



Race Management Levels Approval by the TCAC 2023

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This document provides the structure of the new Sail Canada race management certification levels as approved by the Race Management Subcommittee on 25 Sept 2023. Additional working documents (such as a detailed spreadsheet of skills) provide information for those who will develop and edit new course materials.

There are several significant changes to the existing certification levels:

- The CRO, RRO and NRO levels have changed. The CRO will be less complex; the RRO will have greater focus on technical skills; and the NRO will focus largely higher-order problem solving and team-building.
- The RRO and NRO courses will become separate, with the RRO course offered entirely online.
- There is a new Mark Layer Course Conductor category.
- Two honours categories replace the current single Race Officer Emeritus category.
- The RMSC will undertake further work to develop a Special Skills category that both rewards people developing particular skills and poses low administrative overhead on our largely volunteer community.



RACE OFFICIALS

A race official is a member of the race committee, a team that conducts sailing races. All members of the team are race officials—each with different responsibilities. Good race officials are competent in their roles: they have the technical, communication and interpersonal skills needed. In Canada, volunteers do almost all race committee work. People do this work because they enjoy it. Good race officials help their teams be both effective and satisfying to their team members. Good race officials help others enjoy this work.

Sail Canada certifies several race official roles, each suited to a particular aspect of conducting sailing races. Five categories structure these roles: the Race Officer category, the Mark Layer category, the Course Conductor category, the Special Skills category and the Honours category.

RACE OFFICERS

The Race Officer category comprises five levels: Assistant Race Officer (ARO), Club Race Officer (CRO), Regional Race Officer (RRO), National Race Officer (NRO) and International Race Officer (IRO). The last of these is the purview of World Sailing, so has only a brief mention here. Appendix A shows three diagrams that help structure the knowledge and skill required of Race Officers at each level.

Assistant Race Officer (ARO)

An Assistant Race Officer performs many roles essential to running races. These include making visual and sound signals, timing, keeping race logs, recording finishes, managing equipment and monitoring conditions. An ARO works within a team, directed by a race officer in charge, but always helps the team do its job well.

Many people serve as Assistant Race Officers for many years, providing an essential and welcome service to sailing. Often, people particularly enjoy and specialize in one or more roles—there is no need to perform all of the roles involved in running a race.

To become an Assistant Race Officer, a candidate must successfully complete the four-hour Sail Canada ARO Race Management Course.



Applications for certification and re-certification are handled by the Provincial Sailing Associations in ON, BC, and QC and by Sail Canada for all other applicants. Certification requires the candidate to accept the Sail Canada Code of Conduct.

The current Assistant Race Officer course is about right. It should include some new content on keeping good relations in a volunteer team (as should every course), on safe sport and it should better recognize that ARO's can be perfectly happy specializing in certain roles.

Club Race Officer (CRO)

A Club Race Officer is in charge of events and races at the club level, thus must ensure the quality of all aspects of running races. The work of a Club Race Officer may include some aspects of race and event organization, especially writing sailing instructions. A Club Race Officer leads a local race committee, and helps build both technical competence and teamwork.

Typically, a Club Race Officer develops expertise in the types of racing and course conditions in their particular area. A successful Club Race Officer builds and leads a team of local volunteers who assist in running races. Club Race Officers develop simple sailing instructions, often using standard forms. Many Club Race Officers serve in this role for many years, providing an essential service to their local area. It is common for Club Race Officers to develop strong volunteer groups that work together to consistently deliver local racing.

Certification requires the successful completion of the 12-hour Sail Canada CRO Race Management Course and a record of practical experience in Race Committee work.

Applications for certification and re-certification are handled by the Provincial Sailing Associations in ON, BC, and QC and by Sail Canada for all other applicants. Certification requires the candidate to provide a copy of their Pleasure Craft Operator Card (PCOC) and Restricted Operator Certificate (Maritime) (ROC (M)), and to accept accepting the Sail Canada Code of Conduct and Safe Sport policies.

The Club Race Officer course follows from this description. For example, CROs may need to know what a trapezoid course is, but they certainly don't need to know how to manage one. They may well develop advanced skills as needed, but these should not be certification requirements. Consequently, the Club Race Officer course will, in future, contain less material than it has in the past.



