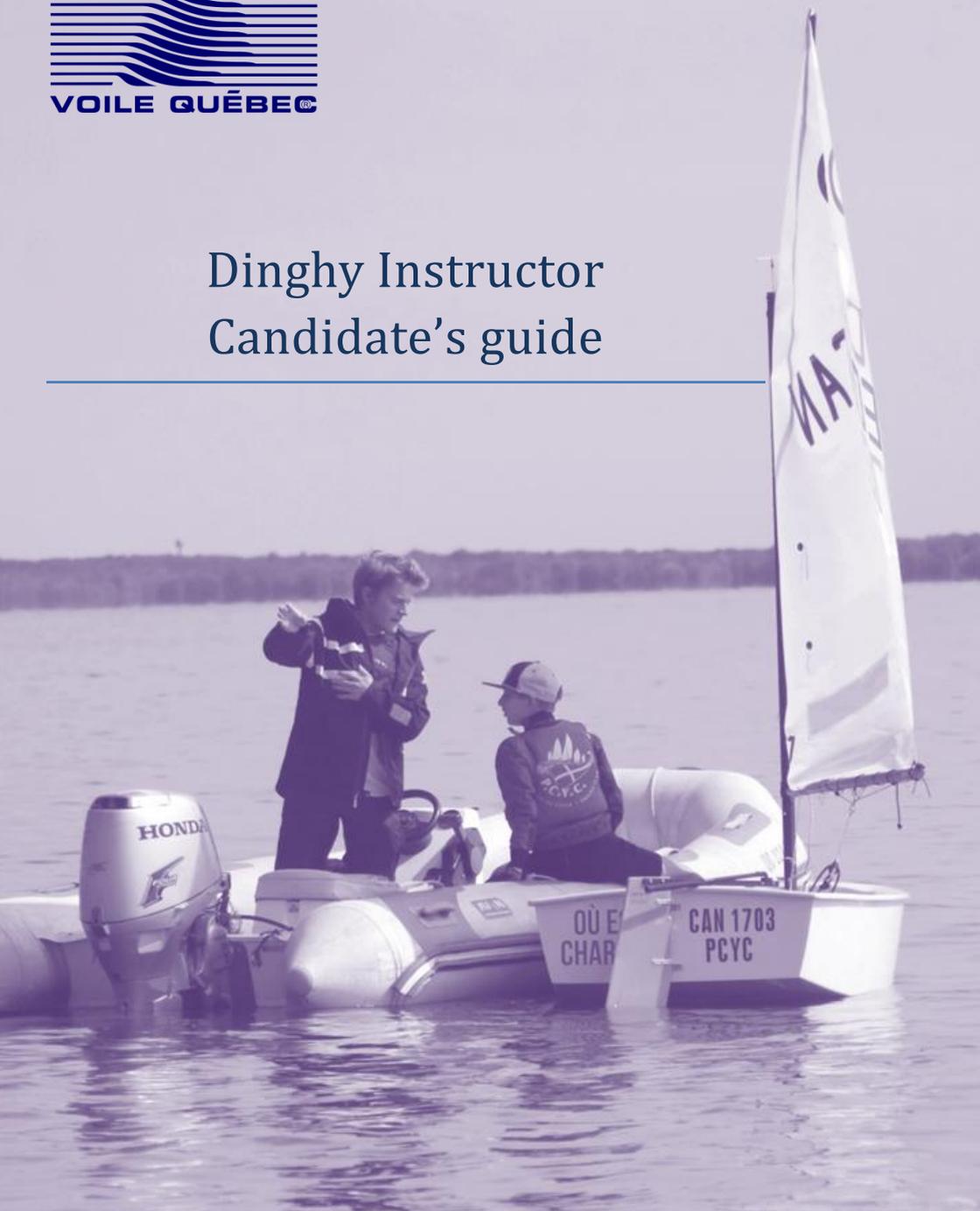




# Dinghy Instructor Candidate's guide

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*In this document, you will find the information concerning the training to become dinghy instructor. If you have any questions, or to send your prerequisites, contact us at: [formation@voile.qc.ca](mailto:formation@voile.qc.ca) / +1-514-252-3097*

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# Your prerequisites

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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 start the training is 16. It is advised to spread the training over two years (for example year 1: Fundamental, Boat Safety and Advanced Sailing Clinic; year 2: practical course and Optimist module), but it can be done in a single year.

