

Proposed Policy and Procedures for Alberta Sailing Association

Last updated November 29, 2008

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1. **General**

- 1.1. Our vision is “To make sailing and recreational boating lifelong activities for Albertans through excellence in training and competition.” (2005 AGM)
- 1.2. We support initiatives that help people START, STAY and SUCCEED at sailing. (AGM 2007)

2. **Board members for 2008** (AGM 12/1/07)

- 2.1. President – Ron Hewitt
- 2.2. Secretary – Larry Lovan
- 2.3. Treasurer – Peter Van Muyden
- 2.4. 3 Directors at large
 - 2.4.1. Ian Leitch (Training)
 - 2.4.2. Charlotte Newton-Stroppel
 - 2.4.3. Scott Meers

3. **The board of directors of ASA may establish committees from time to time.**

- 3.1. **Race Officers committee** oversees the training of Race officers in Alberta
 - 3.1.1. Peter Van Muyden, Roberts Stewart and Peter MacDougal
- 3.2. **Training committee** is chaired by a board member and includes representatives from organizations with training interest in the province. (2007 SAGM)
 - 3.2.1. Calgary Yacht Club has an established training program.
 - 3.2.2. Glenmore Sailing Club will be starting a program in 2008.
 - 3.2.3. No board member has taken on this committee so far.

4. **Individual Membership** in Alberta Sailing Association can be Active or Associate.

4.1. **Active membership in ASA** can be directly with ASA, through an ASA member organization or through CYA.

4.1.1. **Direct membership** in ASA is to accommodate sailors who are not affiliated with an ASA member organization.

4.1.1.1. The cost is \$20 per year of which \$10 is forwarded to CYA.

4.1.1.2. Active members directly with ASA will receive both ASA and CYA membership cards.

4.1.1.3. The family members of Active direct members in ASA are Associate members of ASA and will receive ASA membership cards at no cost.

4.1.1.4. Active direct members of ASA has no voting powers at General and special meetings of ASA or CYA.

4.1.2. **Active membership through an ASA member organization** requires the organization to fulfill all the requirements of being a ASA member organization.

4.1.2.1. The cost is \$20 per year of which \$10 is forwarded to CYA.

4.1.2.2. Where membership in an organization is a family, only one person is designated as the Active member and will receive both CYA and ASA membership cards.

4.1.2.2.1. All other family members are Associate members and will receive ASA membership cards.

4.1.2.2.2. Additional Active memberships can be purchased for additional family members at a cost of \$20 per membership of which \$10 is forwarded to CYA. They will also receive a CYA membership card.

4.1.3. **Active ASA membership through CYA** includes current CYA certified instructors and coaches that reside in Alberta and pay dues directly to CYA.

4.1.3.1. CYA forwards \$5 per instructor / coach to ASA at the end of each year.

4.1.3.2. Their valid CYA instructor card is a CYA membership card.

4.1.3.3. Current CYA instructors are entitled to an ASA membership card at no additional cost. Families of instructors and coaches are not included as Associate members of ASA or CYA.

4.1.3.4. Instructors can designate one ASA member organization for voting purposes.

4.2. **Associate Members** of Alberta Sailing Association are members in good standing of an ASA member organization or have participated in a CYA certification course in the current year. They pay no membership fees to ASA or CYA.

4.2.1. Associate members are not included when calculating the voting powers of their organization.

4.2.2. All Associate members will receive an ASA membership card but they do not receive a CYA card.

4.2.3. Club Associate members are typically the spouse and children of an Active member of ASA.

4.2.4. Sailing School Associate members will receive a welcome to ASA and CYA letter along with an ASA membership card.

5. **ASA member organizations** can be sailing clubs, community clubs or schools.

5.1. **Sailing Clubs** voting power at ASA general and special meetings is based on the number of paid Active members of ASA.

5.1.1. **Sailing Clubs** are required to report full name and address information to ASA indicating Active and Associate membership.

