

Keelboat Section Roles and Responsibilities

Sailing Captain

The principle role is to oversee the operation of the committee and provide support to the committee members as required as well as represent the section at Board level.

Specific tasks include, but are not limited to:

1. Arrange monthly meetings of the Keelboat Committee, provide agenda's, prepare minutes and action points and ensure that they are actioned.
2. Act as representative of Keelboat Section on the main Board and ensure that the section is well represented in the Club as a whole.
3. Act as representative of Keelboat Section at the 'section heads' meetings.
4. Prepare monthly submissions for 'In the Wind'.
5. Act as a point of contact for new members looking to get into sailing or those who have moved to SYC.
6. Organise the Keelboat Section AGM and pre-season meeting.
7. Liaise with House and Steward to arrange the Prizegiving Dinner
8. Prepare section Budget
9. Act as liaison between sailing captains at other local clubs – further relationships at Sussex Combined Club level.
10. Oversee the preparation of the Sailing Handbook
11. Arrange 'race mast' raising, lowering and servicing
12. Oversee the preparation of the Sailing Fixtures

Vice-Captain

The principle role is to support the Captain as well as providing additional support to any other committee member as and when required.

Specific tasks include, but are not limited to:

1. Co-ordination of University Sailing Club

Race Secretary

The principle role is to ensure the smooth running of racing at SYC.

Specific tasks include, but are not limited to:

1. Attend section committee meetings
2. Develop the SYC racing programme
3. Manage and co-ordinate the Race Officer Duty Roster
4. Send weekly emails/WhatsApp to Skippers for all races
5. Issue amendments to NOR and SI's
6. Ensure 'race bag' is serviced regularly
7. Maintain race officer guidance notes

8. Co-ordinate mark laying etc with Safety Boat section and Boatswain Dept.
9. Oversee club IRC validations
10. Manage Barts Bash and RTI entries for the Club
11. Participate in Sussex Combined Clubs race/event organisation

Rally Secretary

The principle role is to plan, organise and manage the outbound rallies from SYC.

Specific tasks include, but are not limited to:

1. Putting together the Rally programme for the season
2. Publicising the Rally's to club members and other Clubs
3. Arranging moorings and dinners at Rally destinations – including confirming numbers with Skippers, circulating and collating menu choices, arrange payments of deposits etc

Inbound Rally Secretary

The principle role is to encourage and co-ordinate inbound rallies to SYC.

Specific tasks include, but are not limited to:

1. Liaising with rally secretaries (or similar role) from external clubs to book inbound rally dates
2. Co-ordinate with House to arrange food/drink for the inbound rallies
3. Liaise with office to get moorings, services and access to the heads for inbound rallies
4. Liaise with the Port to get harbour dues sorted for inbound rallies
5. Arrange meet and greet for all inbound rallies
6. Act as a point of contact for visiting yachtsmen throughout their visit to SYC

Pursuit Secretary

The principle role is to plan, organise and manage the Pursuit races.

Specific tasks include, but are not limited to:

1. Send weekly emails/WhatsApp to Skippers for all races
2. Set courses on the day of each race
3. Maintain the SYC 'Pursuit Handicaps' and obtain new ones where required
4. Provide start times for each boat each week
5. Arrange Pursuit Suppers and series prizes

Trophy Secretary

The principle role is to safeguard the Club trophies for all sections (including Keelboat Sailing, Dinghy Sailing, Royal Escape Race, Sailability and AGM) and co-ordinate prize-giving at the Sailing Section dinner and the Club AGM. Specific tasks include, but are not limited to:

1. Maintain the catalogue of Club Trophies
2. Maintain a register of the winners/holders of Club Trophies

3. Organise the return of awarded trophies each year
4. Organise the engraving of trophies each year
5. Organise the purchase / engraving of retention prizes each year

Results Secretary

The principle role is to process race results.

Specific tasks include, but are not limited to:

1. Setting up 'sailwave' files for each race/series
2. Collecting start/finish times from the race officer each week and working out results from these
3. Publishing results to the Club website
4. Arranging the collection of race fees from Skippers
5. Preparation of the 'Sailing Handbook'