

SAIL MANITOBA CRUISING COMMITTEE POLICY

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.

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 Sail Canada 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)

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 Sail Manitoba programs.

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.

Membership

1. Cruising Committee members must be a Sail Manitoba Member either through membership in a Club or directly through Sail Manitoba as a non-club member, per the Sail Manitoba Membership Policy
 - a. Sail Manitoba and Sail Canada and hold a current Sail Canada 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.

Instructor certification requirements

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

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.

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. Cruising Instructors hired by Sail Manitoba will be compensated as follows:
 - Basic Cruising Courses will be scheduled and conducted with a minimum of six (6) students to a maximum of twelve (12) students. The optimum number of students per courses is eight. The Instructors will be paid at a rate of \$1050.00.
 - Coastal Navigation Courses: will be scheduled with a minimum of six (6) students and a maximum of eight (8). Unless specified by the Instructor. The Instructor will be paid a rate of \$1050.00 for the first six students and there after \$50.00 per additional student.
 - Celestial Navigation Courses: due to the advanced level of this course no minimum number will be established. The rate of pay will be negotiated between the Instructor and the Executive Director of Sail Manitoba.
 - Seminars: the rate of pay for seminars will be negotiated between the Instructor and the Executive Director of Sail Manitoba.
 - These Rates will be reviewed annually at the post season meeting and will be adjusted accordingly

Commented [O1]: Wording was tied up and the Instructor Fees updated

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.

Review and Approval

The administration and yearly review of this policy is the responsibility of the Executive Director. 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 February 11, 2019. Re-approved May 2023. Next review May 2026.