5.1.1.1. Payment for Active membership should be included with the membership information.

5.1.1.2. Sailing Clubs can forward membership information and payment several times during the sailing year.

5.1.2. Sailing Clubs must designate at least one Active member to receive communication from ASA.

5.1.3. By September 15th each year, sailing clubs should report a summary of year to date activities including the type of activity and amount of participation.

- 5.1.4. Sailing Clubs forwarding activity reports, membership information and payment prior to September 15th are eligible for payment of \$2 per active membership.
- 5.2. **Community Clubs** are informal groupings of sailors with a common sailing interest and a stated purpose that supports sailing in Alberta.
 - 5.2.1. Common interest may be type of boat, location or activity.
 - 5.2.2. The Community Club must appoint a president, treasurer, and secretary and have at least 5 Active ASA members.
 - 5.2.3. The Community Club must charge fees for membership.
 - 5.2.4. Community Clubs are required to report name and address information to ASA indicating Active and Associate membership.
 - 5.2.4.1. Payment for Active membership should be included with the list
 - 5.2.4.2. Community Clubs can forward more than one membership list and payment during the sailing season.
 - 5.2.5. Community Clubs must keep ASA informed as to their current directors list.
 - 5.2.6. Community Clubs must designate at least one Active member to receive communication from ASA.
 - 5.2.7. By September 15th each year Community Clubs must report a summary of their activities to ASA including type of activity and an estimation of participation.
 - 5.2.8. Community Clubs forwarding activity reports, membership information and membership payment prior to September 15th are eligible for payment of \$2 per active membership.
- 5.3. **Sailing Schools** include Learn to Sail, Learn to Cruise, Learn to Powerboat or camps that are independent or affiliated with a Sailing Club or other organization
 - 5.3.1. All ASA member schools and club schools are required to have at least one current CYA instructor.
 - 5.3.2. Independent sailing school membership in ASA and CYA costs \$150 per year of which \$75 is forwarded to CYA.

5.3.3. All sailing schools and club schools are required to forward the name, address, CYA certification granted, date of completion and the evaluating instructors name and number to ASA by September 30th each year.

5.3.4. Schools are required to carry appropriate insurance.

6. ASA supports the professional development for Instructors, Coaches, Race Officers and Judges

6.1. Instructors

6.1.1. ASA organizes and delivers CYA instructor /coach certification clinics for the fundamental Teaching theory, White Sail, Bronze sail, Learn to Race, Wet Feet, Program manager and Orange Level 3 technical. \$10 of the instructor candidate's first course fees each year is applied to ASA membership.

6.1.2. Fundamental coaching theory 2.5 days \$175

6.1.3. Sailing Skills clinic two days \$100

6.1.4. Teaching clinic White Sail, Bronze Sail, Learn to Race, 3 day clinic \$175

6.1.5. Final Certification Evaluation, half day \$75

6.1.6. Recertification at an instructor clinic \$75

6.1.7. Annual dues paid to CYA \$150. Yearly, CYA pays ASA \$5.00 per current instructor

6.2. Competitive Coach Certification, Orange / Level 3, can be done as a mentorship in province or by attending an out of province clinic.

6.2.1. ASA will consider applications for support attending competitive coach certifications.

6.3. Instructor Evaluator and Facilitator certification. ASA will consider supporting instructors attending out of province evaluator and facilitator clinics.

6.4. Race Officer and Judging Certification

6.4.1. ASA organizes and delivers Level 1 (Assistant Race Officer) and 2 (Club Race Officer)

6.4.2. ASA will consider applications for supporting race officers pursuing level 2 (Provincial Race Officer) Level 4 (National Race Officer) and Course Conductor certifications.

