

**CANSAIL DINGHY**

**PROGRAM GUIDE**



**October 2023**

## **CANSAIL DINGHY PROGRAM GUIDE OVERVIEW**

1. The CANSail Dinghy Program is owned by Sail Canada and delivered in cooperation with Provincial Sailing Associations (PSA), through Registered CANSail Training Sites at Clubs and Sailing Schools across Canada. The program consists of programs for Sailors, Instructors & Coaches and Learning Facilitators, Evaluators & Master Learning Facilitators.

2. Instructor and Coach training and certification is delivered by Sail Canada and Provincial Sailing Associations in cooperation with the Coaching Association of Canada's National Coach Certification Program.

- The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

3. This Program Guide provides an overview of the CANSail Dinghy Program for Instructors, LF's and Evaluators & Masters. For other CANSail Dinghy Program information, please refer to the following:

- CANSail Dinghy Sailor - Program Guide
- CANSail Development Coach – Program Guide

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## 1. **AUTHORITY FOR DELIVERING CANSAIL PROGRAMS**

- 1.1. **CANSail programs** may only be delivered at **CANSail Registered Training Sites**. Clubs and Schools may become a CANSail Registered Training Site through their Provincial Sailing Association. Regional Cadet Training Sites are members through the National Headquarters which acts as the 'PSA' for Regional Training Sites.
- 1.2. **CANSail programs** may only be delivered by **Registered CANSail Dinghy Instructors**, who are 'Trained' or 'Certified' in the appropriate context. Certification authority is as follows:
- 1.3. **CANSail progress reports** may only be completed by Sail Canada Registered CANSail Instructors who are Trained or Certified in the appropriate context.
- 1.4. **CANSail levels** may only be awarded by Sail Canada Registered CANSail Instructors who are Trained or Certified in the appropriate context
- 1.5. Learning Facilitator (LF) & Evaluator (E) clinics are organized by Sail Canada on an annual basis.
- 1.6. Planned rotation for clinics is to alternate between Central & Western Canada on an annual basis. Additional clinics or alternate locations will be determined based on annual demand in each region of Canada.
- 1.7. National LF Clinics will be planned and delivered according to the TCC Standards for Staffing Course Conductors (Annex A).
- 1.8. Course Conductors for LF/E Clinics will be appointed according to the TCAC Standards for Staffing Clinics.
- 1.9. LF/E Candidates will apply to and be recommended by their PSA or other Organization and reviewed for acceptance by Sail Canada.
- 1.10. If a PSA is not able to accept and review applications candidates will be directed to apply to Sail Canada directly.

## 2. **RESOURCES & MATERIALS**

- 2.1. Resources to support CANSail Dinghy Programs are available for purchase through Provincial Sailing Associations and Sail Canada. Additional electronic resources are available online at [www.sailing.ca](http://www.sailing.ca).
- 2.2. CANSail Instructor, Coach, and Facilitator Training materials are supplied by Sail Canada through Provincial Sailing Associations. These materials are made available to Instructor Candidates after they are registered for a Training Clinic.
- 2.3. There are many excellent resources available from outside sources that may also be used to compliment CANSail Dinghy Training Programs.

### 3. CANSAIL DINGHY INSTRUCTOR, COACH & FACILITATOR PROGRAM

3.1. CANSail Instructor/Coach Certifications are valid for 4 years from the clinic date, to December 31<sup>st</sup> (ex: clinic is completed in May 2020, expiry date will be December 31<sup>st</sup> 2024). Trained instructors have 2 years from clinic date, to December 31<sup>st</sup> of the year, to be evaluated and certified (ex: clinic is completed in May 2020, expiry date for trained status will be December 31<sup>st</sup> 2022).

3.2. CANSail Dinghy Instructor levels include:

<b>CANSail Instructor Clinic</b>	<b>Instructor Certification</b>	<b>Certification Authority</b>
CANSail Instructor	CANSail 1 & 2 Instructor	CANSail 1-2
	CANSail 3 & 4 Instructor	CANSail 1-4
CANSail Advanced Instructor	CANSail Advanced Instructor	CANSail 1-4
CANSail 5 & 6 Instructor	CANSail 5 & 6 Instructor	CANSail 5-6

<b>CANSail Instructor Clinic</b>	<b>Instructor Certification</b>	<b>Certification Authority</b>
CANSail Community Instructor	Instructor in Training	Can assist a Certified Instructor
	Multi-Sport Counsellor w/ Coach Safety & Fundamental	ICANSail & CANSail 1
	Community Instructor	ICANSail
	Community Instructor w/ Coach Boat Safety & Fundamental	ICANSail & CANSail 1

\*Note: CANSail 1 & 2 Instructor and CANSail 3 & 4 Instructor training may be delivered in a combined clinic format or separately, based on regional demands and logistics.

3.3. CANSail Dinghy Coach levels include:

3.4. CANSail Development Coach (see CANSail Development Coach Program Guide for complete Development Coach Program information).

