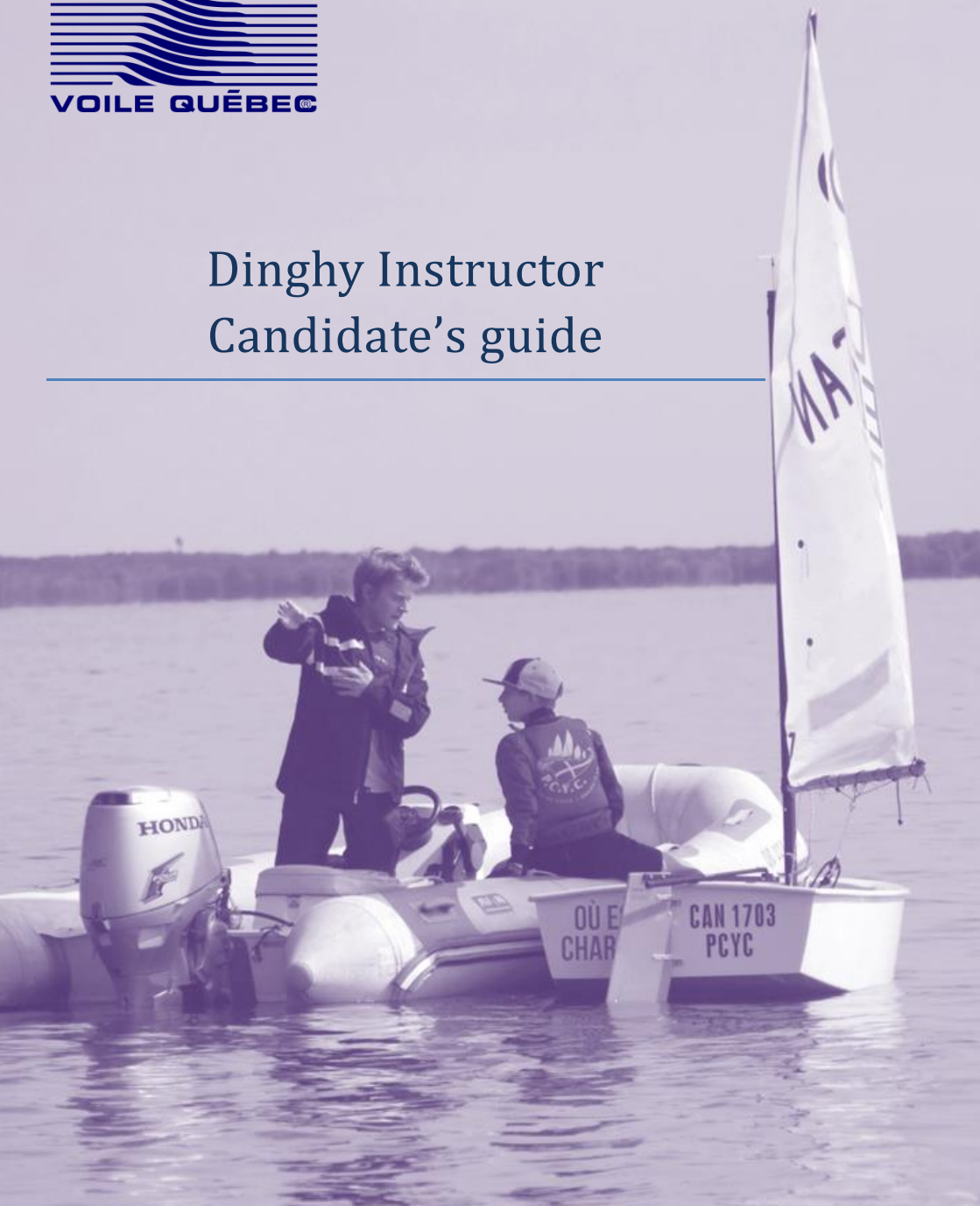




Dinghy Instructor Candidate's guide



In this document, you will find all the information regarding the training to become dinghy instructor. If you have any questions, or to send your prerequisites, contact us at: formation@voile.qc.ca / 514-252-3097

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Your prerequisites

Each candidate must have all his prerequisites up to date in order to join a practical course or to be evaluated. In order to do so, candidates will either download their prerequisites in the registration form or mail them to us (maximum size per document: 500 ko, named as follow: name_first-name_type-of-prerequisite).