7. Alberta Sailing Team. Anyone training appropriately in preparation for a regional, national or international event can be considered a member of the Alberta Sailing Team. ASA offers Team Member support as follows;

7.1. **ASA Athlete Funding** is based on proportional sharing of allocated training funds in two training periods. Athletes accumulate points by participating in

development activities during two seasonal training periods; May 1st to the Provincial Regatta and the Provincial Regatta to April 30th. Point allocations are higher for the Train to Compete Stage than they are for the Train to Train Stage of development. Details of training stages can be found in the CYA Long Term Sailor Development Framework at; http://www.sailing.ca/sailor_development/long_term_athlete_development_framework/ Because of shared expenses, double handed funding differs from singlehanded.

7.2. Funding levels for the different stages are as follows;

- 7.2.1. **Train to Win Stage – Elite Race** must apply separately for funding as there is little opportunity for training at this level in Alberta.
- 7.2.2. **Train to Compete Stage – High Performance Race** count 100% of their points in the sharing calculation.
- 7.2.3. **Train to Train Stage – Competitive Race** count half (50%) of their accumulated points in the sharing calculation.
- 7.2.4. **Learn to Train Stage – Learn to Race** are supported by club development programs and are not eligible for funding under this program.

7.3. Allocated funding will be divided between qualifying candidates 5 days after the close of the training period. Athletes who have not submitted all required documents will be excluded from funding.

7.4. **Activities considered for funding** include the following;

- 7.4.1. Regattas and training camps listed on the ASA website
- 7.4.2. Other regattas and camps as specifically applied for
- 7.4.3. Club or training group programs
- 7.4.4. In season and off season dry land training
- 7.4.5. Other sport off season training and competition

7.5. **Documentation required for funding.** Training activities prior to receiving the Declaration, Code of Conduct and Training Plan will not be considered for funding. (See exceptions for winter 2008) Where documents require signatures, originals must be delivered to the ASA office. (Athlete Declaration and Code of Conduct) Funding is based on sharing of allocated funds on designated dates. Training Logs received after the sharing dates are not eligible for a share of the funding.

- 7.5.1. **Exceptions for winter 2008.** Where the Declaration, Code of Conduct and Training Plans are received prior to December 1st 2008, training activities back to September 1st may be included.

- 7.5.2. **Athlete Declaration and Profile.** Name, address, phone number, email, parent contact information, health issues, club team or training group, the target events you are training for. Original signatures required.
- 7.5.3. **Athlete Code of Conduct** must be signed and an original copy mailed to the ASA office. Original signatures required.
- 7.5.4. **Training Plan.** This document has two parts. The calendar and the description.
- 7.5.4.1. The Calendar (Only a monthly calendar format will be accepted) details every training activity planned for the period. Days on the water, days in the gym, competitions etc... This is your best guess at what will happen. I am more interested in the number, type and intensity of practice than I am with your plan being Wednesday and it ended up on Thursday. The plan must cover the full period. If it changes you can send me a revision.
- 7.5.4.2. The description covers the details of every type of training activity listed on your plan. A brief description of what your twice a week hockey swimming practice consists of. How often and how long are your on water training sessions? What is your program at the gym? What level is your non -sailing competition? If you include the program cost we can start adjusting points allocated to these activities for future funding formulas.
- 7.5.5. **Training Log** is the final document requires for funding and must be submitted prior to the sharing deadline. There must be some note of every development activity being considered or we assume you did not attend.
- 7.5.5.1. Dry land training only requires confirmation that you attended unless there are notable events as in improved performance.
- 7.5.5.2. Competition of any kind sailing and non sailing requires some reflection on the event.
- 7.5.5.3. On water training requires some reflection on the vent.
- 7.5.5.4. The training log should be kept current on a daily basis. It should be available to coaches for review at any time.
- 7.5.5.5. Misrepresentation in the training log will be grounds for exclusion from funding.
- 7.6. **Canada Games** and other selection events come with special funding opportunities. Please indicate if this is one of your target events.

7.7. ASA retains the right to limit or exclude athletes from funding where behavior or performance is below appropriate standards.