3.5. CANSail Learning Facilitator and Evaluator levels include:

- CANSail LF/E
- CANSail MLF/ME

3.6. CANSail Instructor Modules offer specialized training in specific areas or programs. These Modules require valid CANSail Instructor Certification in order to be valid.

3.7. CANSail Instructor Modules may be taken as professional development.

3.8. CANSail Instructor Modules include:

- Program Manager
- Wet Feet
- Double handed (Spinnaker & Trapeze)
- Coach Athletes with a Disability

\*Instructor Modules may be taken as professional Development for CANSail Community Instructors.

3.9. CANSail Dinghy Instructors, Coaches, and Facilitators are required to maintain current prerequisites at all times to be considered 'Valid' and eligible to deliver CANSail Dinghy Programs.

3.10. CANSail Dinghy Instructors, Coaches, and Facilitators are required to register annually with Sail Canada in order to be considered 'Valid' and eligible to deliver CANSail Dinghy Programs.

#### **4. CANSAIL DINGHY INSTRUCTOR CLINIC DELIVERY**

4.1. CANSail Fundamental Clinic – A minimum of 24 hours of in course shore-based training (including Professionalism, Safety, Making Ethical Decisions, Teaching & Learning, and Planning a Practice). The CANSail Fundamental Clinic is a prerequisite for CANSail Instructor Training Clinics.

This course may be delivered in an online format by Certified CANSail Learning Facilitators, so long as all required content is included in the training.

At the discretion of the PSA delivering training, the Making Ethical Decisions Module may be completed through the Provincial Coaching Association. The PSA delivering the Fundamental Course must obtain proof the MED Module has been completed prior to candidates receiving their Fundamental Course Evaluation.

4.2. CANSail Instructor Training Clinics – A minimum of 24 hours of in course technical, context-appropriate, on-water based training & assessment (including Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance) and evaluation (including Safety, Professionalism, Sailing Skills and Technical Knowledge). See Technical Clinic Requirements for LF:Candidate ratios and associated adjustments to course length.

4.3. CANSail Instructor Evaluation – After successful completion of a CANSail Instructor Training Clinic and achievement of Trained status, candidates must be evaluated on the skills taught and assessed at the Clinic in a practical setting (including Safety, Professionalism, Technical Knowledge, Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance). See Evaluation Requirements.

- 4.4. CANSail Community Instructor Clinic – A minimum of 24 hours of in course shore and on-water training (including Professionalism, Safety, Lesson Planning, Drill Progression, On-Water Instruction). Candidates are Assessed and observed throughout the clinic.

## **5. TRAINING CLINIC REQUIREMENTS**

- 5.1. Training clinics must meet all minimum requirements and follow all curriculum set forth by Sail Canada and the National Coaching Certification Program (NCCP). Current Candidate Manuals, Course Conductor Manuals, and other resources provided by Sail Canada & NCCP must be used for all clinics.
- 5.2. Training clinics are to be managed and delivered following safe sport and responsible coaching practices.
- 5.3. Training clinics are to be facilitated by a minimum of two Certified CANSail Learning Facilitators, certified at the level being taught.
- 5.4. The ratio of Learning Facilitators to candidates at CANSail Instructor Training Clinics shall not exceed 1:7 for a Technical CANSail Instructor Clinic and 1:8 at a CANSail Fundamental Course.
- 5.5. Each CANSail Instructor Candidate should have 2, one-hour mentorship sessions while during a Technical CANSail Instructor, each including water session, and briefing. One is recommended as an enhanced briefing (15-20 minutes).
- 5.6. Technical clinics are meant to work on building beginning instructor skills. LF's are to assist and give suggestions, based on best practices of the PSA and Sail Canada, while running drills to improve their skills.
- 5.7. CANSail Instructor candidates should be assigned lessons from the CANSail 1- 4 Instructor Packs. It is suggested that lessons assignments at the CANSail 2 and CANSail 4 levels prioritized.
- 5.8. CANSail Advanced Instructor Clinic candidates should be assigned a CANSail skill and be expected to build their own lesson plans.
- 5.9. PSAs are responsible for sanctioning and sponsoring CANSail Fundamental Clinics and CANSail Instructor Training clinics.
- 5.10. Sailing Schools and Yacht Clubs may host provincially approved CANSail Clinics with the approval of the appropriate PSA.
- 5.11. Only certified context-appropriate LFs may apply to deliver CANSail Fundamental and Instructor Training Clinics.

- 5.12. LFs & evaluators must communicate with co-conductors and the host PSA well in advance of and leading up to the beginning of a clinic.
- 5.13. PSAs are required to organize equipment and set up with the host venue and confirm access for the duration of the clinic.
- 5.14. It is the responsibility of the PSA to provide all clinic materials and resources.
- 5.15. It is the responsibility of the PSA to collect all payments and fees.

