

UBC Sailing Club Mentorship Program Policy

Purpose

The UBC Sailing Club is a community driven organization with the goal of instructing and providing access to recreational sailing, windsurfing, stand-up paddle boarding and kayaking for members. In order to best satisfy this goal, the Mentorship program outlined herein establishes a framework to facilitate peer-to-peer mentorship, allowing for members to pass on their knowledge and skills in our crafts to other members. This process provides a new path for members to become certified to use Club equipment that is independent of our Club-instructor facilitated program.

Policy

1. This policy is enacted by the Steering Committee on May 17, 2021, and is subject to revision at any time.
2. Members may become certified on all Club craft by this program, with the exception of:
 - a. Windsurfing L1
 - b. Laser
3. The Fleet Captain responsible for each craft shall be responsible for writing the checklist for such craft and updating it as required.
 - a. The checklist shall, at a minimum, cover the following topics: knowledge of the craft, theory, safety, craft care, rigging/de-rigging, water skills, launching and landing, Club policies, and local rules and regulations.
 - b. The checklist may have multiple stages, where certain skills may not be practiced before each earlier stage has been appropriately Certified.
 - c. The checklist shall describe the level of mastery required for each skill
 - d. The checklist shall specify the number of members that shall attest that each objective has been met, hereinto referred to as Certifiers.
 - e. The checklist shall specify the requirements for a member to be eligible as a Certifier, such as years of experience and craft certification(s).
 - f. At least two Certifiers shall be required for each checklist.
 - g. At least one Certifier shall be a long standing member of 2 years.
4. Each checklist and any amendments to it shall require the Commodore's approval.
5. The Club's Policies shall be followed at all times during the Mentorship and Certification stages, with the following exceptions:
 - a. Mentees may take single kayaks prior to obtaining certification under the following conditions, under the supervision of their Mentor or Certifier whilst being mentored or pursuing certification

- i. The constant wind speed should not exceed 5 knots during instruction
 - ii. The paddling area for instruction is bounded by the Jericho pier and by the docks of the Royal Vancouver Yacht Club
 - iii. The program must begin with an on-land introduction, covering the corresponding set of skills outlined below
 - b. Four double handed craft, Mentees shall be allowed to helm the craft they are being mentored on, subject to any restrictions set out in the craft checklist. The Mentor shall remain the skipper at all times, being in charge of the vessel even while the Mentee is helming.
6. Upon the successful completion of the checklist being delivered and reviewed by respective Fleet Captain, the member shall become certified in the craft in question. The Fleet Captain shall provide a written justification for denying certification for a member that has completed a correctly filled out checklist.
7. It shall be the Mentee's responsibility to find an appropriate Mentor to learn the required skills from. The Mentor shall at a minimum be a Club member in good standing that is certified to use the craft in question.
8. It is the Mentee's responsibility to find suitable Certifiers as described in the checklist.
9. It is the sole responsibility of each Certifier to provide their honest assessment of the objective(s) being asked to attest to after having done their due diligence to assess it.
10. Attestations given by a Certifier and/or submitted by a Mentee believed to be wilfully negligent or dishonest will be subject to disciplinary action, as determined by the Steering Committee.
11. No financial compensation may be awarded by the Mentee to any party of this process, including but not limited to those instructing the skills in the checklist and those certifying those objectives have been met.
12. Mentors and/or Certifiers may be rewarded with Club Work Hours. Each checklist may award a number of Club Work Hours to be allocated upon completion. The Mentee shall distribute these proportionally to the help received from each Mentor or Certifier in order to have completed the checklist.
13. The Club shall make this Policy and all craft checklists readily accessible to members.
14. The Club shall promote this program, including promoting connecting Mentors with Mentees.