

Minutes of R/M Course Conductors meeting, August 14, 2014 1800 hrs. At the Sail Canada Boardroom, Kingston Ontario.

Members present:

Chair, Jake Wright-Starr

Vice Chair Bill Viser

Pat Lymburner

Ross Cameron

Dave Steenbergen

David Searle

Dave Sprague

John Weakley

Telephone Conference:

Tom Babcock

Graham Dougall

For Ontario Sailing:

Glenn Lethbridge

Mark Searle

Regrets:

Irene McNeil

Steve Reid

Observers:

John Abel

Diane Wright-Starr

Meeting cause and development:

An opportunity to bring the majority of committee members for a personalized meeting was facilitated at Cork with the Sail Canada venue being made available. The value of such a meeting cannot be overstated and although most business can be conducted via conference call, interaction of this type should be exercised when practical. Because the nature of the business may be out of the jurisdiction of the committee, Ontario Sailing's Executive Director and President were invited and present.

Agenda Items:

1. Performance Standards for certified Assistant R/O's and Club R/O's

Background – A letter was formulated and sent to the Chair of the RMCC outlining concerns with regards to certified personnel performing the functions of an R/O and/or A/R/O with questioned standards at a regatta organized by a member club. In general the question was raised whether this committee had the mandate to investigate and or mitigate complaints and what avenues were open to resolve substandard performance.

Points made:

- We are a Certifying committee, to train, mentor and certify is our agenda.
- There is no formal mandate to investigate standards and or performance issues within the committee nor is there currently a will to alter the Committees' responsibilities.
- The Standards of the Provincial Organization are aligned with the National Organizing Authority.
- The Executive Director and President of Ontario Sailing have reviewed general complaints within their span of control with success in the past and have the ability to bring questions of Standards to Sail Canada for resolution.

- As the Provincial Sport Organization partly funded by the Province of Ontario, we are required to and have in place policies and procedures to deal with complaints and conflict. Furthermore Sail Canada has a process in place to deal with complaints against members and between Ontario Sailing and Sail Canada can adequately look after any concerns regarding any aspect of the items of concern raised.

Recommended Actions:

- **No alterations of responsibilities.**
- **A/R/O's and R/O's will be offered additional mentoring and supervision to ensure consistent standards.** In this specific instance a Senior Committee member will provide guidance and make recommendations of any training requirements.
- **Direct any formal performance complaint to the Executive Director or Association President.**

2. C/R/O Certification requirements

Background – Ontario Sailing has requirements for certification of Club Race Officers that include the Statement, “Record of practical experience in Race Committee organization as a Race Officer (RO) at a minimum of two events.” A clear definition of event(s) is the largest question of initial certification requirement.

Points made: In recognition of the Title “Club Race Officer” several questions pertaining to the scope of the “practical experience” definition were raised. What constitutes an event? The opportunity for each participant to make opinion was offered. John Weakley prepared a paper with a detailed definition however some committee members would have preferred time to review the work prior to the meeting and John was asked to recap and was given the opportunity to speak last after hearing all the comments prior. It became apparent that the definition of an event or series had common elements but the most comprehensive definition was provided by Dave Sprague in consultation with John Weakley.

Points made when defining the idyllic model:

- When a series constitutes one of two events not less than 4 of 6 scheduled dates would be required, multiple starts would be a component. (4 being “more than half” and a minimum)
- In defining a Regatta as an event, it would have multiple starts or of a significant volume of boats in a singular start, the numbers 40/50 being referenced.
- Two regattas of the above dynamics would be acceptable with the recognition of a remote venue being premium.

Other points made:

- The production of Sailing Instructions authored by the candidate could be reviewed
- The position of “team leader” must be exercised.
- Any mentoring process must include the “determination of competency” in the procedure.
- The position of DRO is only of value when the candidate is leading the team and the “Observer” is determining competency.

Recommended Actions: The idyllic model as defined by the committee members will fulfill the requirements of practical experience. The **three defined elements should be clarified in the application process.** The other point (Sailing Instructions) should be a recommended element for those with a more defined path that will help bridge the significant gap between C/R/O and R/R/O.

Mentoring and observation to determine competency can be a tool when the dynamics of the club, such as remote location or policy will not allow the candidate to fulfill the obligations of the definitions. Any such mentoring for the purposes of latitude in the process would have to be documented in a report to the committee to be of any value with the committee standard being the idyllic model.

Further to the events being defined in the application, the committee expressed the need for the **candidate to provide a sponsor on the application.** Such sponsor would be an R/O ranked higher than

the position being sought or in absence of a R/O, the “Member” Yacht Clubs Fleet Captain or Commodore.

3. Committee Membership

Background – Prior to the meeting, the Chair thanked Don McIntyre for his many years of leadership and service and accepted his resignation. With the factor of an ageing demographic in the committee it was questioned for affirmation what the requirements of membership to the committee were.

Points made:

- Past practice was to offer status to the senior R/O’s within the jurisdiction.
- Only certified course conductor will provide review and recommendation of certification if the application is in order.

Recommended actions - Dave Steenbergen, Steve Reid and Tom Babcock are in the process of fulfilling the requirements of Course Conductors, the Committee will utilize their services to accommodate their applications as availability allows.

Any Senior R/O will have the opportunity to participate in committee business as qualified.

4. Other business – 4A – Certified Provincially Positions

Background –It has become apparent over the past number of years that specialized positions such as Mark Layers, Timers and Recorders would add additional levels of commitment and professionalism to the sport. It has been witnessed that after attaining these positions and excelling in their execution of these duties that the path of development rests at these levels. For those that exercise special skills in these positions a process to status certification would be an asset to the Association.

Recommended action – The Association is now offering a Mark Laying course, **the Association should make inquires to the development of a certification process** after completion of the course and the demonstration of practical experience. Further to this inquiry the Association should explore the benefits of specialized certification for all specialized positions that exhibit degrees of skill.

4B – Gender Equality and Mentoring

Background – concerns were expressed with regard to the disproportionate gender demographics in the certified numbers.

Recommended action: Provide all the possible assistance for development to all potential candidates. When possible include prospective candidates in offsite venues such as CORK where opportunities will enhance experience.

With no new business to discuss the meeting was adjourned prior to 2000 hrs.

Recommended actions by Administration to be reviewed:

Item 2 - three defined elements should be clarified in the application and the candidate to provide a sponsor on the application.

Item 4 - the Association should make inquires to the development of a certification process

Jake Wright Starr

August 18, 2014.