Regional Race Officer (RRO)

A Regional Race Officer can lead the race committee for provincial, regional and national championships, utilizing a variety of race and course formats. Regional Race Officers have extensive theoretical and technical skill and can adapt to a variety of different and changing race conditions. They are typically expected to contribute to the notice of race and will lead the process of writing sailing instructions. Both technical knowledge and leadership become increasingly important at this level.

Regional Race Officers are often invited to conduct races at venues new to them. They must develop and maintain good relationships with organizing authorities. They work with and lead the team of volunteers that assist with an event. Many, but not all, Regional Race Officers develop their knowledge, skill and experience towards becoming National Race Officers.

Becoming a Regional Race Officer requires a minimum of two years' experience as a CRO and accumulating a defined level of experience. Candidates for RRO must successfully complete the Sail Canada Advanced Race Management Course within four years prior to application.

Applications for certification and re-certification are handled by Sail Canada. Certification requires the candidate to have a valid Criminal Background Check on file with Sail Canada, have completed a Safe Sport training module, to provide a copy of their Pleasure Craft Operator Card (PCOC) and Restricted Operator Certificate (Maritime) (ROC (M)), and to accept the Sail Canada Code of Conduct and Safe Sport Policies.

The Regional Race Officer course will be new. It will be offered online, in a facilitated format. It will largely focus on technical aspects of running races, with some team building included. Regional Race Officer certification might well include a requirement to have an RRO or an NRO on board as a mentor for one or more events.



National Race Officer (NRO)

A National Race Officer can lead the race committee, as Race Officer, Course Representative or Principal Race Officer, of national and international championships of above-average size and complexity. An NRO is familiar with a large variety of racing formats and has experience in many aspects of conducting multi-class events from participation as a member of the organizing authority to leader of the race committee. Good NROs excel at team building, team management and interpersonal communication. They effectively solve complex problems as they arise. NROs can write event documents (notices of race and sailing instructions) that respond to a variety of situations, while staying within established guidelines. In addition to their work in events, NOR certification comes with an expectation of national service, which can take a variety of forms.

National Race Officers are leaders. They build teams and events and the sport of sailing in general. Others look to them for advice: technical, managerial and leadership.

Becoming a National Race Officer requires a minimum of two years' experience as a RRO and accumulating a defined level of experience. Candidates for NRO must successfully complete the Sail Canada Advanced Race Management Course within four years prior to application. They will be evaluated on-the-water for their expertise in all aspects of conducting races.

Applications for certification and re-certification are handled by Sail Canada. Certification requires the candidate to have a valid Criminal Background Check on file with Sail Canada, have completed a Safe Sport training module, to provide a copy of their Pleasure Craft Operator Card (PCOC) and Restricted Operator Certificate (Maritime) (ROC (M)), and to accept the Sail Canada Code of Conduct.

The National Race Officer course will have a face-to-face component. It will largely be a case-based seminar course, in which candidates are challenged to resolve tricky situations. It will stress communication, collaboration and problem solving. It will introduce the service requirement for NROs and challenge people to figure out how they can best serve sailing and get the most satisfaction from doing so. We should, somehow, build more mentoring into the certification process in addition to the current NRO evaluation.



International Race Officer (IRO)

An IRO is responsible for the organization and management of international racing events and may serve as the RO, the PRO, as a Class appointed Course Representative, a Member National Authority (MNA) appointed Course Representative or as a World Sailing-appointed Course Representative. Certification is handled by World Sailing but, prior to being endorsed as an IRO candidate by Sail Canada, the Race Management Sub-Committee provides a recommendation to the Sail Canada Training and Certification Advisory Committee, which provides its own recommendation to Sail Canada.

MARK LAYER

The Mark Layer category comprises two levels: Assistant Mark Layer (AML) and Mark Layer (ML). Appendix B shows that the same three diagrams used for race officers structure these two roles, albeit in an even more simplified form.

A Mark Layer works with a race committee, particularly a race officer in charge of their course, to ensure that the right marks are in the right place at the right time and competitors are made appropriately aware of any changes. An Assistant Mark Layer is typically just that: an assistant to the mark layer in charge of a boat.

Assistant Mark Layer (AML)

An Assistant Mark Layer assists a mark layer as a member of the race committee. Doing this work well requires knowledge, on-the-water practice and teamwork. Certification is by application to the Provincial Sailing Association and requires successful completion of the 4-hour Sail Canada Assistant Mark Layer Course.