## **6. REQUIREMENTS FOR CANSAIL COMMUNITY INSTRUCTOR TRAINING**

- 6.1. The CANSail Community Instructor Clinic provides candidates with training and assesses them on the following elements: Safety, Professionalism, Sailing Skills, Technical Knowledge, Sailing Theory & CANSail Instructor Theory, Power Boat Operation, Lesson Planning, On-Water Instructing, Drill Progression and Analyzing Performance.
- 6.2. During the Training & Assessment a candidate's ability to complete the skills in a particular section is compared to the standard and assessed based on the following scale:
  - Below Standard
  - Meets Standard
  - Exceeds Standard
- 6.3. Candidates must achieve a minimum of 'Meets Standard' on each assessed skill in order to receive 'Trained' status at a CANSail Community Instructor Clinic.
- 6.4. Candidates having attended a CANSail Community Instructor Clinic and having received an assessment of 'Below Standard', resulting in an 'In Training' status, in Safety, Professionalism, Sailing Skills, Technical Knowledge, Sailing Theory & CANSail Instructor Theory, Power Boat Operation, Lesson Planning, On-Water Instructing, Drill Progression, and Analyzing Performance will remain 'In Training' and are eligible to retest the component(s) for which they were assessed as 'Below Standard'.
- 6.5. Candidates having attended a CANSail Community Instructor Clinic and received 'Below Standard' in Safety or Professionalism are not eligible to retest and must retake the full Training Clinic to achieve 'Trained' status.
- 6.6. There is no 'Certified' status for CANSail Community Instructors.
- 6.7. CANSail Community Instructors are valid for a period of 4-years from the date of the CANSail Instructor Training Clinic to December 31<sup>st</sup>. At the end of the 4-year period, CANSail Community Instructors are required to re-take the clinic to remain current.
- 6.8. Candidates must be given a copy of their Assessment Form at the end of the clinic. They must be advised of their status (In-Training or Trained) and any further



requirements (retests, prerequisites, etc).

6.9. Unsuccessful candidates who wish to appeal the outcome of their CANSail Instructor Training Clinic should be informed of the appeal process and directed to the appropriate PSA representative. All appeals must be received in writing and must be written by the candidate.

## **7. REQUIREMENTS FOR CANSAIL DINGHY INSTRUCTOR TRAINING & CERTIFICATION**

7.1. CANSail Dinghy Instructor Certification has two components:

- Training & Assessment – Instructor Candidates attend a CANSail Instructor Clinic where they are provided with training and assessed on the following elements: Safety, Professionalism, Sailing Skills, Technical Knowledge, Sailing Theory & CANSail Instructor Theory, Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance.
- Evaluation – Instructor Candidates are evaluated on the following elements: Safety, Professionalism, Technical Knowledge, Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction, and Analyzing Performance.

7.2. During the Training & Assessment a candidate's ability to complete the skills in a particular section is compared to the standard and assessed based on the following scale:

- Below Standard
- Meets Standard
- Exceeds Standard

7.3. Candidates must achieve a minimum of 'Meets Standard' on each assessed skill in order to receive 'Trained' status at a CANSail Instructor Clinic.

7.4. Candidates who have completed a CANSail Training clinic and achieved the minimum standard have 'Trained' status and may deliver CANSail programs and award CANSail levels based on the certification authority of their level. It is strongly recommended that 'Trained' Instructors be under the direct supervision of an Instructor Certified and with experience at the same level.

7.5. Candidates having attended a CANSail Training Clinic and having received an assessment of 'Below Standard', resulting in an 'In Training' status, in Sailing Skills, Technical Knowledge, Power Boat Operation, Plan a Practice, Teaching Methods, Land Teaching, On Water Instruction, or Analyze Performance will remain 'In Training' and are eligible to retest the component(s) for which they were assessed as 'Below Standard'.

- 7.6. Candidates having attended a CANSail Training Clinic and received 'Below Standard' in Safety or Professionalism are unsuccessful, not eligible to retest, and must retake the full Training Clinic to achieve 'Trained' status.
- 7.7. LF's running a CANSail Instructor Clinic have the authority to award 'Trained' status at the CANSail 1-4 Instructor level or at the CANSail 1-2 Instructor level and leave 'In Training' at the CANSail 3-4 Instructor level.
- 7.8. For candidates remaining at the In-Training status or with specific requirements to be met prior to an evaluation, the LF should include detailed feedback on the assessment form. The LF must also report back to the organizing PSA with a detailed outline of the requirements.
- 7.9. To achieve 'Certified' instructor status, candidates holding 'Trained' status must arrange an Evaluation through their PSA. Evaluations must be sanctioned by the appropriate PSA and must be conducted at the appropriate CANSail level being assessed. Evaluation clinics and evaluations conducted at the candidate's home club are both acceptable assessment forms.
- 7.10. Once trained, candidates are strongly encouraged to practice and develop their instructing skills in a practical setting with a 'Certified' instructor before scheduling an evaluation.
- 7.11. The CANSail Instructor Assessment Form must be provided to the Evaluator prior to evaluation.
- 7.12. The primary job of the Evaluator is to evaluate an instructor's ability to teach and control a group of sailors. Evaluations should be conducted during a training session with athletes at the appropriate skill level. This should be a minimum of a full morning or afternoon session with the candidate.
- 7.13. During the Evaluation a candidate's ability to complete the skills in a particular section is compared to the standard and evaluated based on the following scale:
- 0 = Below Standard
  - 1 = Meets Standard
  - 2 = Exceeds Standard
- 7.14. At the conclusion of the evaluation, the Evaluator will review the session with the candidate and identify ways in which the candidate can progress as an instructor or areas that need to be worked on prior to a reassessment.
- 7.15. Evaluations for 'Certified' instructor status must take place within two (2) years of the Instructor Training Clinic (to December 31<sup>st</sup> of the second year). 'Trained' coaches that have not been evaluated and achieved 'Certified' status after the two (2) year period will no longer be able to certify CANSail levels within the context and will be required to retake the full Training Clinic.