The minimum age to participate in a practical course is 16 years old. It is advisable to gather all the prerequisites in the year before the practical training course to reasonably distribute the involvement necessary for the success of the process.

What are the prerequisites, and how to get them?

First Aid

Since 2018, all instructors have to attend a General First Aid and CPR course. It is a minimum 16-hour course. The organization providing the course must be nationally recognized (Red Cross, Ambulance Saint-Jean, Heart and Stroke Foundation, etc.). If you have any doubts, contact us to find out if the program is recognized. Online trainings are not accepted. The first aid training remains valid for a period of 3 years.

Pleasure Craft Operator Card (PCOC)

There are many companies enabling you to get your PCOC. Amongst the companies enabling you to get your PCOC online, Cartebateau.com offers a special price for instructors and

future instructors. To have access to the special price, follow the link on our [page dedicated to the PCOC](#)

Coach Boat Driving Experience Certificate

We strongly encourage young sailors interested in becoming instructors to join the assistant program of their sailing school. By doing so, after having obtained their CCEP, they will be able to practice driving a motor boat. The head instructor will then grant them a Coach boat driving experience certificate.

If you did not have the opportunity to gain this experience with your sailing school, the FVQ organizes Coach boat basic courses with our learning facilitators. After half a day discovering the basics, they will

deliver a Coach Boat Driving Experience Certificate.

Boat Safety

This coach boat driving course enables candidates to learn and practice safety manoeuvre (man overboard, righting and towing a boat...). The course takes place in a sailing school and last a whole day. Both theory and practical periods alternate. This course provides instructors with the necessary resources to teach in a safe environment and to drive safely the coach boat. Please note that you can only join the course if you already have your PCOC. The course is open to all candidate aged 14 and older with a Coach Boat Driving Experience Certificate. The Boat Safety prerequisite remains valid for 5 years following the date of the course. A re-certification course must be taken after this period.

Enhanced Police Information Check (EPIC)

Since 2019, Sail Canada requires an Enhanced Police Information Check (EPIC) for adult 18 or older, to be renew every 5 years. Sail Canada has

signed up with [Sterling Talent Solutions](#) to allow CANSail instructors and coaches to complete their EPIC online. It will automatically be added to your Sail Canada profile. Cost for this service is 25\$.

Safe Sport Training

Since 2021, all CANSail instructors must take a Safe Sport Training course every 5 years. This training is on its way to setting the standard for sport in Canada. This training allows you to know the basic principles in the practice of safe sport and to create an environment in which all participants can flourish. Two modules are currently approved by Sail Canada: [Safe Sport Training](#) (offered by the Coaching Association of Canada) and [Respect in Sport training](#) (offered by Sail Canada at a cost of \$ 30).

CANSail level

Future instructors should have extensive knowledge and sailing abilities, and a consistent experience on the water. Instructor training requires a CANSail certification, whose level depends on the training you will follow:

| | |
|--------------------------------------|------------------------------|
| You have registered for Instructor : | Your certification must be : |
| CANSail 1-2 | CANSail 4 |
| CANSail 3-4 | CANSail 5 |
| CANSail 5-6 | CANSail 6 |

- Who feel they need to improve or confirm their abilities;
- Who want to enjoy a two-day sailing clinic with other future instructors at a highly competitive price.

The FVQ provides an advanced sailing clinic, led by a competition coach on a weekend during the month of May. This clinic is offered for candidates :

- Who consider they have the required level but have not the actual certification;

Note that if your abilities on the water or your knowledge (basic seamanship, racing rules of sailing, technics and tactic...) are insufficient and do not meet the standards during the practical course, your Learning facilitator will not be able to confirm your trained instructor status.



Training Courses

Minimum age to start the instructor training is 16.

Fundamental Course

Instructor training starts with the Fundamental Course. This is a theory course taken in a classroom or online in late winter or early spring. From Friday evening to Sunday evening for classroom lessons, or in the evening on weekdays for online lessons. This course provides candidates with pedagogical and teaching resources. They will also learn how to plan a course, how to install and preserve a safe environment, how to supervise a group, how to make ethical decisions, etc.