## What are the prerequisites, and how to get them?

### Pleasure Craft Operator Card (PCOC)

There are many companies enabling you to get your PCOC. You can join the Départ-Éclair program offered by instructors accredited by the FVQ in homologated sailing schools.

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](#)

### First Aid

Since 2018, all instructors have to attend a General First Aid and CPR course. It is a 14 to 16 hour course

and it replaces the former Emergency First Aid prerequisite. The organization providing the course must be nationally recognized (Red Cross, Ambulance Saint-Jean, Heart and Stroke Foundation...). If you have any doubts, contact us in order to check that the program is recognized.

The FVQ offers two General First Aid courses for which you can register through the general registration form (see prices: [Timetable and price](#)).

For active instructors who have a valid First Aid Emergency course from 2017 or earlier, they do not have to update their course to General First Aid. They will do so when their Emergency first aid will expire.

## **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 good conditions 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.

You can register for this course when registering [for your instructor training](#).

## **Enhanced Police Information Check**

As of 2019, Sail Canada requires an Enhanced Police Information Check (EPIC) for Adult 18 or older. Sail Canada has signed up with Sterling Talent Solutions to allow CANSail instructors and coaches to complete their EPIC online through Sterling Solutions and BackCheck.com. To access the service, create an account [on their website](#). EPIC will automatically be added to your profile. Cost for this service is 25\$.

## CANSail level

Future instructors 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

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;
- 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.

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

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*Minimum age to start the instructor training is 16.*

## Fundamental Course

Instructor training starts with the Fundamental Course. It is a theory course usually taking place between March and April, on a week-end, from Friday evening to Sunday evening. 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](#)).

## 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 three 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 three more 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 three 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](#).



## 2019 Prices and schedule

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The planning for 2018 courses is available on our website.

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.

## Courses Timetable

### **Weekend Course (Fundamental and practical course):**

Friday 6pm – 9pm

Saturday 8am – 8pm

Sunday 8am – 8pm

### **Week course (practical course):**

Monday to Friday: 8am – 8pm

### **Boat safety:**

Whole day (8am – 7pm)

### **Boat safety re-certification:**

Half-day (4 to 5 hours)

### **Module Windsurf:**

2 full days (8am – 8pm)

### **Module Spinnaker and trapeze:**

1 day (8am – 6pm)

### **Advanced sailing clinic:**

2 full days (8am – 8pm)

### **Coach boat driving experience:**

Half-day (4 to 5 hours)

### **Module Optimist:**

1 day and a half (Saturday 8am – 8pm;

Sunday 8am – 1pm)



### 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 have to renew their certification after three 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 three years, that he has an up to date Sail Canada profile and membership, and that the three-year period is not over. In the event that 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.

## Period of validity of your certifications

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**CANSail Instructor trained:** two years from the date of the practical course:

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

**CANSail Instructor certified:** 3 years from the date of the practical course until December 31<sup>st</sup> of the third year.

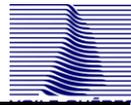
- Before the end of the three-year period, and if you have been active and up to date with Sail Canada dues, register for an evaluation;
- Beyond the three-year period, or if you have not been active or up to date with your Sail Canada dues, register for a re-certification or a retake.

**Re-certification:** 3 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 26<sup>th</sup> 2013: Practical course successful, Trained Status valid until June 26<sup>th</sup> 2015;
- July 18<sup>th</sup> 2014: Evaluation successful, Certified Status valid until December 31<sup>st</sup> 2016;
- July 6<sup>th</sup> 2016: Evaluation Successful, Re-certified Status valid until December 31<sup>st</sup> 2019.

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.



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 31st 2018 to fill the [application form on our website](#)*

*If you have any questions, don't hesitate to [email](#) or to call us!*

## Ready to register ?

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*Click on the picture to access the registration form!*

