

## **SAIL MANITOBA**

### **CRUISING COMMITTEE POLICY**

#### **1. Mandate:**

- a. The Cruising Committee is a standing committee of Sail Manitoba and is delegated by the Board of Directors to promote safe keelboat sailing and cruising.
- b. The Committee is charged with the responsibility to develop and promote the Cruising Program of Sail Manitoba.
- c. 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:**

- a. The Cruising committee will consist of up to seven members of which some may be from the Board of Directors.
- b. All members will hold, as a minimum, current CYA certification at the Basic Learn to Cruise level or have equivalent practical cruising experience.
- c. The committee will consist of the following members:
  - Cruising Chair
  - Cruising Vice-Chair
  - Secretary
  - A maximum of two Members at Large
  - Sail Manitoba President (ex officio)
  - Sail Manitoba Executive Director (advisory capacity)

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

- a. 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.
  - 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.
  - Sail Manitoba Executive Director
    - Will act in an advisory capacity to insure consistency with MSA programs.

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

- a. 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.
- b. 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.
- c. A quorum of 3 members including the Chair or in his absence, the Vice-chair, is required for an official meeting.
- d. All Sail Manitoba policies will be adhered to.
- e. Meetings will be held in accordance to Roberts Rules of Order.
- f. The cruising committee in conjunction with Sail Manitoba will develop cruising instructors and maintain rates, established in this policy, for the Learn to Cruise Program.

## **5. Membership:**

- a. Cruising Committee members must be a member of Sail Manitoba and CYA and hold a current CYA certification at the Basic Learn to Cruise level or have equivalent practical cruising experience.
- b. Cruising Committee members will be informed of all meetings via email or telephone.
- c. Sail Manitoba members may become members of the committee either by application or by invitation.

## **6. Instructor certification requirements**

- a. It is the responsibility of individual instructors to maintain current CYA certification and registration.
- b. Instructors not holding current certification shall not be assigned to cruising courses sponsored by Sail Manitoba.

## **7. Assets and Resources**

- a. The committee will not acquire or maintain assets in conjunction with Sail Manitoba.
- b. The committee will however from time to time require the training resources provided through Sail Manitoba.

## **8. Rates**

- a. The committee will assume the responsibility of establishing and maintaining rate guidelines for courses.
- b. Instructors associated with Sail Manitoba, who are conducting courses in Manitoba or Northwestern Ontario, will adhere to the rates and programs established by the cruising committee.
- c. Basic Cruising Courses will be scheduled and conducted with a minimum of 6 students to a maximum of 12 students. The optimum number of students per course is 8. The instructor will be paid at a rate of \$800.
- d. Coastal Navigation Courses will be run with a minimum of 5 students to a maximum of 10 students. The optimum number of students per course is 6-8. As the exams, include extensive chart work and are very time consuming to mark, the instructor will be paid \$800 for the first 6 students and \$50 per additional student.
- e. Celestial Navigation Course: Due to the advanced level of this course no minimum number will be established. The rate will be discussed between the Instructor and the Executive Director.
- f. Seminars: The rate for seminars is \$100 per evening.
- g. These rates will be reviewed annually at the post-season meeting and any adjustments will be made at that time.

## **9. Administration**

- a. Sail Manitoba will assume the responsibility for classroom session registration for programs. In addition the office will have the responsibility of providing student materials logbook and seals.
- b. To ensure a fair course allocation and to ensure all instructors continue to maintain their presentation skills, courses will be scheduled in rotation based on instructor availability.
- c. Should a course be cancelled due to lack of enrolment the scheduled instructor will be given first option to teach the next scheduled course.

## **10. Responsibility**

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

## **11. Review and Approval**

- a. This policy was first approved by the Board of Directors of Sail Manitoba on March 10, 2003. It was reviewed and re-approved by the Board of Directors on November 2, 2010. The date for the next re-approval is April 4, 2012.