

## **Tudor Sailing Club - Hon. Sailing Secretary - Job Specification**

1. Chair the monthly meetings of the Sailing Committee.
2. Attend monthly meetings of the Executive Committee and act as the Sailing Committee's representative at those meetings.
3. Attend monthly New Members meetings (or send representative from committee) to meet prospective new members.
4. Ensure that all Sailing Committee responsibilities (as set out in these job descriptions) are fulfilled.
5. Write reports on any incidents during racing or other sailing activities and present these to the Executive Committee.
6. Write the annual Sailing Committee report for publication in the December edition of Ebb and Flow.
7. Liaise with the Sailing Secretaries of the other Langstone Harbour Sailing Clubs to agree dates and formats for the next year's fixtures (Regattas, shared events and inter-club events).
8. Compile the Dinghy and Cruiser fixture lists and the associated notes, for publication in the club calendar. Organise the club Regatta / Junior Regatta (not necessarily run them as Race Officer); this includes provision of trophies.
9. Advertise positions of Cruiser, Dinghy and Cruiser Captains in September and arrange elections before the end of October each year.
10. Prepare Sailing Committee budget for approval by Executive Committee.
11. For major purchasing proposals, produce requirements and prepare justification for Executive Committee approval. Liaise with other Executive Committee members to develop specifications and obtain at least 3 quotations.
12. Update and reissue Sailing Instructions for dinghies and cruisers for each sailing season. Note that Tudor Sailing Club owns all Sailing Instructions and other materials produced by the sailing secretary and committee for use by Tudor Sailing Club, except where prior copyright exists.

## **Committee Composition**

### Sailing Secretary

Posts elected by the Sailing Committee:

- Minutes secretary
- Results / Handicap co-ordination
- Dutyman co-ordination
- Race management
- Equipment management (non boat)
- Training management

"Team captain" representatives chosen by their respective fleets:

- Cadet Captain
- Dinghy Captain
- Cruiser Captain
- Rowing Captain

## **Sailing Committee Responsibilities**

1. Meet once a month prior to the Executive Committee meeting for that month.
2. Contribute agenda items as appropriate, to contribute to decision making, to support and implement decisions where appropriate.
3. Organise and advertise all club sailing activities including: dinghy and cruiser race programme, cruises (cruiser and dinghy), Regatta, training/information events, Junior Regatta and the Cadet programme.
4. Attend and assist at the above whenever possible.
5. Compile and maintain training manuals/literature for publication on the web site.
6. Compile and publish race results and trophy winners lists.
7. Decide on the winners of the Terry Fleming Memorial Trophy and the Flounder Trophy.
8. Retrieve all trophies from previous year's winners, arrange engraving and cleaning, then present trophies at annual presentation evening.
9. Compile the events lists and notes for the club calendar.
10. Maintain the sailing instructions for dinghies and cruisers.
11. Ensure the provision and maintenance of Patrol Boats by the Bosuns committee (not including fuel).
12. Ensure nominated person keeps up the fuel levels.
13. Provision and maintenance of Patrol Boat equipment, radios (hand-held and base station), race equipment (horn, clock, flags etc.) that are not maintained by the Bosuns or general maintenance for the Maintenance committee.
14. Preparation of budget for Executive Committee approval.
15. Keep Dinghy / Cruiser website sections and Race Box notice boards in order.
16. Offer First Aid training to club members as appropriate
17. Offer Radio License training to club members as appropriate
18. Formulate resolutions for the AGM as necessary.
19. Write reports of club events for Ebb and Flow.
20. Arrange the training of race officers and patrol boat staff.

## **Specific roles within the Sailing Committee - Job Descriptions**

### **Minutes Secretary**

- Produce agenda and take minutes at each monthly meeting
- Circulate copies of minutes and any other documents required to Sailing committee.
- Post copy of minutes on website and on notice board in club entrance.
- Check for additional agenda items and send reminders to members before each meeting
- Assist with any necessary paperwork associated with the committee as required

### **Results / Handicap co-ordinator**

- After each race, dinghy and cruiser, enter results into Sailwave and work out relevant series results (Cruiser results currently done by cruiser captain).
- Calculate and publish the Tudor handicaps.
- Calculate cruiser handicaps (This is currently done by the cruiser captain).
- Publish results to the club website and other clubs where appropriate.
- Produce the prize winner's list at the end of each season.
- Calculate personal handicaps for Gould series and post to website.
- Filter out non-qualifiers for certain events such as Gould Series and Novice and Endeavour Trophies.
- Make annual R Y A Handicap returns.

