

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

### Minutes

April 25, 2017

1600 – 1700 (Pacific)

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

Regrets: Mark Searle

1. Minutes of February 7, 2017 meeting motioned to be approved as written by Peter Van Muyden and seconded by John Abel.
2. Update – French Language Advanced Race Management Seminar, Quebec City, April 8-9, 2017
  - Program well received by ten participants coming from areas such as Rimouski, Baie de Chaleur and Montreal.
  - Intent is to repeat the course in 4 years time and schedule with the Sail Canada Annual General Meeting (AGM), particularly if the AGM is located in Quebec.
  - Noted that the Advanced Race Management Seminar does not have a lot of information regarding Off Shore Racing. The addition of this information to the Advance Race Management Seminar is being considered.
3. Update to TCC from Officials Meeting, January 14-15, 2017 –
  - Reported to the TCC that the Irish Sailing Association is using CheckClick for its race officials logbook and a letter was written to request funding for this project. TCC reported that request for funding is in Sail Canada budget but unlikely the project will move forward.
  - Irene responded to TCC regarding the five items the RMSC was asked to consider and address:
    - RMSC revised the event classification and matrix used for official certification
    - RMSC approved the RMSC criteria for the assistant race officer applicant to apply for certification. By taking the course, participants would automatically become certified.
    - RMSC was asked to include the Umpire seminar under it approved list of 'Professional Activities'. The materials were obtained for discussion at April 25th meeting.
    - RMSC to work with Sail Canada office to revise its RM program to meet the 'Standard of Standards'.
    - RMSC reported to TCC that a re-write of the NRO exam would be permitted and only under certain conditions. The RMSC Certification criteria were revised accordingly.
4. Race Management Manual Update –
  - Irene to obtain a pdf version of the manual from Sail Canada
  - Irene to divide the manual into sections for review by RMSC members
  - Project to be deferred to the fall

5. RMSC review of Sail Canada Title Events NORs and SIs
  - Irene drafted a procedure which was circulated for review and revision by RMSC
  - Final version was approved at the meeting
  - Motion presented by Peter VanMuyden and seconded by Daniel Conrod that the procedure be adopted by Sail Canada. The Committee approved the procedure and suggested that it be implemented for 2018
  - Final procedure to be sent to Sail Canada (*post meeting – Irene sent procedure to Sail Canada*)
6. Update Race Officials Logbook and CheckClick
  - John reported that this project would not move forward until Sail Canada resolves its issues with CheckClick
  - Test cases will be required if the project moves forward
7. Common RM Forms on SC website
  - Irene reported that Graham Dougall in process of drafting common forms
8. Training Course Conductors – East Coast
  - Daniel Conrod and Peter VanMuyden conducting a CRO/ARO course
  - Hope to attract individuals who may want to become RMCCs
9. Standard RM Certificates
  - Discussed issuing standard RM certificates for ARO/CRO
  - If available, template could be placed in Resources section of Sail Canada Members Login.
10. RM Course Checklist
  - Peter to add a course checklist to DropBox as aid for RMCCs planning courses
  - RMSC
  - Graham Dougall added Ontario Sailing Checklist to DropBox
11. RO Certification Levels for SC Events
  - Peter circulated a draft table of certification levels that SC/organizing authority (OA) can use to select the level of officials required for SC events.
  - The proposal was approved but further discussion deferred to next RMSC meeting.
12. TCC – RMSC Membership review
  - Irene reported that TCC has advised the RMSC that the chairman of the TCC sub-committees are to be (re)appointed every 4 years with the membership of the committee to be ‘refreshed’ on an annual or bi-annual basis.
  - Mark Searle has resigned from the RMSC
  - Graham Dougall was nominated to the RMSC (*post meeting – Graham Dougall was been approved by TCC and has joined the RMSC*)
13. Request to Share Seminar Materials with US Sailing
  - Request received by Irene to share RM teaching materials with a US Sailing RM instructor
  - Process is permitted on a case by case basis and must be processed through Sail Canada
14. New Business
  - Peter taught a SailWave course in conjunction with CORK in Kingston April 22 – 23

Next meeting: October 16, 2017 at 1600 PDT