



**Ontario Sailing, Sailing School
Audit Program
(OSSAP)**





What is the Ontario Sailing, Sailing School Audit Program? (OSSAP)

The Ontario Sailing, Sailing School Audit Program is designed to promote best practices in running a sailing school in Ontario. The OSSA Program is a quality assurance program that will award sailing schools with a rating from 1-5 (5 being the highest) based on a series of standards in the following 5 categories

**Management
Safety
Coaching/Staffing
Program
Ontario Sailing Participation**

In each of the above categories there will be a number of questions that need to be answered. Based on the number of questions that apply to your sailing school operations that can be answered yes the scoring system is as follows.

Rating	Percentage of Questions answered yes
1 (receives red seal)	50% in all categories and 50-59% overall to all questions that apply
2 (receives red seal)	50% in all categories and 60-69% overall to all questions that apply
3 (receives red seal)	50% in all categories and 70-79% overall to all questions that apply
4 (receives blue seal)	50% in all categories and 80-89% overall to all questions that apply
5 (receives blue seal)	50% in all categories and 90+% overall to all questions that apply

The goal of the OSSA Program is to ensure that the participants, coaches and volunteers are continuously safe during the operation of your sailing school and that your sailing school is running the best program possible according to the CYA Long Term Sailor Development model. In addition, we are encouraging clubs to enhance the experience of their participants by promoting and conducting their school in a manner that is healthy, fair, inclusive and fun.

The rating which your sailing school receives as a result of the OSSAP audit will be posted on the Ontario Sailing website in order for all to

see. You will also be able to use the OSSAP rating in your marketing materials. Your rating will be good for 2 calendar years from the date your school was audited.

How does it Work?

There are 4 easy steps to having your sailing school participate in the program and have your results posted on the Ontario Sailing website.

- 1. A sailing school will contact Ontario Sailing to express their interest in participating in the program.**
- 2. The sailing school will receive the materials and will complete the checklist on their own. Please answer all the questions that apply to your sailing school operation and if there are some that do not apply (N/A) please offer a detailed explanation on the last sheet of the questions.**
- 3. The sailing school will then send the completed checklist back to Ontario Sailing along with a payment of \$100 + HST.**
- 4. Ontario Sailing staff will then complete a review of the checklist and give the sailing school a rating. A full review will then be done with the sailing school via telephone or in person, when applicable, by the Ontario Sailing Executive Director.**

Future Phase of Program

- 1. Ontario Sailing will select a visitor from the local area to come and visit your sailing school. The sailing school will pay a fee, to be determined, to Ontario Sailing for review and reimbursement of visitor.**
- 2. The sailing school and the visitor decide on a date for the visit where sailing school operations are occurring so the visitor can see things in action.**
- 3. The visit occurs and the completed paperwork is sent to Ontario Sailing.
During the visit the visitor will tour the facility, look at documentation and confirm that what has been marked on your checklist is what is happening. This is the time where you can share the best practices of your sailing school as well as ask the visitor if they have any suggestions for issues that you are having.**

4. Ontario Sailing reviews the paperwork and posts the results on the Ontario Sailing website. The sailing school will also receive a review of their rating from Ontario Sailing which will now include a yellow seal for those receiving a rating of 5.



Sailing School Audit Checklist

Management

YES	NO	NA	
			<p>M1. Is each registration form signed by a parent or guardian?</p>
			<p>M2. Does the registration form provide the necessary written terms of the contract between the parent or guardian and the sailing school?</p> <p><i>Participant registration forms should request all important information about the child and must include signed consent from the parent or guardian for the child to participate. Explanation of relevant participant participation, financial and legal obligations of the parent or guardian, and the cancellation and refund policy should also be on registration forms or on other literature. The sailing school literature must provide a full disclosure of all sailing school activities in which participants may take part. Emergency contact information and participant health information should also be included</i></p>
			<p>M3. Does the sailing school have a system in place to obtain and keep all relevant information about each participant?</p> <p><i>Sailing schools should strive to obtain all necessary information about a participant and document this information through the registration process or through further communications with the parent or guardian. This could include information relating to behaviour, medical conditions, and limits to participation. All medical, health and emergency contact information should be stored in a secure location BUT all instructors should have quick access to it in case of emergency.</i></p>
			<p>M4. Is a written report completed for any incident and/or accident that has occurred?</p> <p><i>Sailing schools should complete a report form for any significant incident and/or accident. The purpose of this form is to act as an information gathering and communication tool, as well as to track patterns of injuries or incidents. The accident reports should also be reviewed by the head instructor and program director on a regular basis.</i></p>
			<p>M5. Has the sailing school received legal advice on how long to keep all registration forms?</p>
			<p>M6. Does the sailing school prepare annual financial statements, as required by law?</p> <p><i>The type of financial statements depends on the nature of the sailing school operation. It is recommended that sailing schools keep up-to-date budgets pertaining to the sailing school's operation.</i></p>

