**Sail Canada**

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| **Committee: Training & Certification Committee** | **Attendees:** **Wendy Loat (Chair**), **John Gourlay**, **Steve** **McBride**, **Graham Fraser,** **Rob McLean, Helen Dam, Timma Flanagan (Sail Canada)****Regrets:** Daniel Conrod**Observers:**  | **Date: 2019/05/13****Time: 8pm EDT****Location: Conference Call / Webinar** |

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| **No.** | **Agenda Item** | **Discussion / Action description** | **Motion / Action**  |
| **1.0** | **Call to Order** | Meeting opened at 8:03 pmCall for conflicts of interest:  |  |
| **2.0** | **Approval of minutes of April, 2019** | Minutes from April Approved | **Motioned: J. Gourlay****Seconded: S. Mcbride** **Approved** |
| **3.0** | **Updating and Improving the Sail Canada Website** | **3.1 Process for bringing requests to the correct places when applications are received** - Need for a creation of pathway regarding where requests go. Discussion around whether or not the TOR’s would solve this. TOR will be posted once the money for translation is approved. (This is not limited to the TCAC Subcommittees but to all SC committees such as rules and appeals)**3.2 Expanded search for officials that will show when officials are busy**- Suggestion for a calendar function to add to the officials search.  |  |
| **4.0** | **Membership** | **4.1 CANSail Sub-Committee**- Members of the committee will sharing the role of chairing this committee for the time being until a chair can be found. |   |
| **5.0**  | **Officials** |  **5.1 Code of Conduct**Respect in the workplace/Respect in sport - (to be reviewed to next meeting) * Potential for implementation for Officials in January
 | **Steve McBride** |
| **6.0** | **CANSail** | **6.1 CANSail** * Recertification of expired credentials clarification: Cruising instructors have a 6 month grace period, while CANSail instructors are on a case by case basis.
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| **7.0** | **Online Assessment** | **Online Initiatives** * Student Database access

Students cannot currently access any materials in the database. Student materials should be circulated by instructors when they take the course.* Electronic Logbooks (SOARS)Determine if SOARS is mandatory.

Problems with the Code of Conduct were discussed, and are to be brought to the proper avenues. * Wallet Card

Basic cruising standard is equivalent to the PCOC Card. Any inquiries regarding this should be directed to Sarah Case and Jamie Gordon.* Sail Canada App – Safety Notices/UpdatesInterest has been expressed regarding an app to maintain a community of people regarding safety initiatives and updates.

**Online Assessment** * Checklick captures evaluation only

Idea was brought up to create an online system for ashore/official/cruising/instructor knowledge exams. A group will be created to discuss an online platform regarding this initiative to determine what different areas will need. The comprehensive Proposal needed to encompass all streams of Sail Canada. Money in budget for online training and or testing?**Round Table Reporting:*** G. Fraser: Discussions with Mike Milner, regarding need to develop high performance programming, coach dev linking 5/6 with comp dev. Lots of discussion regarding how CANSail 5/6 levels can be expanded into more levels. Mike is focused on Coach Dev side. Recognise need for continuity between different levels of coaches
* H. Dam: Updating Coaching Athletes with Disabilities Module with Jenny Davey.
* S. McBride: review of CANSail, CANSail pathway and Coach Pathway
* R. McLean: Cruising subcommittee 1. Basic cruising text was out of stock, schools wanted to update supplies for the season, new stock should be shipping soon. 2. Work on updating exams & notes & instructor materials for various programs. 3. Relationship with the Canadian power squadron – don’t have PCOC text book. VHF marine radio course CPS is finally upgrading their text, but no current agreement with current text or e-text (Gen). 4. Discussion about requirements for live aboard course – advanced cruising standard as a student
* RMSC: not present
* JSC: approved regional judge, new newsletter, shortage of national and regional judges.
 | **T. Flanagan****T. Flanagan****W. Loat****R. McLean****T. Flanagan****W. Loat, R. McLean, J. Gourlay**  |
| **8.0** | **Future Agenda Items** | **Next meeting date:** June 10th **2018 Meeting Schedule:** (July & August if needed) September 9th, October 15th (Tuesday, due to Thanksgiving), November 11th, December 9th.  |  |
| **9.0** | **Adjourn** | **Motion to Adjourn at 21:21 Eastern Standard Time** | **G. Fraser** |