Mark Layer (ML)

A Mark Layer works with a race committee to manage the marks on a race course. The mark laying task brings together theoretical knowledge of wind and water conditions, practical experience in reliably and accurately setting and adjusting marks, the ability to accurately record mark roundings and finishes and excellent communication with other race officers on the team. Certification is by application to Sail Canada and requires successful completion of the 6-hour Sail Canada Mark Layer Course and experience as a mark layer at a minimum of 2 provincial or higher level regattas.

COURSE CONDUCTOR

Mark Layer Course Conductor

A Mark Layer Course Conductor (MLCC) is a ML who has been trained to present Sail Canada Mark Layer Courses to those seeking certification as AML or ML. Certification is by application to Sail Canada. Candidates must have experience organizing and conducting two Mark Layer Race Management courses under the supervision of a certified Race Management Course Conductor.

The Mark Layer Course Conductor is a new role. The RMSC has become aware of a small number of certified Mark Layers who have demonstrated excellent teaching skills. Having this new certification gives these people a way to provide service to sailing.



Race Management Course Conductor

A Race Management Course Conductor (RMCC) is an RRO or higher who has been trained to present Sail Canada Race Management Courses to those seeking certification as ARO, CRO, AML, or ML. Certification is by application to Sail Canada. Candidates must have experience organizing and conducting two Race Management courses under the supervision of a certified Race Management Course Conductor.

Race Management Master Course Conductor

A Race Management Course Conductor (RMMCC) is an NRO or higher who has been trained to present Sail Canada Advanced Race Management Courses to those seeking certification as RRO or NRO. Certification is by application to Sail Canada. Candidates must have a minimum of two years' experience as a Race Management Course Conductor, act as an apprentice at one Sail Canada Advanced Race Management Course and be the lead instructor at a second ARM course.

SPECIAL SKILLS

Race Officials undertake many roles. It would be rare person indeed to be skilled and experienced in all aspects of race committee work. Examples include scoring, handicapping, the increasing use of technological tools in race committee work, new racing classes and race formats (think foiling), mentoring and others. We need to develop a structure for recognizing special skills. Possible models include separate qualifications (such as the AML and ML certifications), endorsements on certification (through coursework and/or mentored practical experience), continuing education units (CEUs), and self-nomination plus endorsement by other senior race officials. At this stage of planning, the idea is to have a version of CEU that is more "carrot" than "stick." We should offer interesting seminars that people want to take and put these on people's records.



HONOURS

Distinguished Race Official

People put a lot of themselves into their work as race officials. On occasion, the sailing community may wish to recognize extraordinary service through the award of Distinguished Race Official. A person so awarded will have, over many years, made excellent and truly noteworthy contributions nationally to several aspects of conducting sailing races. Eligibility includes people at any level of certification as a race officer or mark layer, though the requirement for national service will make it more likely that a recipient is a senior race officer. The variety of possible contributions make a comprehensive list impractical: a Distinguished Race Official is widely seen as an important and positive leader in the sport. The title of Distinguished Race Official is held for life.

Race Officer Emeritus

A person's career as a race officer has many stages. Those who become National or International Race Officers have typically made this work an important part of their lives. They may retire from involvement at a high level, but continue in the sport of sailing. The award of Race Officer Emeritus recognizes years of good and senior service as a race officer. The category of Race Officer Emeritus is for those who have re-certified or re-certified at least three times as a National Race or International Officer (or any combination thereof). It is awarded on retirement from the NRO or IRO ranks and is held for life. A person may revert to a lower level of certification (RRO, CRO, ARO, AML or ML) and retain their Race Officer Emeritus designation.



Appendix A:

Race officer Required Knowledge and Skills

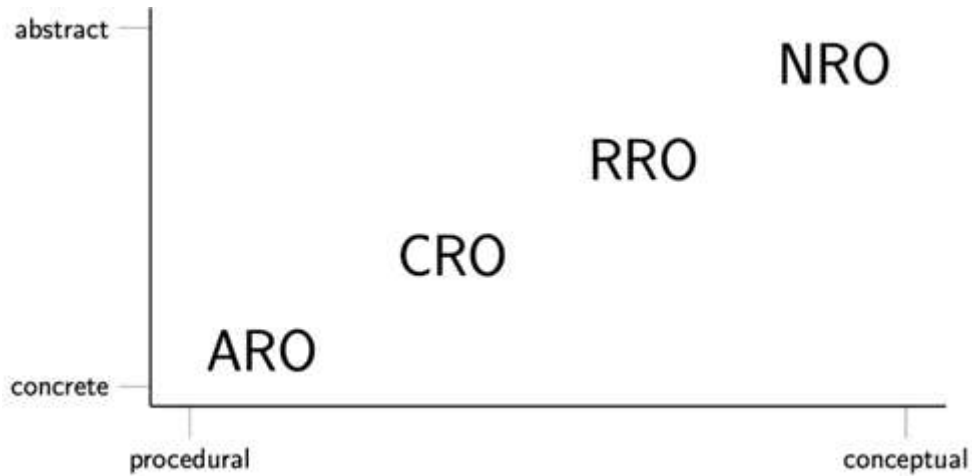
The three diagrams in this section demonstrate key aspects of each race officer level and help distinguish the required knowledge and skill for each level. The first diagram is a simplified version of what educators call Bloom's taxonomy^[1], a set of models for classifying learning and performance.

Simplified Bloom's Taxonomy

NRO	create, evaluate, resolve edge cases
RRO CRO	analyze, apply, resolve typical cases
ARO	remember, understand proceed by-the-book

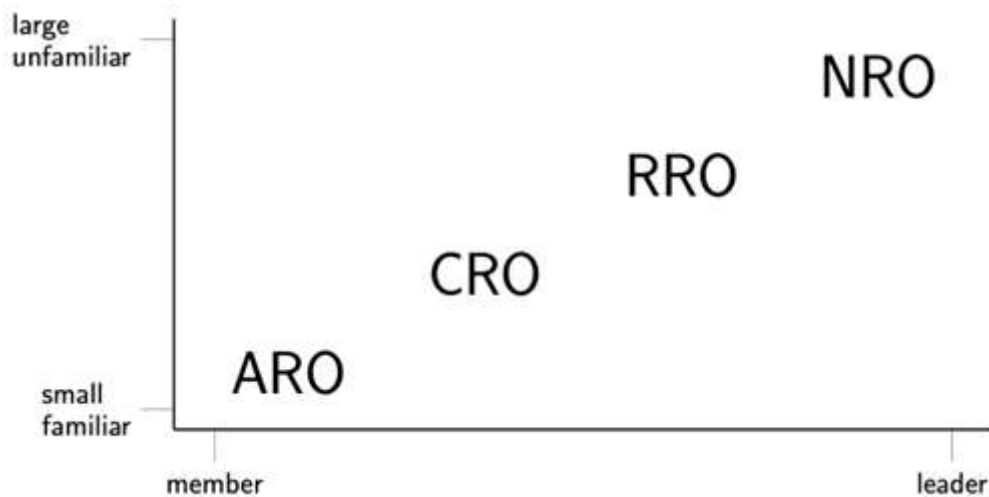
For race officer work, Bloom's taxonomy helps us to identify what people at each race officer level should know and be able to do. We use a very simplified version the taxonomy—this suffices to illustrate how skills differ across levels.

The second diagram uses two widely recognized dimensions in learning. All students move along these dimensions as they advance. The first dimension moves from following procedures to understanding and using concepts. A person may do a good job by following a procedure, but, if exceptions occur, they may struggle. As they advance along this dimension, they are better able to understand issues and problems and adapt to them. The second dimension moves from understanding the world through concrete cases to putting such cases into classes of cases. For example, a concrete situation is an early afternoon thermal in Kingston. It is likely to go right and die, so adapt your course structure to allow for this. An abstract situation is the concept of thermal winds in general, which can do many things depending on the situation. So set your course and timing up to anticipate lots of different possibilities.



For race officer work, this diagram shows that the race officer levels advance along these two dimensions.

The third diagram describes how race officers work within teams. Its two dimensions relate to team composition and the role of the race officer within a team. A team may be small and familiar, or large and unfamiliar. A race officer's role within a team varies from being a member to being a leader. This last dimension is somewhat discrete, as a CRO leads a team. However, leadership becomes more involved with each level.





For race officer work, these diagrams shows that levels advance to greater team complexity.

These diagrams serve a single main purpose. They set general expectations for the levels: they help us determine what content should be where.

Topics addressed for each level

- What the role does.
- The leadership and interpersonal aspects.
- Prerequisites.
- How to certify and recertify.
- Implications for training.