YES	NO	NA	
			<p>M7. Does the sailing school comply with the Personal Information Protection and Electronic Documents Act? <i>The Personal Information Protection and Electronic Documents Act (PIPEDA) is federal legislation that requires you to: obtain the clear consent of an individual before you collect, use or disclose personal information about that individual; use the information only for the purposes for which you have consent; protect the information from unauthorized access and use; keep the information up to date and correctly filed so that decisions are based on correct information; destroy information when you no longer need it for the original purpose, and implement accountability mechanisms in your organization to ensure compliance with the act.</i></p>
			<p>M8. Does the sailing school have the appropriate insurance? <i>When purchasing an insurance policy, the sailing school director should consult an insurance agent/broker to determine adequate coverage for all sailing school facilities, equipment, programs, activities, vehicles, buildings, participants, staff and visitors. Insurance is necessary to protect the assets of the sailing school and provide payment in case of liability issues. Coverage should be extended to provide indemnity for staff, volunteers and others that could be named in a lawsuit. Liability certificates should be kept indefinitely in case of future claims</i></p>
			<p>M9. Does the sailing school carry non-owned Motor Vehicle Insurance, if applicable? <i>When sailing school employees, on sailing school business, use a vehicle, which is not owned by the sailing school, a non-owned auto insurance policy covers the sailing school for damage caused to the car, and liability for injuries to its occupants, or to pedestrians, in the event of an accident. Auto Insurance is mandatory in Ontario and sailing schools must make sure all of their vehicles have adequate coverage. If personal vehicles are used to transport participants and staff, an endorsement on each vehicle is required. This is called permission to carry passengers for compensation.</i></p>
			<p>M10. If the sailing school has a board of directors, does the sailing school carry Director and Officer Liability Insurance?</p>
			<p>M11. Has the sailing school determined if it requires any employee insurance/benefit package? <i>Although sailing schools are not required to provide coverage of the Workplace Safety Insurance Board (formerly known as "Workers Compensation"), it is advisable to discuss compensation for accident and sickness with an agent or broker/consultant. Accident and sickness coverage may also be extended to participants, summer staff and volunteers.</i></p>

YES	NO	NA	
			M12. Is an annual review made of the insurance coverage?
			M13. Do members of the sailing school management participate in professional development through Ontario Sailing or some other relevant professional organization?
			M14. Does the sailing school director have adequate training and/or experience corresponding to the size and scope of the sailing school? <i>The on-site sailing school director must have the maturity, education, skills and experience to run the day to day operations. In the absence of the sailing school director, an acting director must be appointed.</i>
			M15. Does the sailing school director participate in the Ontario Sailing Audit Program as a visitor? <i>It is recommended that the sailing school director visit another sailing school in operation, at least every two years, where distance permits. This can be achieved by contacting Ontario Sailing and requesting to become an audit visitor.</i>
			M16. Does the sailing school have a written crisis response plan?
			M17. Does the sailing school have a written alcohol, tobacco, and drug policy?
			M18. Does the sailing school have a written harassment policy?
			M19. Does the sailing school have a written bullying prevention policy?
			M20. Does the sailing school implement recommendations or orders, which are issued following regulatory inspections? <i>Government agencies, such as the Ministry of Health or the Ministry of Labour will routinely inspect sailing schools and issue reports. A list of recommendations or orders from the agency may be issued, and must be implemented by the sailing school.</i>
			M21. Are all facilities checked daily for hazards and damage?
			M22. Does the sailing school have a written long-range plan for ongoing maintenance?
			M23. Does the sailing school have a written long-range plan for the development of its site, facilities and equipment?

