

Sailing Secretary and Committee Job Descriptions [2022](#)

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. Ensure that all Sailing Committee responsibilities (as set out in these job descriptions) are fulfilled.
4. Write reports on any incidents during racing or other [on the water](#) activities and present these to the Executive Committee.
5. Write the annual Sailing Committee report for publication in the December edition of Ebb and Flow.
6. 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).
7. Compile the [activity](#) 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.
8. Advertise positions of Cruiser, Dinghy, Rowing, Kayak and Cadet Captains in September and arrange elections before the end of October each year.
9. Prepare Sailing Committee budget for approval by Executive Committee.
10. 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.
11. 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

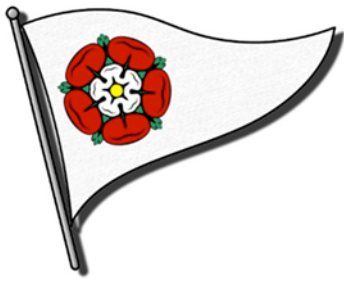
Sailing Secretary

Posts elected by the Sailing Committee:

- Minutes secretary
- Results / Handicap co-ordination
- Dutyman co-ordinator
- Club Boats & Equipment
- Cruiser Racing
- Training manager

"Team captain" representatives chosen by their respective club sections:

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



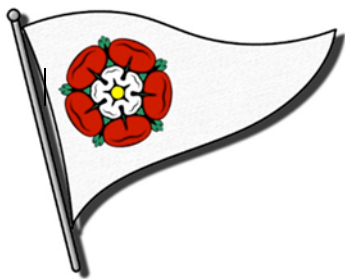
Sailing Committee Responsibilities

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), [rowing](#), [kayaking](#), 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 / Cadets/ Rowing / Kayaking 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 volunteers

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
- [Act as the "gate keeper" for the sailing section documents to be stored on the club g drive storage](#)



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 [and work with the Training Manager to address shortfall](#)
- Update records on Dutyman when new members are qualified or members are withdrawn from the Patrol Boat or Race Officer register.

Equipment Manager

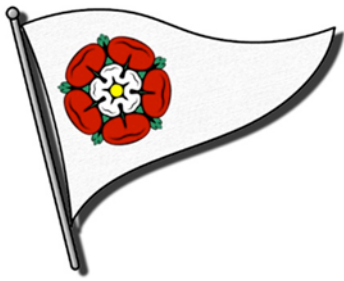
- Manage the Sailing equipment on the club inventory.
- Monitor the condition of the club boats. Request assistance from Bosun's where necessary
- Ensure any faulty equipment is repaired or replaced and report to Sailing committee.
- Purchase any new equipment the committee decides is necessary
- Be aware of the budget constraints / help the Sailing Committee formulate the budget

Training Manager

- To be willing to attend Sailing Committee meetings or submit a monthly report
- Manage the provision of training events in order to provide the [programme of events and activities](#).
- Coordinate with the Dutyman Coordinator to manage the training requests. Monitor the [request](#) list via the website [making direct contact via the training@tudorsailing.org.uk email address](mailto:making direct contact via the training@tudorsailing.org.uk)
- Ensure that sufficient training is made available including coordinating trainees and appropriately qualified and experienced trainers, [arranging refresher and buddy sessions and sharing updated and additional material](#).
- Maintain and update Race Officer guidance material in the race box and on the website [and alert Race Officers of any updates](#)
- Ensure that Race Logs have space left for recording races and that blank signing-on sheets are available
- Ensure that the standards of Patrol Boat training are of a sufficient level
- [In partnership with the relevant trainers, evaluate and be the 'last word' on any members whose Patrol Boat or Race Officer competency has been identified to the Sailing Committee as questionable](#)
- [Support the Sailing Secretary, other members of the committee and suitable trainers to arrange and encourage participation in informal training to increase confidence on the water and participation in water activities](#)

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

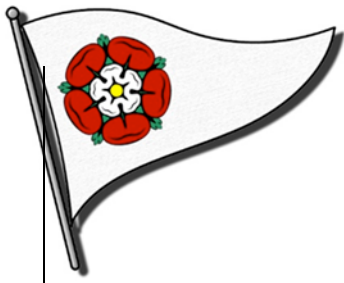
- To attend Sailing Committee meetings and represent the dinghy membership at that committee.
- To keep abreast with the dinghy events in the calendar and submit a monthly report to the Sailing Committee with forward identification of races needing particular Sailing Committee attention.
 - Update Sailing Instructions before the start of the new season as appropriate
- 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.
 - Determine the effect of any updates in the RYA Rules of Racing which are issued every 4 years

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

- Attend sailing committee meetings and submit a monthly report.
- To build an understanding of the rowing members and their needs by engaging with members. Ensure action plans are in place to respond to those needs.



- To co-ordinate rowing meetings, pre and end of season, and Friendly Fridays.
- To promote events e.g. Friendly Friday race evenings, leisure and sport rows, the annual interclub race. On the TSC web site and Tidal Diamond and externally where appropriate.
- To plan the yearly rowing calendar and publish on the website.
- To work with the other class captains to plan open days and regattas.
- To work with the other class captains to plan combined section cruises and leisure paddle events.
- To promote growth of the rowing section and co ordinate with members and potential new members to arrange introductory rows.
- To keep abreast of which rowing boats are brought into the club in conjunction with the Honorary Secretary and the Compound Bosun.
- To assist the Sailing Committee and Sailing Secretary in the production of the annual Events Calendar.
- Liaise with the external event committees and local rowing clubs as the representative of the rowing section at TSC.
- Ensure annual and timely maintenance of club gigs and liaise with bosuns and maintenance team as required.
- Be aware of and respond to incidents reported from the rowing section.
- Ensure all documentation pertaining to the rowing section is reviewed annually.

Kayak 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 [kayaking](#) season including attendance at Friendly Fridays, and any paddle cruises
- To build an understanding of the kayak members and their needs by engaging with members at club events; encouraging them to attend and ensuring the kayaking profile is supported.
- Publicity /Tidal Diamonds for paddle cruises, family events etc.