

## Sail Canada (SC) Race Management Sub-Committee (RMSC) Meeting

### Minutes

February 7, 2017

1600 – 1700 (Pacific)

Attendees: John Abel Daniel Conrod Irene McNeill  
Madeleine Palfreeman Peter Van Muyden

Regrets: Mark Searle, Ross Tellier

1. Minutes of October 5, 2016 meeting motioned to be approved as written by Madeleine Palfreeman and seconded by Peter Van Muyden.
2. Minutes of November 22, 2016 certification meeting motioned to be approved as written by Peter Van Muyden and seconded by Madeleine Palfreeman.
3. Update – Officials Meeting held January 14-15, 2017.
  - Madeleine Palfreeman and Irene McNeill attended meeting on behalf of the RMSC. Peter Van Muyden attended as a member of the TCC.
  - Meeting held as a result of the discussion held at the 2016 Halifax AGM which raised concerns about the officials program, specifically at entry levels. Main objective of the meeting was to establish transparency and consistency across all officials programs.
  - Minutes of the meeting have been drafted and will be circulated to RMSC members once finalized.
  - The RMSC action items included the following:
    - Work with the Judges' Sub-Committee to align event classification and matrix to ensure transparency and alignment. Irene to draft and send to RMSC members for comment before submission to TCC.
    - Consider a change to RM Program Criteria to require successful completion of the Assistant Race Officer (ARO) seminar for certification (eliminating the requirement to apply for certification). This was approved by the RMSC.
    - Include Umpire Seminar under 'Professional Development Activities'. It was decided that Irene would obtain copy of the materials for evaluation which will be circulated to RMSC members prior to next meeting.
    - Work with Sail Canada office and TCC to ensure Race Management Program Criteria meets the Standard of Standards and remove Terms of Reference (TOR) components from the criteria document. This will be completed once the TOR template is available.
    - Allow candidates who were not successful in their first attempt at writing the National / Regional exam to re-write after a 'learning period' without having to re-take the seminar. This was discussed by the RMSC. The following was decided (which would be implemented in 2018):
      - Re-write of the National/Regional exam would be permitted for NRO candidates only. The candidate must:
        - Have met all other NRO certification criteria
        - Have had an exam failure score of 85 – 89%
        - Applied in writing to the RMSC for permission to re-write
        - Failed the exam 6 – 9 months earlier

- The logistics of the re-write of the exam (deciding who would proctor the exam, when the exam would be re-written and where the exam would be written) would be arranged on a case-by-case basis.
- Peter to draft an update to the 'Race Management Criteria for Race Officers and Course Conductors' to incorporate the above decisions and circulate for review by the RMSC. The approved update to be submitted to the TCC for approval.
- 4. Update – 'Join the Race Committee'
  - Final versions (both English and French) complete
- 5. Update – 'Race Management Manual'
  - John reported that he has not yet been able to work on the manual.
- 6. RMSC review of Sail Canada Title Events NORs and SIs
  - RMSC agreed this would be a good idea
  - Irene to contact Sam to offer service (*post meeting Sam confirms that SC would like the service*)
  - Irene to draft a procedure for RMSC review
- 7. Update Safety Course
  - TCC will investigate adding a Safety Course for certification
- 8. Update RMCC seminar materials
  - Seminar teaching materials now revised to 2017-2020 RRS with thanks to Graham Dougall for preparing the materials
  - Placed in the 'Resources' section of the individual Course Conductors profile on the SC website
- 9. Update – French Language Advanced Race Management Seminar, April 8-9, 2017, Quebec City, QC
  - Planning for seminar going well
  - Materials and test are translated
  - Recommended e-blast to whole country to advertise the availability of the seminar in the French language
- 10. Scoring Session for Advanced Race Management (RM) Seminar
  - Peter prepared a scoring session for inclusion in the Advanced RM Seminar
  - Pre-study questions prepared as well as slides which were included in the Powerpoint presentation
  - Taught by John and Madeleine at the Halifax Advanced RM Seminar
  - To be included in the seminar materials (both English and French) from now on
- 11. Update CheckClick Committee
  - John reported that the sub-committee had met with Dominik of CheckClick
  - Needs analysis prepared after meeting and sent to Dominik
  - Dominik reported to John that most items were possible and that the cost to modify the SC CheckClick program would be approximately \$2,500 - \$5,000.
  - Decided that the RMSC would request the funds from Sail Canada to pursue this
  - Irene to draft a request letter to be reviewed by RMSC before finalized version sent to the chairman of the TCC (*post meeting – Irene sent letter with request February 20, 2017*)
- 12. Common RM Forms on SC website
  - RMSC decided that common RM forms should be available for download on the SC website
  - Irene to ask Graham Dougall to draft forms for review by RMSC before posting

13. Plan to attract new race officers:

- Ideas to attract new people to be race officers which are being used with success:
  - Offer one free seminar registration fee to host club if participant under the age of 30 years
  - Clubs pay for ARO/CRO seminar fees for sailing instructors that are conducting their week night race programs
  - Students that are conducting week night race programs are required to have taken the ARO/CRO seminar before they can be hired
  - ARO/CRO seminar participants are encouraged at the end of the session by the Course Conductor to assist on the signal boat at the next local event. They are also encouraged to write the SIs and run the club event under the supervision of the Course Conductor.

14. New Business

- Daniel indicated that he and others on the east coast would like to be trained as course conductors
- Daniel to meet with the ED of NS Sailing to discuss how this may be facilitated by the PSA
- Irene indicated that a number of course conductors in Quebec and Ontario would be available to assist in their certification

Next meeting: April 11 at 1600 PDT