The Fundamental course is a mandatory step in the training process enabling CANSail instructors to enter the [NCCP \(National Coaching Certification Program\)](#). Once this course is completed, all CANSail Dinghy Instructors are required to complete the Make Ethical Decisions online evaluation by logging into their [Locker Profile](#). Please note that CANSail Instructors 1&2 and 3&4 must complete the Instruction stream, while CANSail 5&6 and Development Coaches must complete the development stream.

Practical Course

During a five day clinic taking place between May and late June, candidates learn how to do their lesson on water, how to plan it, how to coach and advise the students. Candidates also practice their driving skills with the coach boat. Practical sessions, theory courses, sailing, preparation, correction and group reflection on the lessons give candidates the resources and skills to teach sailing. At the end of the clinic, the candidate is evaluated by the Learning Facilitator, and he either becomes a *trained* instructor or, in case he doesn't meet the standards, he remains an *instructor in training*. To try again, the candidate can register for a *retake*.

Note that candidates registering for **CANSail instructor 3-4** or **5-6** must have previously achieved a CANSail 1-2 instructor clinic and will be asked to provide a résumé.

From Trained instructor to certified instructor

Once the candidates have obtained the *trained status* at the end of their practical course, and after having followed online modules as indicated by their Learning Facilitator, they have several essential things to do.

The first is to pay their annual Sail Canada membership by [logging into their account](#). It is absolutely mandatory to have their membership up to date in order to teach as a Sail Canada – Voile Québec instructor and in order to be covered by the insurance (for details concerning the insurance for Sail Canada instructors, please see: [Skippers'plan - Voile Canada](#)).

After their practical course, instructors are trained for a two year period, which means only two summers, during which they will have to be evaluated. For their evaluation, a Learning Facilitator comes to their sailing school and attends one of the trained instructor's lessons. From what he has observed, the Learning Facilitator certifies or not the instructor.

Be advised that beyond the two year period, instructors lose their trained status and have to follow a whole new practical course in order to get their trained status back.

An instructor is certified for a period of four years starting at the end of their Practical Course.

When that period comes to end, instructors have to pass a new evaluation to be certified for four years only if the instructor has been active and an up-to-date member of Sail Canada. If not, or if the certified instructor has waited for more than four years, he will have to follow a two-day recertification or a retake.

It is therefore paramount to keep an up to date status. Not doing so may have legal consequences (no Sail Canada instructor insurance), financial consequences (you will have to pay for extra-training such as the recertification), and an impact on the quality and safety of your lessons. To make sure that you are up to date, [login to your Sail Canada account](#).

Optimist module

It takes place in a sailing school, with a group of students, and is organized by a senior Learning Facilitator. Any instructor trained or certified can attend. Future instructors can therefore register for this course and attend it right after their practical course.

On this module, which will count amongst your qualifications, you will discover a whole package of resources on how to teach, supervise, and encourage your students. Along with the teaching resources, candidates will consider advanced sails trim and other specific aspects of the boat.

Windsurf module

This two-day module provides instructors with the resources to teach windsurf. It is indispensable to already be a qualified windsurfer to join the clinic. Any instructor either trained or certified can attend the module.

Module Spinnaker and Trapeze

This module provides instructor with the opportunity to deliver CANSail Spinnaker and trapeze accreditation.

Practical course retake

This two-day clinic enables instructor in training who failed their practical course evaluation to retake it.

Re-certification

All certified instructors must renew their certification after four years from the date of their practical course. They can do it by applying for an evaluation at the very strict condition that the instructor has been active during these four years, that he has an up-to-date Sail Canada profile and membership, and that the four-year period is not over. If you have not worked for one or more year, or if you have not kept your prerequisites up to date, etc., you will apply for a recertification. In order to recertify you, a learning facilitator will attend your lessons and give you his observation during two-days.