YES	NO	NA	
			<p>M24. Does the sailing school have Material Safety Data Sheets for hazardous products used at sailing school, which fall under WHMIS?</p> <p><i>The goal of WHMIS is to reduce accidents and prevent health hazards. Hazardous materials can include cleaning products, laundry detergent, bleaches and dishwashing detergents ordered from a supplier, not material that is packaged as a consumer product in quantities normally used by the consuming public. All hazardous products must be stored in safe and secure locations.</i></p> <p><i>There are three important parts of WHMIS:</i></p> <p>Labels – <i>All hazardous products must carry labels that clearly identify the product and provide information about it, including what to do in case of accidental ingestion. If liquids are transferred from the original container to smaller containers, these new containers must be labeled with the same information.</i></p> <p>Material Safety Data Sheets (MSDS) – <i>MSDS must be available for every hazardous product used at sailing school. The MSDS provide much more detailed information about the product. MSDS should be obtained from the supplier. Many are available online. These sheets must be stored in a location that is readily accessible to all employees.</i></p> <p>Worker Education – <i>All employees must be provided with up-to-date information about the hazardous products they will come in contact with throughout their employment at sailing school. Written records of the employee education must be kept.</i></p>
			<p>M25. Is your sailing school a declared member of the True Sport Movement promoting sport that is healthy, fair, inclusive and fun.</p> <p><i>Free declaration and resources available at www.truesport.ca</i></p>