### **Dutyman co-ordinator**

- Create and co-ordinate the rota for Race Officers and Patrol Boat Helms/Crew.
- Track whether the club has sufficient members qualified to helm and crew patrol boats in support of the full year's sailing calendar
- Highlight when there is the need to recruit new volunteers
- Update records on Dutyman when new members are qualified or members are withdrawn from the Patrol Boat or Race Officer register.

### **Race Management**

- Keep abreast with the racing events in the calendar and submit a monthly report with forward identification of races needing particular Sailing Committee attention.
- Update Sailing Instructions before the start of the new season as appropriate
- Maintain Race Officer guidance material in the race box and on the website
- Determine the effect of any updates in the RYA Rules of Racing which are issued every 4 years
- Ensure that Race Logs have space left for recording races and that blank signing-on sheets are available

### **Equipment Manager**

- Manage the Sailing equipment on the club inventory.
- Monitor the condition of the club boats. Request assistance from Bosun's where necessary
- Ensure any faulty equipment is repaired or replaced and report to Sailing committee.
- Ensure consumables e.g. first aid, oil are kept at reasonable levels
- Purchase any new equipment the committee decides is necessary
- Be aware of the budget constraints / help the Sailing Committee formulate the budget

### **Training Manager**

- Manage the provision of training events in order to provide the above
- Manage the training requests list via the website and ensure that sufficient training is made available
- Ensure that the standards of Patrol Boat training are of a sufficient level
- Evaluate and be the 'last word' on any members whose Patrol Boat competency has been identified to the Sailing Committee as questionable

### **Cadet Captain**

- To be willing to attend Sailing Committee meetings during the season or submit monthly report.
- To make appropriate recommendations to sailing committee on behalf of Cadet Sailing
- To ensure that there is an adequate list of appropriately qualified Cadet Session Leaders agreed by the Exec committee.
- To ensure that there is a designated Cadet Session leader present on each cadet evening or that the cadet session does not run.
- To liaise with the Cadet session leader to ensure that there are sufficient qualified patrol boat crews and a shore coordinator.
- Ensure that there are sufficient patrol boats and safety equipment for cadet evenings.
- To liaise with Cadet Session Leaders on behalf of the sailing committee
- To ensure appropriate records are held of all Cadet sailors, parental consent, register of sailing and that these are held in a manner which meets the Club's data protection standards
- Make appropriate annual budget submissions to sailing committee in support of Cadet Sailing
- Organise the provision of race officers for Cadet Race nights.
- Prepare publicity for events i.e. posters and Tidal Diamonds
- Ensure that the Junior Regatta is well planned and run.

### **Dinghy Captain**

- To attend Sailing Committee meetings and represent the dinghy membership at that committee.
- To keep abreast with the dinghy events in the calendar and submit a monthly report to the Sailing Committee.
- To promote events e.g. Novice Day, Saturday Series, Dinghy Cruises, Fun Sails, Round Hayling Cruise on notice boards, web site and draft supporting Tidal Diamonds where appropriate
- To keep abreast of which dinghies are brought into the club in conjunction with the Honorary Secretary and the Compound Bosun where appropriate.
- To build an understanding of the dinghy members and their needs by engaging with members at club events; encouraging them to attend and ensuring the dinghy profile is supported.
- To act as the liaison contact between the Sailing Committee and the Bosun's Committee for RIB, Dory and Pioneer fault reporting.
- To co-ordinate dinghy meetings – Pre and End of Season, and Friendly Fridays.
- To assist the Sailing Committee and Sailing Secretary in the production of the Annual Racing and Events Calendar.
- Liaise with the external event committees (such as LHRW) as representative of the sailing committee.

### **Cruiser Captain**

- Attend Sailing Committee meetings and submit a monthly report.
- To keep abreast of which cruisers are brought into the club.
- To plan the forthcoming sailing season, which includes venues for weekend cruises, spring/summer cruises and race dates.
- Ensure the cruiser racing handicaps are up to date.
- Provisionally reserve/book restaurants and berths at marina's etc.
- Publicity /Tidal Diamonds for weekend cruises, race rules, signing off sheets etc.
- Be involved in offering courses and assessments e.g. I.C.C, VHF licence.
- Liaise with the Social committee on any talks/demonstrations given by RNLI and others.
- Arrange Cruiser Captain's meetings to discuss forthcoming sailing events 2/3 times per sailing season.

### **Rowing Captain**

- To be willing to attend Sailing Committee meetings when requested or submit a monthly report.
- To keep abreast of Kayaks being brought into the club.
- To plan the forthcoming rowing season including attendance at Friendly Fridays, racing and any paddle cruises
- To build an understanding of the rowing members and their needs by engaging with members at club events; encouraging them to attend and ensuring the rowing profile is supported.
- To identify any opportunity for regatta rowing or inviting visiting gigs to Tudor
- To ensure the maintenance of the gig and to request support from the Bosun's if required