- 7.16. Training or certification in a new technical context does not extend 'Trained' status in another context.
- 7.17. 'Trained' candidates that do not complete an Evaluation to the required standard ('0' on any core evaluated skill as indicated on the evaluation form) shall retain 'Trained' status. Candidates that are unsuccessful in an Evaluation are encouraged to gain further instructing experience within the context before seeking re-evaluation.
- 7.18. 'Trained' candidates who, during an Evaluation, receive a '0' in either Safety or Professionalism will revert to 'In Training' status and will not be eligible to deliver CANSail levels within the context.
- 7.19. 'Trained' candidates that complete an Evaluation to the required standard (at least '1' on core evaluated skills) are awarded 'Certified' status. 'Certified' instructors are able to issue achievement awards for the CANSail levels for which they are certified and may supervise 'Trained' coaches.
- 7.20. 'Certified' status is valid for a period of 4-years from the date of the CANSail Instructor Training Clinic to December 31<sup>st</sup>. Certified Instructors must recertify at the end of each 4-year period.
- 7.21. Candidates having attended a CANSail Training Clinic without the proper documentation for all necessary prerequisites will remain 'In Training' until such time as they can provide official documents showing completion of all required prerequisites and having completed any required retests.
- 7.22. Candidates must be given a copy of their Assessment &/or Evaluation Form at the end of any clinic or evaluation. They must be advised of their status (In-Training, Trained or Certified) and any further requirements (retests, prerequisites, etc).
- 7.23. Unsuccessful candidates who wish to appeal the outcome of their CANSail Instructor Training Clinic should be informed of the appeal process and directed to the appropriate PSA representative. All appeals must be received in writing and must be written by the candidate.

## **8. PREREQUISITES**

- 8.1. CANSail Instructor Candidates must meet all prerequisites prior to completing a CANSail Instructor Training Clinic. CANSail Community Instructor Candidates are to meet all prerequisites prior to completing a CANSail Community Instructor Clinic. Prerequisites must be kept up to date and recertified as required.
- 8.2. PSAs are responsible for ensuring that candidates meet all prerequisite and certification requirements, prior to entering a CANSail Instructor Training Clinic or CANSail

Community Instructor Clinic. Candidates who do not have prerequisite training and cannot provide proof of registration for prerequisite training may be removed from the clinic by the PSA or shall receive 'Incomplete' or 'In Training' status pending completion of the required prerequisites.

8.3. All Community Instructor candidates must hold current prerequisites prior to attending a CANSail Instructor Training Clinic as follows:

	Instructor in Training	Multi-Sport Counsellor	Community Instructor
<b>Pre-Requisites</b>			
Path Choice	Too young for CANSail 1&2 Clinic	Work at a multi-sport camp	Volunteer or parent
Minimum Age	14	16	16
CANSail Level	CANSail 4 or Challenge	CANSail 2 Proof of Certification or Challenge at Course	
Standard First Aid	Yes	Yes	Yes
PCOC	Yes	Yes	Yes
Enhanced Police Information Check (EPIC)	No	Yes, if over 18.	Yes, if over 18.
Safe Sport Training	Yes	Yes	Yes
Making Ethical Decisions Module & Evaluation	Yes	Yes	Yes
Emergency Action Plan	Yes	Yes	Yes
Code of Conduct	Yes	Yes	Yes

8.4. All Instructor candidates (except Community Instructors which is outlined above) must hold current prerequisites prior to attending a CANSail Instructor Training Clinic as follows:

- CANSail Fundamental Clinic
- First Aid CPR (Standard First Aid)
- Sail Canada Boat Safety (or approved equivalent)
- Pleasure Craft Operator Card
- Enhanced Police Information Check (EPIC) - *applies to CANSail Instructors 18 years and older*
- Safe Sport Training (provided by the Coaching Association of Canada or Respect in Sport)
- NCCP Make Ethical Decisions Online Evaluation (appropriate stream as listed below)
  - CANSail Instructor – Instruction Stream
  - CANSail Advanced Instructor – Instruction Stream
  - CANSail 5 & 6 Instructor – Competition Stream
- CANSail sailor level as displayed in the chart below (or equivalent sailing skill level)