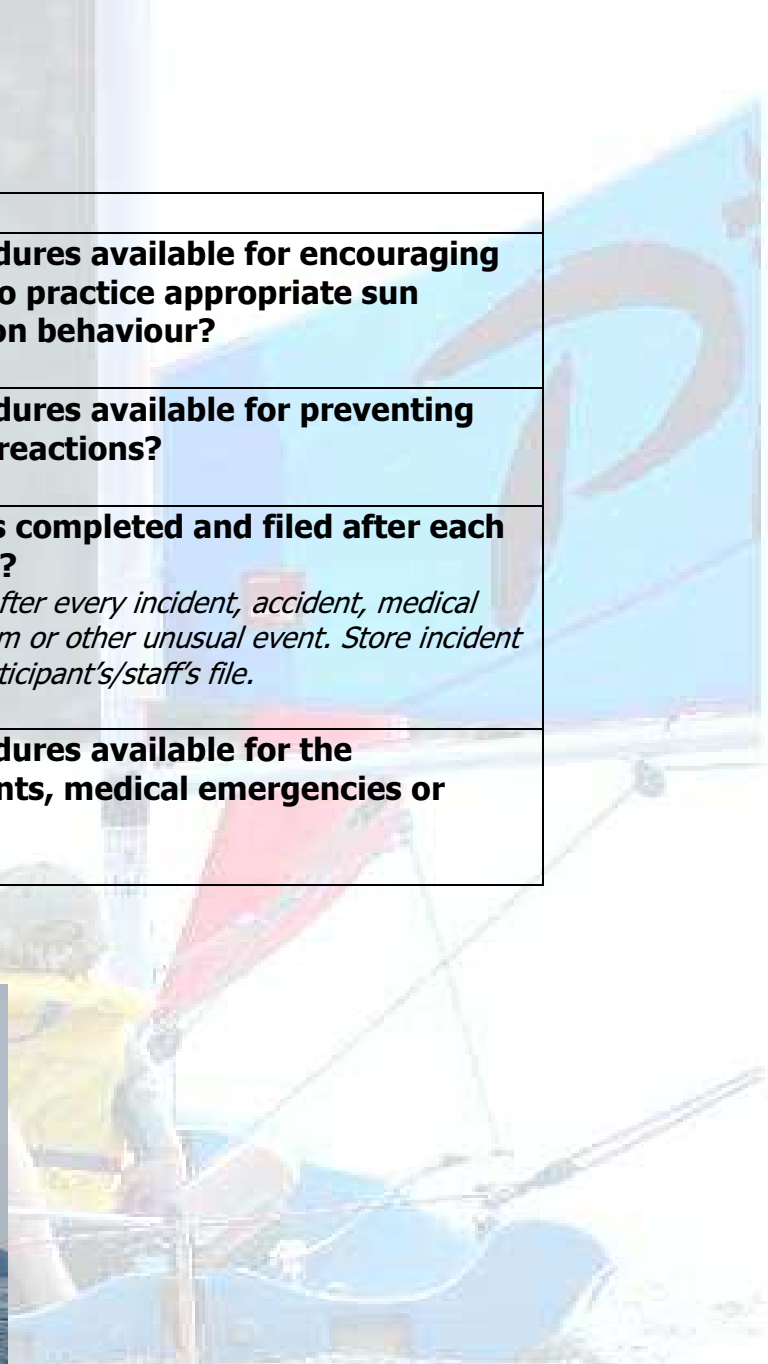


Safety

YES	NO	NA	
			S1. Does your sailing school have a CURRENT Emergency Action Plan (EAP) with all critical elements as outlined in all instructor courses?
			S2. Is your sailing school's Emergency Action Plan (EAP) posted in all spaces that your sailing school utilizes?
			<p>S3. Does the sailing school management possess the range of experience and knowledge to operate their sailing school successfully and to ensure a safe and professional sailing school environment?</p> <p><i>The total set of skills required to operate a safe and professional summer sailing school must be in place in the organizational structure, although not necessarily with a single person. Considerable experience, skill and expertise is required to operate a safe, successful sailing school. The range of sailing school experience must be commensurate with the roles of all managers</i></p>
			<p>S4. Does the sailing school have written policies and rules, which promote safety for all participants and staff?</p> <p><i>The sailing school must address risk management concerns in sailing school operations, and identify areas that may be site-specific. The staff should be encouraged to bring to the attention of the directors anything that could compromise anyone's safety. Your sailing school philosophy should instill a safety standard that protects everyone at sailing school</i></p>
			S5. Are all facilities safe for use?
			<p>S6. Are fire emergency procedures posted in key locations? (This should be listed on the sailing school's Emergency Action Plan and posted in all spaces with appropriate maps and contact numbers.)</p> <p><i>A written fire emergency plan should be known and practiced by all participants and staff. This plan should be posted throughout the site/facility, particularly beside telephones. A written fire emergency plan includes 911 or the local emergency phone number, the municipal address of the sailing school, information on the alarm system, the procedure to be followed by each staff member and participant, a map showing the location and type of fire fighting equipment, an assembly location, a method of accounting for everyone, and a procedure for evacuation.</i></p>
			S7. Is the use of power tools and heavy equipment restricted to authorized individuals?

YES	NO	NA	
			S8. Are Flammable, hazardous and toxic materials stored in properly marked containers in a secure area?
			S9. Are power tools and heavy equipment stored in secure locations?
			S10. Are aerosol containers, paint, propane and gas tanks, batteries, medical waste, "sharps" and other hazardous materials disposed of in accordance with provincial regulations and municipal by-laws?
			S11. Does the Sailing School have an Emergency Action Plan and do all staff know how to implement it?
			S12. Does the sailing school practice or review emergency drills with each new group of participants and staff?
			S13. Are all launching and landing areas free from hazards and safe for use?
			S14. Is there a written policy for monitoring the number of boats and participants on the water?
			S15. If the Sailing School offers a Program for People with Disabilities are there written policies and equipment in place to ensure their safety?
			S16. Are there sufficient, suitable and functional coach boats available and used at all times when there are participants on the water?
			S17. Is each coach boat equipped with the appropriate MOT required safety equipment?
			S18. Are safety cords fitted in all coach boats, fully functional and used at all times when under way?
			S19. Are radios used (VHF or otherwise) at the sailing school and are they fully functional and used appropriately?
			S20. Are suitable first aid kits available and are their locations clearly indicated?

