

**SAIL CANADA RACE MANAGEMENT
SUB-COMMITTEE (RMSC)
Glossary and Policies**

Effective 1 January, 2023



Glossary

ACM – Annual Certification Meeting

AML (Sail Canada) – Sail Canada Assistant Mark Layer, a Mark Layer certified by the PSA

ARO (Sail Canada) – Assistant Race Officer, the first of four levels of Sail Canada certification for Race Officers

ARO (World Sailing) - Assistant Race Officer, a local race officer, usually on the start pin vessel, or finish vessel working closely with the Course Race officer.

CRO (Sail Canada) – Club Race Officer, the second of four levels of Sail Canada certification for Race Officers

CRO (World Sailing) – Course Race Officer, A World Sailing term to identify a race official with overall on the water responsibility for the conduct of racing on a single race course in a multiple race course regatta.

DRO (Sail Canada & World Sailing) – Deputy Race Officer, a Sail Canada and World Sailing term to identify a race officer with the ability to take over the duties of the Race Officer

IRO (World Sailing) – International Race Officer, a World Sailing term to identify a race officer of the highest ability, certified by World Sailing

World Sailing – The world governing body for the sport of sailboat racing

Mentor – A World Sailing term, used somewhat interchangeably with ‘Consultant’ or ‘Representative’ to denote a senior race officer acting as a guide and resource on the water for a race officer working toward a higher skill level

ML (Sail Canada) – Sail Canada Mark Layer, a Mark Layer certified by the Sail Canada RMSC

MNA – Member National Authority, the governing body for sailing in any country

NRO (Sail Canada) – National Race Officer, the fourth of four levels of Sail Canada certification for Race Officers

OA – Organizing Authority, the body, be it a club, class association, or other, with overall responsibility for initiating a regatta and seeing it through to completion

PRO – (Sail Canada & World Sailing) Principal Race Officer, a Sail Canada and World Sailing term to identify a Race Officer with overall on the water responsibility for the conduct of a regatta with more than one race course and hence more than one Race Officer

PSA – Provincial Sailing Association, the governing body for the sport of sailing within each province

RO (Sail Canada & World Sailing) – A Sail Canada and World Sailing term to identify the race official with overall on the water responsibility for the conduct of racing on a single race course.

RRO (Sail Canada) – Regional Race Officer, the third of four levels of Sail Canada certification for Race Officers

RMCC (Sail Canada) – Race Management Course Conductor, a RRO or higher certified individual qualified to instruct the requisite courses for those seeking certification as AML, ML, ARO or CRO.

RMMCC (Sail Canada) – Race Management Master Course Conductor, a RMCC with a NRO or IRO certification who has been trained to instruct the Sail Canada Advanced Race Management Course to applicants seeking RRO/NRO certification.

SC – Sail Canada, our MNA – the governing body for sailing in Canada

TD (Sail Canada) – Technical Delegate, an official serving as the liaison for Sail Canada with a host club of a Sail Canada sanctioned event to ensure all the obligations of both Sail Canada and the host club are met.

Note that, when an acronym occurs in any Sail Canada document, the Sail Canada version must be used unless otherwise stated in that document.



POLICIES

1. Certification Period

- o The RMSC considers applications for certification on an ongoing basis.
- o The RMSC aims to review applications at its next meeting after an application has been checked for completeness.
- o Certifications will be with immediate effect and will be for a 4-year period. Certifications approved prior to 1 July will have effect for four years from 1 January of the approval year. Certifications approved on or after 1 July will have effect for four years from 1 January of the next year.

2. Venues with varying racing conditions and formats

- o Varying racing condition would include depths, currents, tides, winds, etc
- o Varying formats would include fleet, match, radio, board, kite, foiling, team, offshore.

3. Sail Canada Advanced Race Management Course

- o The RMSC annually holds an Advanced Race Management Course for Race Officers as a prerequisite to applying for certification as Regional or National Race Officers.
 - o As the Course is continually being updated and the value of the course is partly in the interchange of ideas between senior Race Officers from various regions the RMSC feels there is value in participating more than once.
- o The RMSC will also accept equivalent courses in place of the Sail Canada Advanced Race Management Course for those who have previously successfully completed the Sail Canada Advanced Race Management Course.
 - o World Sailing Race Management Course.
 - o US Sailing Advanced Race Management.
 - o Other courses upon approval of the RMSC.
- o Award of Advanced Certification to Applicants from other Jurisdictions (Lateral Transfer)
 - o On a case by case basis, the RMSC may waive prerequisite requirements for certification where applicants are certified by another national authority, provided that the applicant successfully challenges the appropriate Sail Canada exam.

4. Professional Development Activities

Examples of Professional Development Activities include the following:

- o World Sailing RM courses, US Advanced RM course or similar courses in other jurisdictions, judge courses, race management symposiums, race management related committee work.

5. Provincial Race Management Certification Committee (PRMCC)

- A Provincial Race Management Certification Committee will consist of a minimum of three members and the Chairman shall be a Regional Race Officer or higher. If a PSA is unable to fulfill this responsibility, the RMSC will assume that role for issuing certifications until the PSA is able to do so.
- A PRMCC may issue certifications for AML's, ARO's and CRO's.

6. Retaking examinations

Candidates for RRO or NRO may retake the Sail Canada Advanced Race Management Course (ARM) exam if the candidate meets the following criteria:

- meets all other RRO or NRO certification requirements.
- achieved a score on the ARM exam of 65%-69% (RRO) or 85%-89% (NRO).
- applies in writing to the RMSC.

The rewrite of the exam will be scheduled by the RMSC. The candidate must re-attend the Sail Canada Advanced Race Management Course if the rewrite is unsuccessful.

7. Out of Region

The term "Out of Region" denotes an area away from the applicant's home club, which is seen to have substantial different sailing conditions.

8. Decertification

In certain circumstances, Sail Canada Certified Race Officer certifications may be reduced, either by the choice of the individual or other extenuating circumstances as follows:

- **Voluntary Reduction**
 - Race Officer certification can be reduced to any level at the request of an applicant, provided the applicant meets the requirements for the requested level as set out in these Sail Canada CRITERIA for RACE OFFICERS and COURSE CONDUCTORS
 - Failure to apply for recertification upon expiry
 - Any candidate failing to apply for recertification upon the expiry date of their current level will be removed from the active Race Officer Listing, but will be reinstated if application for recertification is received within one year, and the applicant meets the requirements
 - Failure to apply within the stated period will result in permanent removal from the active list.
 - If a RRO or NRO fails to apply for recertification within the one-year period, upon request, the RMSC, at its discretion, may recommend that their PSA recertify them at the CRO level.
- **Failure to meet minimum level for Recertification**
 - In the event that an applicant fails to meet the minimum requirements for recertification the applicant will be reduced to the level commensurate with the level achieved in their application.

Applicants falling into this category will have an opportunity to be reinstated at their previous level if they can meet the minimum requirement within a period of one year from the certification reduction.



- o **Action resulting from a complaint about the performance of a Sail Canada Race Officer**
 - o In the event of the receipt of valid complaint regarding the performance or demeanor of a Race Officer, the RMSC shall:
 - Inform the Race Officer in writing of the complaint;
 - Request a list of references from the Race Officer
 - Form a sub-group of no more than three members of the RMSC to review the case, interview the Race Officer in question and contact the references
 - Formulate a recommendation to be raised to the ***Sail Canada Training and Certification Committee*** for decision

- o **Appeal**
 - o Appeals resulting from an involuntary decertification can be made in writing directly to the ***Sail Canada Training and Certification Advisory Committee***.