<b>Minimum sailing skill level requirements for instructor eligibility</b>				
<b>Community Instructor</b>	<b>CANSail Instructor</b>	<b>CANSail Advanced Instructor</b>	<b>CANSail 5 &amp; 6 Instructor</b>	<b>Spinnaker &amp; Trapeze Module</b>
<b>CANSail 2 (CANSail 4 for Instructor in Training status)</b>	<b>CANSail 4</b>	<b>CANSail 5</b>	<b>CANSail 6</b>	<b>CANSail 5 Spinnaker 2 &amp; Trapeze 2</b>

8.5. In order to be eligible to deliver CANSail programs, ‘Trained’ and ‘Certified’ and CANSail Instructors must:

- Maintain and provide Sail Canada with copies of all up to date prerequisites
- Pay annual Sail Canada Instructor Registration Fees
- Sign a Sail Canada Instructor Code of Conduct annually (when completing registration)
- Maintain valid CANSail Instructor certification

8.6. Candidates having successfully completed a CANSail Fundamental Clinic will be granted ‘In Training’ status. Fundamental candidates must achieve a minimum overall status of ‘1’ in each of Professionalism, Safety, and Ethics in order to be successful.

Candidates having attended a CANSail Community Instructor Clinic or CANSail Dinghy Instructor Training Clinic without the proper documentation for all necessary prerequisites will remain ‘In Training’ until such time as they can provide official documents showing completion of all required prerequisites and having completed any required retests.

## **9. RETESTS / RE-EVALUATION FOR CANSAIL DINGY INSTRUCTORS**

- 9.1. It is the responsibility of the PSA to provide the opportunity for retesting for candidates who have received a '0' in one of the following components of their CANSail Instructor Training Clinic: Sailing Skills, Technical Knowledge, Sailing Theory & CANSail Instructor Theory, Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance.
- 9.2. Safety and Professionalism are not eligible for retesting. Candidates who receive a '0' on safety or professionalism are required to complete the CANSail Instructor Training Clinic again.
- 9.3. Retests should not be attempted until a minimum of five days after the initial assessment. Candidates should seek opportunities for practice and development prior to retesting a component.
- 9.4. Retests can be completed up to one (1) year from the clinic date; candidates may attempt a retest three times within this period. Retest fees are at the discretion of the PSA.
- 9.5. Evaluations can be completed up to 2 years from the clinic date at which the candidate became 'Trained'. Candidates may attempt an evaluation three times within this period.
- 9.6. 'Trained' candidates who are unsuccessful in an evaluation will remain 'Trained' and must be re-evaluated successfully in order to achieve 'Certified' status; except those who are evaluated at below standard in either Professionalism or Safety. Where a below standard evaluation in either Professionalism or Safety occurs, the candidate will revert to 'In Training' status and will have to seek additional training through an instructor clinic.
- 9.7. During a re-evaluation, all components of the evaluation are to be re-evaluated.
- 9.8. Re-test fees are at the discretion of the PSA.
- 9.9. When possible, it is recommended that retest/re-evaluation candidates not be re-evaluated by the LF who evaluated a previous attempt.
- 9.10. Evaluations are not to be conducted by LF's who are connected to the instructor candidate (ie: Head Instructor, relation, personal connection, etc...).

## **10. RECERTIFICATION**

- 10.1. CANSail Community Instructors are required to complete the CANSail Community Instructor Clinic as a means for recertification.
- 10.2. CANSail Dinghy Instructor recertification is managed by the Provincial Sailing Associations in accordance with the process, as outlined by Sail Canada below. Learning Facilitator and Evaluator recertification is managed by Sail Canada.
- 10.3. Only 'certified' CANSail Instructors, who have been valid within the last 10 years are eligible for

recertification, 'trained' instructors are not or instructors who have lapsed for 10 years or longer are not eligible for recertification.

- 10.4. 'Trained' CANSail Instructors who do not obtain 'Certified' status within two (2) years of being trained will lose their status and be required to retake a full CANSail Instructor Training Clinic.
- 10.5. CANSail Dinghy Instructors must maintain 'Certified' status with NCCP, based on the Maintenance of Certification and Professional Development requirements, in order to be eligible for recertification with Sail Canada (as outlined in section I).
- 10.6. CANSail Dinghy Instructor Recertification (ONLY):

**Scenario 1:**

'Certified' CANSail dinghy Instructors who have remained registered in good standing with Sail Canada for the period of their certification (3 years) and have not allowed their certification to lapse may seek recertification by contacting their PSA and completing one of the following:

- Attend an appropriate (Instructing related) Professional Development (PD) module conducted by an LF or MLF during which the recertifying instructor is evaluated on professionalism; **OR**
- Attend a portion of a technical clinic conducted by an LF or MLF to demonstrate on land and on-water instruction skills (including successful evaluation of safety and professionalism); **OR**
- Be successfully evaluated in the appropriate context on land & water instruction, professionalism, and safety by a CANSail Evaluator.