YES	NO	NA	
			S21. Are written procedures available for encouraging participants and staff to practice appropriate sun protective and hydration behaviour?
			S22. Are written procedures available for preventing and managing allergic reactions?
			S23. Are incident forms completed and filed after each health-related incident? <i>Complete an incident form after every incident, accident, medical problem, behavioural problem or other unusual event. Store incident forms separate from the participant's/staff's file.</i>
			S24. Are written procedures available for the management of accidents, medical emergencies or death?



Coaching/Staffing

YES	NO	NA	
			<p>C1. Are all your coaches current CYA certified and registered coaches? <i>All of your coaches must have all their certification current and have must paid their annual coaching dues to CYA to be certified and registered.</i></p>
			<p>C2. Are you staff given the opportunity for professional development opportunities?</p>
			<p>C3. Does the sailing school offer opportunities for all staff training prior to participant arrival? <i>The majority of the time should be spent on orientation and training in sailing school skills and program, and not in the physical preparation of the sailing school. It should provide an opportunity for the staff members to understand the sailing school philosophy and become familiar with the sailing school site, facilities, and one another. Training must include as a minimum: the responsibility and role of the staff member, the rules and policies of the sailing school, a review of the relevant aspects of the staff manual, and a review and practice of all emergency procedures.</i></p>
			<p>C4. Is a staff manual or training document available to all staff? <i>A staff manual or training document is essential and may include: history, philosophy, staff organization, job descriptions, emergency procedures, program Ideas, leadership techniques, medical resource materials, bullying, risk management, behaviour management techniques, essential rules, regulations, policies and procedures.</i></p>
			<p>C5. Does the sailing school have a set of written policies and practices outlining acceptable staff behaviour and expectations?</p>
			<p>C6. Does the sailing school director ensure that staff members have regular evaluations? <i>The evaluation should allow for an interaction between the staff member and the appropriate supervisor. It should clearly indicate how well the staff member has been performing.</i></p>

YES	NO	NA	
			<p>C7. Does the sailing school use a written employment contract for all staff? <i>An employment contract for both paid and volunteer staff should be drawn up in duplicate (one copy for the employee and one for the sailing school files) and should include all details concerning remuneration, hours of work, and conditions of employment. It should be signed by both employer and employee. If the staff member is under 18, the sailing school may wish to have the parent or guardian sign on behalf of their child or alternatively add a clause in the contract that the parent or guardian has read the contract and agrees to its terms The sailing school should obtain legal advice in this regard.</i></p>
			<p>C8. Does the sailing school comply with all human rights legislation? <i>When hiring, sailing school boards, and directors should be familiar with the human rights legislation, as well as all other provincial or federal employment legislation, which is applicable to their sailing schools.</i></p>
			<p>C9. Does the sailing school comply with all provincial and federal labour legislation?</p>
			<p>C10. Does the sailing school provide a written job description for each position at sailing school?</p>
			<p>C11. In the process of selecting staff, does the sailing school gather appropriate information on each applicant? <i>Sailing school personnel files should include copies of current staff qualification certificates such as swimming qualifications, first aid, CPR, the staff application, references and other pertinent material such as successful completion of a CYA Fundamental and coaching technical courses and Criminal Record Check where applicable.</i></p>
			<p>C12. Are at least two references checked on each new staff applicant where possible? <i>References are essential staff screening tools to help sailing school directors confirm that their decisions are appropriate. There may be occasions where only one suitable reference is available. References should be obtained from people who are qualified to judge the applicant's personal integrity as well as professional ability. A reference may be oral or written. Record the date and comments when following up a reference. References must be handled in a confidential manner.</i></p>

YES	NO	NA	
			<p>C13. Does the sailing school request a Criminal Record Check from each staff member before commencement of employment?</p> <p><i>A Criminal Record Check is another method of screening potential staff members. These checks are strongly recommended especially when the staff member is new to your sailing school. Some sailing schools prefer to have all returning staff complete a voluntary disclosure statement, which asks the individual to attest that they do not have any type of criminal record.</i></p> <p><i>Applicants under 18 years of age may have to apply in person as they fall under the provisions of the Youth Criminal Justice Act. The record must be given directly to the youth who may then choose to share the information with the sailing school. It is often difficult to get a Criminal Record Check done for anyone under the age of 18, and therefore a statement signed by the applicant and parent or guardian is the next best solution.</i></p>
			<p>C14. Before being hired, is every staff member interviewed, whether in person or by phone/video conference, by a person with the authority to make a decision?</p> <p><i>If a staff member has been associated with another sailing school or children's organization, is every effort made to obtain a written or verbal reference from that source? If a sailing school director has knowledge that an applicant has worked with children before, whether in a sailing school, school or other setting, it is critical that a reference be obtained from that source.</i></p>



