

# MANITOBA SAILING ASSOCIATION (MSA)

## CRUISING COMMITTEE POLICY

### 1. **Mandate:**

The MSA Cruising Committee is a standing committee of the Manitoba Sailing Association and is delegated by the Board of Directors to promote safe keelboat sailing and cruising. The Committee is charged with the responsibility to develop and promote the Cruising Program of the Manitoba Sailing Association. The Cruising Committee will also be responsible for the recruiting and ongoing development of competent certified Cruising Instructors to support the Cruising Program.

### 2. **Composition:**

The Cruising committee will consist of up to seven MSA members of which some may be from the Board of Directors. All members will hold, as a minimum, current CYA certification at the Basic Learn to Cruise level or have equivalent practical cruising experience.

The committee will consist of:

Cruising Chair

VP Recreation

Cruising Vice-Chair

Secretary

(2) Members at Large

MSA President (ex officio)

MSA Executive Director (advisory capacity)

### 3. **Roles of Committee Members:**

Committee members will fulfill the roles and responsibilities of the committee as follows.

#### **Cruising Committee Chair**

Will be appointed by the Cruising Committee

Will call meetings and chair them.

#### **VP Recreation**

Will report Cruising Committee activities to the MSA Board

Represents the committee's interests in Board discussions.

#### **Cruising Committee Vice-Chair**

Appointed by the Committee

Will chair meetings in absence of the Chair and report to the Chair.

#### **Cruising Committee Secretary**

Will keep minutes of the meetings and co-ordinate with the Executive Director to maintain records of the Committee.

Will insure that meeting venues are arranged.

## **MSA Executive Director**

Will act in an advisory capacity to insure consistency with MSA programs.

### **4. Operating Procedures:**

The Cruising Committee will meet a minimum of two times per year or at the discretion of the Chair. There will be a minimum of one meeting convened prior to and one following the sailing season. The normal process for creating or amending procedures and policies will be to present them to a Committee meeting. Suggestions for new policies or changes to existing policies will be submitted to the Board of Directors for approval. A quorum of 3 members including the Chair or in his absence, the Vice-chair, is required for an official meeting. All MSA policies will be adhered to. Meetings will be held in accordance to Roberts Rules of Order.

The cruising committee in conjunction with the MSA will develop instructors and maintain rates for the Learn to Cruise Programs.

### **5. Membership:**

Cruising Committee members must hold as a minimum a current CYA certification at the Basic Learn to Cruise level or have equivalent practical cruising experience. Cruising Committee members will be informed of all meetings via email or telephone. MSA members may become members of the committee either by application or by invitation.

### **6. Assets and Resources**

The committee will not acquire or maintain assets in conjunction with MSA. The committee will however from time to time require the training resources provided through the MSA.

### **7. Rates**

The committee will assume the responsibility of establishing and maintaining rate guidelines for courses. All instructors will adhere to the rates and programs established by the cruising committee. These rates will be reviewed annually at the post-season meeting and any adjustments will be made at that time.

### **8. Administration**

The MSA will assume the responsibility for classroom session registration for programs. In addition the MSA office will have the responsibility of providing student materials logbook and seals. For providing service to the cruising instructors the MSA will receive an admin fee of the "On the Water" sessions to cover administration expenses.

### **9. Responsibility**

The administration and yearly review of this policy is the responsibility of the VP Recreation.

### **10. Review and Approval**

This policy was first approved by the Board of Directors of the Manitoba Sailing Association on March 10, 2003. It was reviewed and re-approved by the Board of Directors on June 2, 2008. The date for the next re-approval is April 2009.