**Scenario 2:**

'Certified' CANSail dinghy Instructors who have not remained registered in good standing with Sail Canada for the period of their certification (4 years) or have allowed their certification to lapse may seek recertification by contacting their PSA and completing the following requirements:

- Submit an Instructing and sailing resume and reference letter (at the discretion of the PSA); **AND one of the following:**
- Attend a portion of a technical clinic conducted by a CANSail LF or MLF to demonstrate on land and on-water instruction skills (including successful evaluation of safety and professionalism); **OR**
- Be successfully evaluated in the appropriate context on land & water instruction, professionalism, and safety by a CANSail Evaluator.

## **11. NCCP REQUIREMENTS**

- 11.1. CANSail Dinghy Instructor Certification is part of the Coaching Association of Canada's National Coaching Certification Program. As such, CANSail Dinghy Instructors are required to maintain their certification with NCCP and adhere to NCCP policies.
- 11.2. The NCCP Maintenance of Certification program requires all 'Certified' CANSail Dinghy Instructors to complete Professional Development activities in order to maintain certification. A minimum number of Professional Development points are required for each level of certification over a four (4) year period as follows:

Sail Canada Instructor Level	NCCP Level	# of Years	Required PD Points
CANSail Instructor - Certified	Instruction Beginner	3	6
CANSail Advanced Instructor - Certified	Instruction Intermediate	3	12
CANSail 5 & 6 Instructor - Certified	Competition Introduction	3	12
Development Coach - Certified	Competition Development	3	18

11.3. Professional Development activities must be approved by NCCP in order to count toward the NCCP Maintenance of Certification program; the number of Professional Development points accumulated for each activity is determined according to NCCP policy.

11.4. Approved Professional Development activities and detailed information is published [here](#).

## 12. EQUIVALENCY

12.1. Instructors with foreign certification can apply to Sail Canada for equivalency (see Annex A: Application for Equivalent Coach / Instructor Certification). Applications will be reviewed and assessed on each individual's training and experience. Applicants may be required to complete additional training or challenge a specific context evaluation. In all situations in which equivalency is granted, all current required prerequisites must be completed.

12.2. Individuals who have held Instructor or Coach certification in the past or those with extensive experience may challenge an Instructor or Coach certification level by completing a context-appropriate evaluation with approval of the PSA and Sail Canada. A challenge must be evaluated by a certified, context-appropriate Evaluator and include successful demonstration of all elements on the evaluation form in an appropriate setting.

12.3. Individuals requesting permission to challenge are responsible for providing the following:

- A cover letter outlining the request
- An instructing, coaching & sailing resume
- Copies of all prerequisites &/or current equivalent certification(s)
- A detailed outline of the foreign coach certification curriculum **OR**
- a detailed outline of the additional experiences that qualify the candidate to challenge the given context

12.4. Applicants may be asked to complete additional training or evaluations in order to obtain CANSail Dinghy Instructor certification.

12.5. All CANSail Dinghy Instructors are required to maintain current prerequisites and register annually with Sail Canada in order to be considered valid.



### **13. REQUIREMENTS FOR LEARNING FACILITATOR/ EVALUATOR TRAINING**

- 13.1. New LF's/E's will be considered 'Trained' after successfully completing a Sail Canada sanctioned LF/ E Clinic.
- 13.2. 'Trained' LF's/E's must be successfully evaluated by a Senior LF/E while delivering a CANSail Fundamental Clinic and CANSail Instructor Training Clinic in order to become 'certified'. Senior Evaluators must complete an evaluation form for each evaluation conducted. Completed Evaluation forms are to be submitted to Sail Canada.
- 13.3. 'Trained' LF/E's who are unsuccessful in an evaluation while delivering a CANSail Fundamental or CANSail Instructor Training Clinic must be re--evaluated and will not be permitted to act as a 'certified' LF/E until they have successfully completed an evaluation.
- 13.4. 'Trained' LF/E's can be re--evaluated at a CANSail Fundamental or CANSail Instructor Training clinic a maximum of three (3) times. If the 'Trained' LF/E is unsuccessful three (3) times their CANSail Instructor level will revert to their previous level of Instructor Certification and they will be considered to be re--certified at that level.
- 13.5. Evaluations must take place within 2 years of the LF/E Clinic. Candidates who do not successfully complete an evaluation in this time will be required to re--take an LF/E Clinic.
- 13.6. All LF/E training must be approved in advance by the Sail Canada Programs Manager.
- 13.7. An LF/E is considered 'Senior' after having conducted a minimum of four (4) CANSail Training Clinics and a minimum of two (2) CANSail Fundamental Clinics (not including any clinics while having a 'Trained' status), and having been certified for a minimum of 2 years.
- 13.8. An LF may apply to become a trained Master Learning Facilitator (MLF) when they have recertified at least once as an LF after one full certification period and conducted a minimum of five (5) CANSail Instructors Training Clinics and three (3) CANSail Fundamental Clinics. This application is made to Sail Canada and must be endorsed by a Provincial Sailing Association.
- 13.9. To become a certified MLF, candidates must complete NCCP MLF training and conduct an LF clinic with a currently certified MLF. The supervising MLF must complete a candidate evaluation form, which is submitted to Sail Canada.