Program

General

YES	NO	NA	
			<p>P1. Does the sailing school's promotional material describe the range and extent of the programs offered?</p> <p><i>All programs should be included in the sailing school promotional material so each parent or guardian is aware of the range and extent of the programs offered at the sailing school.</i></p>
			<p>P2. Are written safety procedures in place to protect participants and staff from exposure to harsh chemicals or other potential hazards?</p> <p><i>If electrical equipment is used at an activity, the staff member must ensure safety protocols and procedures are in place in case of an accident.</i></p>
			<p>P3. Does the sailing school properly maintain the equipment and facilities of each activity?</p> <p><i>Sailing schools should establish procedures to ensure that equipment is checked regularly and indicate who is to check the equipment. Staff must ensure their equipment has been installed in a safe manner.</i></p>
			<p>P4. Does your sailing school use appropriate sailboats for the different levels of sailor development according to the Long Term Sailor Development Model?</p>
			<p>P5. Are your coaches familiar with the CYA Long Term Sailor Development Model and so they use it in daily training environment of participants?</p>
			<p>P6. Is the Long Term Sailor Development model actively promoted to participants and parents?</p>
			<p>P7. Does the head instructor/coach monitor the quality of the programming on a regular basis?</p>

YES	NO	NA	
			<p>P8. Do the sailing school's course programs fully cover the CYA syllabus?</p>
			<p>P9. Are proper CYA publications stocked for the levels that your sailing school is offering?</p>
			<p>P10. Are all courses offered by the sailing school taught by an appropriately certified and registered coach/instructor? <i>To maintain top quality programming instructors should only be teaching what they are trained to teach.</i></p>
			<p>P11. Does each sailing school student receive CYA materials appropriate for the level they are being instructed? <i>CYA materials include White Sail 1,2,3 and Bronze workbooks, Learn-to-Cruise logbook and student guide and SPARK Start Guide</i></p>
			<p>P12. Does each student receive the appropriate seal and certificate or logbook after their participation in a course at your sailing school?</p>
			<p>P13. Is all equipment checked regularly and repaired in a timely manner?</p>
			<p>P14. Is there the appropriate number of boats and equipment to ensure proper instruction of CYA standards?</p>
			<p>P15. Does your sailing school ensure that all sailboats are properly equipped with the required safety equipment as required law?</p>
			<p>P16. Does the sailing school have an overall participant-to-staff ratio of 8:1 or better? <i>The overall ratio applies to the entire sailing school population on any given day, divided by the number of coaches who have direct responsibility for the supervision of participants or programming of activities. Maintenance, office and support staff are not included in this calculation</i></p>

YES	NO	NA	
			<p>P17. Does the sailing school have written objectives for healthcare? <i>Healthcare is any care given to participants and staff on or off the sailing school site to treat an illness or injury. Well-documented objectives give guidance to the staff, clarify their role at the sailing school and assist in the yearly evaluation.</i></p>
			<p>P18. Are health information and health records kept in a confidential manner? <i>The information on the personal health records is confidential and is available only to the director, healthcare staff, the sailing school physician and staff on a "need-to-know" basis with appropriate consent. To ensure privacy, health records must be stored in a secure location, and destroyed when they become obsolete. Sailing school directors and healthcare staff must be aware of their responsibilities under the Personal Health Information Protection Act (PHIPA).</i></p>
			<p>P19. Are health records kept for a time period as advised by the sailing school's legal counsel?</p>
			<p>P20. Is transportation available at all times in the event of an emergency?</p>
			<p>P21. Is there a telephone or other means of communication readily available to the sailing school?</p>
			<p>P22. Are emergency telephone numbers posted next to each telephone with your sailing school's Emergency Action Plan? <i>Recommended numbers include: 911 or the following where applicable: Fire Department, Police Department, Rescue Squad, Air Rescue, Ambulance, poison centre, and the local health department</i></p>
			<p>P23. Does information posted next to each telephone include concise directions to the site? <i>Include the municipal address. Submit a map of the sailing school site detailing its access and internal routes to all of the departments and centres that may be called in the case of an emergency. A visit to the sailing school by a member of each of the above organizations will help establish a better working relationship between the sailing school and the local community.</i></p>