Appendix B:

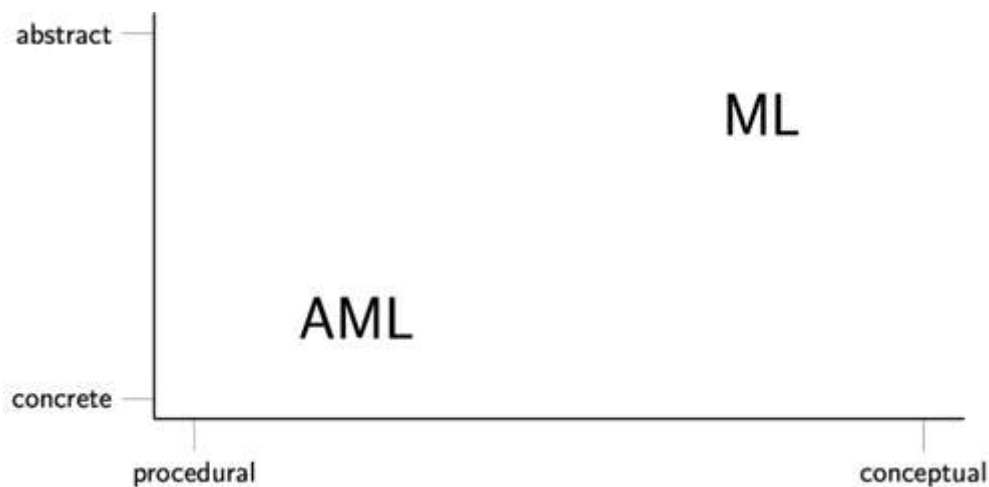
Mark Layer Required Knowledge and Skills

The three diagrams in this section demonstrate key aspects of each mark layer level and help distinguish the required knowledge and skill for each level. The first diagram is a very simplified version of Bloom's taxonomy.

Mark Layer Bloom's Taxonomy

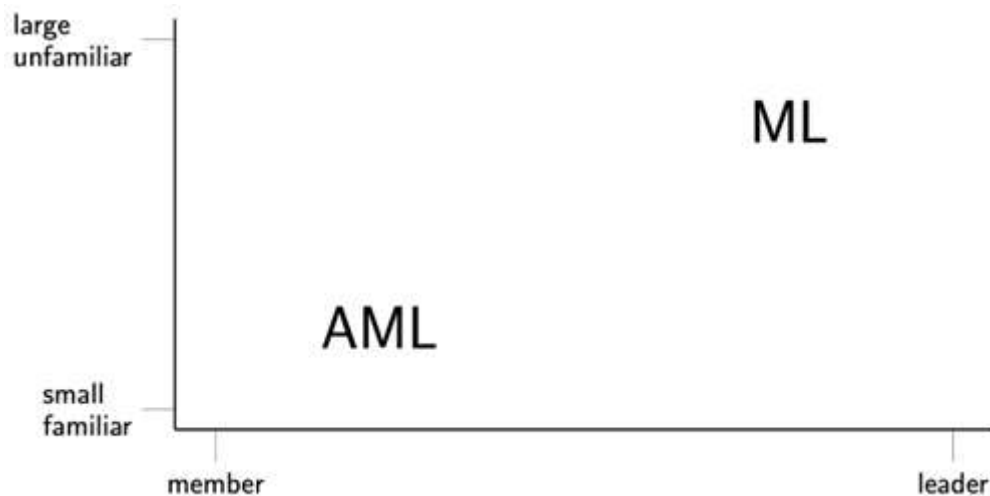
ML	analyze, apply, evaluate, resolve cases
AML	remember, understand proceed by-the-book

In addition to the above characteristics, a Mark Layer demonstrates a wide variety of skills, typically developed over time and with practical experience. For instance, these include basic vector arithmetic, use of technology aids such as GPS, adapting to currents, and communicating changes to competitors.





Whereas an AML understands and performs routine tasks in laying marks, an ML can apply generalized knowledge to specific situations.



Although an AML may work with as part of a large team, an ML leads a mark boat and can work capably with new and unfamiliar race committees.

[1] David R. Krathwohl (2002) A Revision of Bloom's Taxonomy: An Overview, Theory Into Practice, 41:4, 212-218, DOI: 10.1207/s15430421tip4104_2