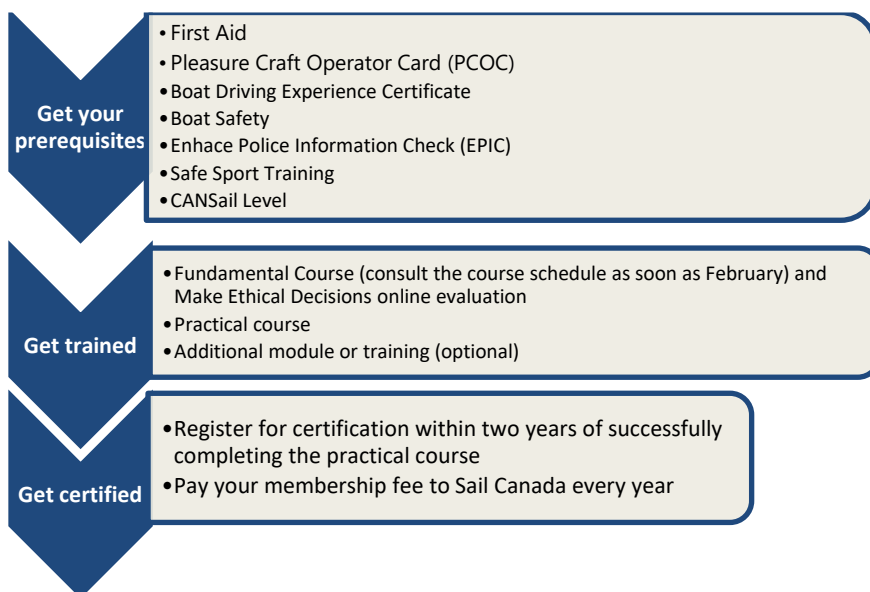
Prices and schedule

You will find the courses calendar on [our website](#) in the Instructor section.

Upon request, we may open new courses in other places if there are enough candidates. If you would like a course to take place near your place please ask your school manager to contact us.

Please note that the planning might change in case of major problem (such as water level), and that courses might be canceled if the number of candidate is insufficient.

Summary of the process



Period of validity of your certifications

CANSail Instructor trained: two years from the date of the practical course until December 31 of the second year:

- √ Before the end of the two-year period, register for an evaluation;
- X If you exceed the two-year period, register for a new practical course.

CANSail Instructor certified: 4 years from the date of the practical course until December 31st of the fourth year.

- √ Before the end of the four-year period, and if you have been active and up to date with Sail Canada dues, register for an evaluation;
- X Beyond the four-year period, or if you have not been active or up to date with your Sail Canada dues, register for a re-certification or a retake.

Re-certification: 4 years from the date of the certification.

As an example, let's consider James' profile which has always been up to date with his Sail Canada dues and prerequisites:

- June 26th 2020: Practical course successful, Trained Status valid until December 31 2022;
- July 18th 2022: Evaluation successful, Certified Status valid until December 31st 2024;
- July 6th 2024: Evaluation Successful, Re-certified Status valid until December 31st 2028.

Each fall, the FVQ organizes a congress during which participants can attend conferences and workshops related to sailing and teaching. By attending the congress, certified instructors have their certification valid for one more year.

Grants

The FVQ is offering two 550\$ grants to future instructors. These grants are designed to help and support candidates for whom the cost of the instructor training is a major obstacle.

The grant will be taken off the training cost of the laureates. If the candidate has already paid his or her formation, he or she will be directly reimbursed. However, the amount of the grant cannot exceed the amount paid by the candidate for his or her training.

Conditions for admission

- Be a resident of Québec;
- To have applied for a job in a sailing school for the current year;
- To have a CANSail 4 certification (or to have a CANSail 3 certification and to have registered for the Advanced Sailing Clinic).

Application file

Content of the application:

- Cover letter: *Why to become a dinghy instructor?*
- Sailor's résumé, with your sail experience, sailing school, etc.
- Acknowledgement of receipt by a sailing school of your job application for the summer of the same year;
- Any documents that may demonstrate your financial needs;
- Reference: the name and contact of a person (instructor, volunteer or member of your sailing school, teacher...) who supports your application.

These documents are to be downloaded on [the online application form](#). Please gather these documents in a single pdf (size <5 Mo).

Attribution criteria are: financial situation of the applicant, sailing experience, commitment and volunteering in sailing related activities.

Candidates have until March 1st of the current year to fill [the application form on our website](#). If you have any questions, don't hesitate to email (formation@voile.qc.ca) or to call us!

Ready to register ?

Click on the picture to access the registration form or go on our Voile Québec website!