### **14. PREREQUISITES LEARNING FACILITATORS/EVALUATORS**

- 14.1. CANSail Learning Facilitators are responsible for delivering high-quality training for instructors within the CANSail program. The quality of the training provided relies heavily on the Learning Facilitators delivering it. Therefore, it is important that CANSail Learning

Facilitators be:

- Good communicators: have the ability to speak clearly and communicate professionally;
- Good presenters: are comfortable presenting in front of a group, are well-spoken, are able to keep presentations to time limits, and able to adapt to questions and changes;
- Good facilitators: are able to facilitate discussions, actively listen, evoke participation, and move discussions along when need be;
- Good organizers: are well prepared, organized, and professional;
- Also: approachable, ethical, responsible, and self--confident.

14.2. CANSail Learning Facilitators must meet the following minimum requirements:

- Have been certified as CANSail Instructor in all contexts for at least 2 years
- Have a minimum of 1200 hours total experience instructing, with at least 300 hours experience as a 'Certified' Instructor (instructing hours at 'Trained' status will not be considered) instructing within each certified context
- Be nominated by their Provincial Sailing Association
- Be recommended by a Learning Facilitator
- Have up to date First Aid/CPR, Boat Rescue & PCOC certification
- Meet the minimum age requirement of 20 years old
- Be available to take part in all elements of the LF Clinic and be evaluated by a senior LF during both a CANSail Fundamental and CANSail Technical Instructor Clinic (arranged following successful completion of an LF Clinic)
- Be committed to working within the CANSail system on a full--time or part-- time basis for the next 4 years

*Note: Training received outside of Canada will be considered for Candidates with foreign instructor certification who have transferred into the CANSail system.*

14.3. Additional consideration will be given to

- Qualifications in other Sail Canada program areas such as Wet Feet, Spinnaker & Trapeze Coaching Athletes with Disabilities, Program Manager, Keelboat, Windsurfing, etc...
- Personal or professional experience that contributes to the role of Learning Facilitators
- Demand for LF's within a province or region.

14.4. Learning Facilitator Clinics are delivered by Sail Canada and may be hosted in cooperation with a Provincial Sailing Association. Candidates may be required to complete additional training, including NCCP Learning Facilitator & Evaluator Training outside of the clinic dates. Clinic dates are published early in the year, with clinics taking place over a 5--day period in the early spring. A minimum number of candidates are required for all Sail Canada clinics to take place.

14.5. NCCP LF/E Core training is a required element of CANSail LF Clinic, which may or may not be included in the Sail Canada delivered clinic. If Core training is not included in the clinic, Candidates will be required to complete the NCCP LF / E training independently through their

provincial/territorial coaching association.

## **15. RECERTIFICATION LEARNING FACILITATORS/EVALUATORS**

- 15.1. CANSail LF/E/MLF/ME recertification is managed by Sail Canada, as outlined below.
- 15.2. LF/E/MLF/ME's who have held current 'Certified' status in the last 10 years are eligible for recertification. LF/E/MLF/ME's with 'Trained' status are not eligible to recertify.
- 15.3. 'Trained' LF/E/MLF/ME's who do not obtain 'Certified' status within two (2) years of being trained will lose their status and be required to retake a full LF/E Clinic.
- 15.4. CANSail Dinghy LF/E/MLF/ME's must meet all current prerequisite requirements.
- 15.5. CANSail Dinghy LF/E/MLF/ME's shall maintain 'Certified' status for their Instructor Certification with NCCP, based on the Maintenance of Certification and Professional Development requirements, in order to be eligible for recertification with Sail Canada.
- 15.6. CANSail Dinghy LF/E/MLF/ME Recertification:  
LF/E/MLF/ME's who have been active within the last 10 years may seek recertification by completing the following:
  - Complete the Request for LF/E/MLF/E [Recertification Form](#) to provide the following information:
    - Current contact information
    - Last clinic(s) taught
    - Reference from a 'Certified' LF/MLF or PSA Staff
    - Endorsement from a Provincial Sailing Association
- 15.7. LF/E/MLF/ME's must deliver their first training clinic or PD module after recertification with a 'Certified' LF/E or MLF/E who has been active in the system (not a new/rookie LF/E). During this training clinic or module they have full certification power.



**ANNEX A:**

# Instructor Equivalency Application



**SAIL·VOILE  
CANADA**

Send Application Form  
along with \$100 administration fee to Sail Canada.