YES	NO	NA	
			<p>P24. Does your program promote the True Sport Principles for Sport? <i>The True Sport Principles are Go for It, Play Fair, Respect Others, Keep it Fun, Stay Healthy, Give Back. You can declare your club a member of the True Sport Movement at www.truesport.ca.</i></p>

Please answer the following questions based on the type of sailing school(s) you run. Please answer all that apply

Learn-to-Sail- Please place an X in the box if this section does not apply to your Sailing School

YES	NO	NA	
			P25. Does your sailing school participate in the Ontario Sailing Training Membership Program?
			P26. Does the sailing school have an overall coach boat to sailboat ration of 6:1 as recommended by CYA?
			P27. Are there suitable boats in sufficient numbers available for the levels of recognition being requested?
			P28. Are all boats and their equipment in good condition and contain all necessary MOT required safety equipment?
			P29. Are boats stored safely and conveniently for use by students?
			P30. If your sailing school is offering instruction in trapeze do you have a range of harnesses available in suitable sizes?

YES	NO	NA	
			P31. Are boats used for spinnaker courses suitably equipped?
			P32. Are all boats and their equipment in good condition?
			P33. Are all courses offered by the sailing school taught by an appropriately certified and registered coach/instructor? <i>To maintain top quality programming instructors should only be teaching what they are trained to teach.</i>

Learn-to-Cruise/Power- Please place an X in the box if this section does not apply to your Sailing School

YES	NO	NA	
			P34. Are float plans submitted to the sailing school director prior to the departure of any overnight trip?
			P35. Does your sailing school participate in the Ontario Sailing cruising registration program?
			P36. Do regular communications happen with the sailing school and any overnight trips?
			P37. Can Keelboats recover from swamping? If not is there a system for recovery?
			P38. Are there suitable boats Sail and/or Power in sufficient numbers available for the levels of recognition being requested?
			P39. Are all boats and their equipment in good condition?
			P40. Are safety cords fitted, fully functional and used at all time while under way?
			P41. Is there a system in place for customer feedback?

YES	NO	NA	
			P42. Are all Cruising and Power instructors evaluated on a regular basis?
			P43. Are all courses offered by the sailing school taught by an appropriately certified and registered coach/instructor? <i>To maintain top quality programming instructors should only be teaching what they are trained to teach.</i>

Learn-to-Windsurf- Please place an X in the box if this section does not apply to your Sailing School

YES	NO	NA	
			P44. Does your sailing school participate in the Ontario Sailing Training Membership Program?
			P45. Are there suitable boards in sufficient numbers available for the levels of activity offered?
			P46. Are all boards in good condition?
			P47. Are all rigs in good condition?
			P48. Are all rig to board attachments systems easily operated and in good condition?
			P49. Are suitable boards, rigs available for junior courses?
			P50. Are boards and rigs stored safely and conveniently for use by students?
			P51. Is there a simulator available for teaching harness and footstrap work?
			P52. If the sailing school offers courses with harness work is there a range of harnesses in suitable sizes available?
			P53. Are all courses offered by the sailing school taught by an appropriately certified and registered coach/instructor? <i>To maintain top quality programming instructors should only be teaching what they are trained to teach.</i>

Traveling Sailing Team- Please place an X in the box if this section does not apply to your Sailing School

