especially with the intended numbers?
> *David Sprague has sent Powerpoint presentation he received from another meeting which listed the 'Zoom Preparatory Instructions' which will be revised with Sail Canada branding and sent for the sessions on Saturday.*

        iii. How will Zoombombing be handled? (Not really Zoom specific) Disabling Chat? Consequences of doing that.
> *Aware that this is a possibility but the moderator will need to invite participants to the meeting.*

7. 'Join the Race Committee' booklet
    a. Contractual agreement with US Sailing (need to confirm if electronic distribution is possible)
> *Being investigated by Sail Canada.*

    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?
> *The requirement for ARO candidates to have a copy of the booklet is waived for this course for this year.*

8. Student hand outs – electronic or hard copy
    a. Issues in past in distributing soft copies
> *PDF copies of the hand outs to be provided electronically to participants.*

9. Administering CRO quiz
    a. Issues with presenting digitally
> *If the CRO course will have an in-person component, the practical and quiz can be completed during this session.*
> *If the CRO course will not have an in-person component, the quiz can be administered electronically.*

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?
        Sail Nova Scotia to issue a certificate of completion of the ARO course to the participants and to send the list of names of the newly certified AROs to Sail Canada for registration on the Sail Canada Profiles.
    b. Who issues the certificate of completion of the course for a non-Canadian: Sail Canada or Sail Nova Scotia?
        Not discussed.
    c. Who processes the certification request for a Canadian, out of province, who has taken the course: Sail Canada, PSO or Sail Nova Scotia?
        Not discussed.

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?
        Sail Canada will provide the paid version of Survey Monkey on which to prepare the survey.
    b. Which questions
        Graham, Daniel and Sam to draft questions for the survey.
    c. Who is designing, sending out and compiling
        Sail Canada office to design, send out and with the responses returning to Sail Canada who will compile the results. The results to be shared with the RMSC and the e-Learning committee.

12. Any other items?
        None.