## 1. Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Instructor No.: \_\_\_\_\_

Sail Canada Level Applying for: \_\_\_\_\_

**2. References:** A minimum of 1 written letter of reference to be included with the application. Please provide 2 references in addition to the written letter. Sail Canada reserves the right to verify all references and/or request additional references when required.

**School or Club Verification:** Please list up to three references who may be called upon to attest to the validity of your certifications, your instructing / coaching experience and your ability as a sailing instructor / coach.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Club/School: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Club/School: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Club/School: \_\_\_\_\_

**Sail Canada Instructor / Coach Reference (Optional):** If you have worked or sailed with a Sail Canada Instructor or Coach who supports your application for equivalent certification please list them here.

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

Level of Certification: \_\_\_\_\_ Phone: \_\_\_\_\_



## **5. Payment Information**

Mastercard                      VISA

Card No. \_\_\_\_\_ Expiry \_\_\_\_ / \_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

<sup>10</sup> Cheque Enclosed & Made out to Sail Canada, \$100.00  
Mail To: Sail Canada | Voile Canada  
53 Yonge St, Kingston, ON  
K7M 6G4

<sup>10</sup> Call for Payment Information                      Phone: \_\_\_\_\_

### **Equivalency Application Checklist**

- 1. Completed application with current mailing address, email, phone, and current instructor levels.**
- 2. Provided applicable references.**
- 3. Completed Summary of Teaching experience**
- 4. Signed**
- 5. Provided payment information**
- 6. All prerequisites complete and up to date for level applying at**

**Please refer to [www.sailing.ca](http://www.sailing.ca) for information on the correct prerequisites and login to your instructor profile to verify your prerequisites validity.**

## **ANNEX B**

### **National LF Clinics – TCC Standards for Staffing Course Conductors**

- Sail Canada will form a selection panel from among the *CANSail* Instruction Panel membership, plus additional experts from Sail Canada staff, or other sources as required (for example, Panel members may be forced to withdraw from the process due to conflict of interest). The selection panel should contain no fewer than three members and may contain no more than one member from an external stakeholder, such as a PSA.
- Provided the candidates meet the requirements of the CAC Policy on LF Development, Course Conductors should be selected to provide regional representation (Atlantic, Central and Pacific) and *CANSail* program knowledge where applicants allow. In all but exceptional cases, Course Conductors for National LF Clinics should be MLFs.
- Experts selected to support the clinic are not required to meet the same regional standards as the Course Conductors, nor need they necessarily be MLFs.
- Should applications from the open call for experts fail to provide sufficient qualified applicants, Sail Canada may make direct offers to possible candidates to complete the balance of positions.
- Course Conductors and other experts for the delivery of national LF clinics will be selected on the basis of their competency using processes that would satisfy commonly accepted standards of fairness.



## ANNEX C

### CANSail Learning Facilitator / Master Learning Facilitator Recertification Form

*Send Recertification Application Form to Sail Canada via coach@sailing.ca*

Name: \_\_\_\_\_ CANSail #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Certified CANSail LF's / MLF's who have remained registered in good standing with Sail Canada for the period of their certification (3 years) may seek recertification by submitting an application for recertification to Sail Canada, **AND complete one of the following** (please indicate which you have completed):

\_\_\_ Attend an appropriate LF Clinic, Professional Development (PD) module or LF Symposium during which additional training or learning opportunities are delivered. Must be approved by Sail Canada in advance;

**OR**

\_\_\_ Conduct an appropriate coach development clinic, or deliver a professional development module or a symposium session with a senior LF or MLF as appropriate. In this case the senior LF / MLF is to complete an evaluation based on the delivery of the clinic/session and provide it to Sail Canada. To be approved by Sail Canada in advance.

*\*All means for recertifying LF & MLF certification must be approved by Sail Canada in advance.*

#### Summary of Teaching Experience

##### 1. CANSail Instructor Training Clinics & Modules

Organizing PSA	Clinic Date	Clinic Type (ie: CANSail 1 & 2 Instructor)	No. of Candidates	No. of successful Candidates	Co-Conductor

(There is no need to list more clinics than will fit in the above table.)

##### 2. CANSail Courses

Organizing School/Club	Course (ie: CANSail 4)	Date	No. of Students

(There is no need to list more courses than will fit in the above table.)

3. *Relevant Personal Development or Training*

Date	Description

**References**

Please provide a minimum of one reference who may be contacted below. Additional references may be requested. (Written letter(s) of reference may be requested with application. Sail Canada reserves the right to verify all references and/or request additional references when required.)

***PSA Reference:***

The following individual(s) is/are responsible for coordinating Instructor/Coach Development Program Clinics for the PSA(s) indicated. They can certify that I have taught each of the courses in Table 1 above that are indicated to have been organized by the PSA indicated.

Name: \_\_\_\_\_ PSA: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ PSA: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

***Co--conductor Reference:***

The following individual has agreed to provide a professional reference.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Proclamation**

I, the undersigned, hereby declare that the above information is correct. I understand that submitting this information does not guarantee recertification and that recertification decisions are at the discretion of Sail Canada.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_