8. Program Support

8.1. All participants in ASA supported programs must be Active or Associate members of ASA

8.2. ASA run training camps are intended to support club programs.

8.3. **ASA will support** club programs that help people START, STAY or SUCCEED at sailing. We prefer to assist building self-sustaining club programs. Where clubs present a development plan we may assist with

8.3.1. Training of coaches or instructors

8.3.2. Subsidize instructor wages until the club program has sufficient mass to be self-sustaining.

8.3.3. Assist with planning and setting up new programs

8.3.4. ASA may charge for some services depending on the club business plan

9. **Boat Transportation** to events is intended to support not replace club programs.

9.1. ASA supports the maintenance of two, 5-boat trailers and makes them available to clubs or individuals no charge for transporting boats to events.

9.1.1. The person towing the trailer may charge per boat to cover gas and a small accommodation for vehicle maintenance. The trailer cannot be used to generate revenues beyond reasonable costs.

9.2. Where ASA is supporting a club by taking their overflow and towing the trailer, we charge the same per boat rate as the club regardless of the number of boats being transported.

9.3. Where ASA is not supporting a club transportation program we charge \$.06 per kilometer per boat regardless of the number of boats being transported.

10. ASA assumes the following CYA policies

10.1. Harassment

10.2. Conflict of Interest

10.3. Privacy

10.4. Codes of Conduct

10.5. Equity and Accessibility

11. Expenses

11.1. Staff

11.1.1. Mileage \$.40 per Kilometer

11.1.2. Meal allowance while traveling on ASA business

11.1.2.1. Breakfast \$6.00

11.1.2.2. Lunch \$10.00

11.1.2.3. Dinner \$16.00

11.1.3. Hotel as required

- 11.1.4. Other out of pocket expenses as required
- 11.2. Volunteers
 - 11.2.1. Meal allowance while traveling on ASA business
 - 11.2.1.1. Breakfast \$6.00
 - 11.2.1.2. Lunch \$10.00
 - 11.2.1.3. Dinner \$16.00
 - 11.2.2. Hotel as required
 - 11.2.3. Other out of pocket expenses as required

12. Alberta Sailing Association will accept proposals to host the Provincial

Championship regatta up to November 1 and announce the selection at the Annual General Meeting. Proposals should include the following information;

- 12.1. Describe the host club's past experience in running major regattas (event, date, classes, participants, other).
- 12.2. The event is expected be a 3 day event and it is recommended that it be hosted on the September long weekend. Under certain circumstances the recommended date can be altered.
- 12.3. Identify your Regatta Chair, provide contact information for this person (phone, fax, email, address), and describe their past experience in running major regattas (event, date, classes, participants, location, other)
- 12.4. Identify your Race Committee Chair, provide contact information for this person (phone, fax, email, address), and describe their past experience in running major regattas (event, date, classes, participants, location, other). It is expected that the Race Committee chair is a certified Provincial Race Officer. The ASA may be able to provide assistance in locating a certified Race Officer.
- 12.5. Identify your Protest Committee Chair and provide contact information for this person (phone, fax, email, address). It is expected that the Protest Committee chair is a certified Provincial Judge. Please indicate if there will be on the water RRS 42 enforcement.
- 12.6. Describe the Host Club's facilities, including boat storage, washroom/shower facilities, food/beverage facilities, volunteer base, launching ramps and available medical services.
- 12.7. Detail the on site accommodations that the Host Club will make available, or will arrange for the participants.
- 12.8. Describe your proposed meal and social plan.
- 12.9. Describe race management equipment the Host Club will have available to use for the regatta. This should include the number of boats used for rescue, jury /protest committee and race management.
- 12.10. Attach information on the local racing area, specifically the race course location, its water quality, depth and winds to be expected during the proposed date. (A Google Earth type map displaying the racing area would also be useful).
- 12.11. For the regatta the host club must carry one million dollar regatta liability insurance, naming the ASA and sponsors as add named insured. Be sure that the coverage includes On Water Bodily Injury.
- 12.12. Detail your proposed fee structure for registration and meals.

13. **Temporary policies** deal with one time issues or have an expiry date.
 - 13.1.