YES	NO	NA	
			P54. Does your sailing school have an Emergency Action Plan for team competing off- site?
			P55. Is the Travel Emergency Action Plan updated with appropriate contact and emergency information for each location they travel?
			P56. Is the Travel Emergency Action Plan accessible to all chaperones, coaches, program directors and volunteers traveling?
			P57. Prior to the start of sailing school, are staff or volunteers trained in their responsibilities during the transporting of participants?
			<p>P58. Is the number of passengers in a vehicle restricted to the seating capacity as recommended by the manufacturer of the vehicle?</p> <p><i>Use seat belts if they are provided. Sailing schools that use fifteen passenger vans should consider removing the rear seat when the van only has a few people in it in order to reduce loading behind the vehicle's rear axle.</i></p>
			<p>P59. Are all vehicles and equipment in safe operating condition?</p> <p><i>All vehicles, owned, rented or leased by the sailing school or by staff, must be in good repair and should have a first aid kit. It is also recommended that each vehicle have a record of use to ensure proper maintenance.</i></p>
			<p>P60. Do drivers check towing equipment prior to use?</p> <p><i>The driver must check that the hitch size is correct, that the chains are fastened properly, that the trailer lights are working, that the tires are properly inflated and that the load is properly distributed and secured.</i></p>
			P61. Does the sailing school discuss personal transportation safety with all staff and volunteers?

YES	NO	NA	
			<p>P62. Does the sailing school check the license validity and driving record of each driver on sailing school business?</p> <p><i>Drivers should provide a drivers abstract to the sailing school for a driver profile review. Driving experience is important.</i></p>
			<p>P63. Does each driver take a Trailering safety course prior to towing a trailer on sailing school business?</p>
			<p>P64. Does your sailing school have a written Code of Conduct for Athletes, Parents, Volunteers and Coaches that all parties have agreed to?</p> <p><i>True Sport (www.truesport.ca) provides templates for conduct that promote sport values.</i></p>
			<p>P65. Do your athletes attend the proper level of regatta based on the CYA Long Term Athlete Development model?</p>



Participation in Ontario Sailing

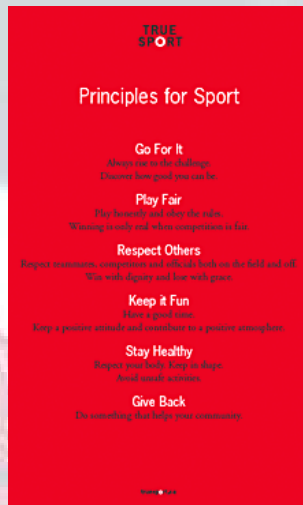
YES	NO	NA	
			OS1. Does your sailing school have a representative on the Ontario Sailing Board of Directors or on 1 or more Ontario Sailing committees or working groups?
			OS2. Does your sailing school annually participate in Ontario Sailing's annual Learn-to-Sail symposium by sending one or more participants?
			OS3. Does your sailing school submit annual nominations for the Ontario Sailing Awards?
			OS4. Does a member of you sailing school annually attend the Ontario Sailing Annual General Meeting?
			OS5. Has your sailing school been a member in good standing with Ontario Sailing for at least the last 2 years?
			OS6. Is your sailing school declared as a True Sport Member?



Ontario Sailing is proud to be a True Sport Member and encourages sailing schools to become a member as well. True Sport encourages sport values that are critical to maintain a positive sailing school atmosphere.

About True Sport: True Sport is a social movement powered by people who believe that sport can transform lives and communities—if we do it right. True Sport members across Canada are committed to community sport that's healthy, fair, inclusive, and fun. True Sport members stand together against cheating, bullying, aggressive parental behaviour, and win-at-all-costs thinking.

Declare and access resources for free at:
WWW.TRUESPORT.CA



**TRUE
SPORT**

Principles for Sport

Go For It
*Accept an extra challenge.
Discover how good you can be.*

Play Fair
*Play honestly and follow the rules.
Winning is only real when competition is fair.*

Respect Others
*Respect opponents, competitors and officials both on the field and off.
Win with dignity and lose with grace.*

Keep it Fun
*Have a good time.
Keep a positive attitude and contribute to a positive atmosphere.*

Stay Healthy
*Respect your body. Keep in shape.
Avoid unsafe activities.*

Give Back
Do something that helps your community.

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