

Sailing Committee manual

The sailing Committee manual is designed to give the roles and responsibilities of the Sailing Committee. This manual may be updated from time to time by the Rear Commodore Sailing (RCS). The sailing committee secretary (SCS) will hold the original and amended copies.

1. Role:

1.1 To support the RCS, Management Committee and Club Manager in providing sailing activities for the benefit of all club members acting in accordance with remits agreed by the Management Committee.

1.2 When requested by the Management Committee, provide reports and make recommendations on issues relating to the running of the club.

2. Responsibilities:

2.1 The Sailing Committee is responsible to the Management Committee reporting through the RCS to:

2.2 Organise sailing activities for the benefit of all club members as directed by the Management Committee.

2.3 Produce the sailing calendar, for approval by the Management Committee catering for all club members' interests, including:

- a) Club racing
- b) Casual sailing
- c) Social sailing events.
- d) Open meetings
- e) Club training events

2.4 Manage club racing ensuring sufficient race management resource is available including:

- a) Beach Management
- b) Race Officers and team
- c) Behavior of members on and off the water when specifically

Involved in sailing activities, recommending appropriate action to Management Committee in accordance with club rules.

2.5 Report to Management Committee on issues raised by Fleets and members affecting general management of the club including safety.

2.6 Administer open meeting arrangements with Fleets and the club, Manage to ensure that appropriate procedures are followed, including completion of the open meeting control document (appendix) and the open meeting account form (appendix ...)

2.7 Manage the Duty Voucher budget for Open Meetings in accordance with the allocation agreed by the Management Committee.

2.8 Organise the annual prizes for club racing within the accordance of the agreed budget from the management committee

2.9 Individual responsibilities for each sailing committee member which must be carried out:-

- a) Must hold their fleet database list including contact details which must be updates through the calendar year.
- b) Must have an updated website page on the Carsington Sailing Club website with contact details and forthcoming events.
- c) Must have an action plan detailed to the RCS and SCS by January each year on fleet activities for the following 12 months, this should include contact cycle and method of contact cycle for fleet members, social arrangements, open meetings if applicable and training.

3. The sailing Committee Constitution

The sailing committee constitution is detailed on a separate document and must be reviewed and amended as necessary by the RCS following their election at the Carsington Sailing Club AGM. This constitution must be approved by the Management committee at the earliest possible meeting following the AGM.

4. Sailing Committee meetings and minutes

4.1 The sailing committee will meet once a month as described by the (SCS). The RCS may call for emergency sailing committee meetings more than once a month. For any SC meeting to take place there must be 4 voting members present to be quorate and minutes must be taken and published.

4.2 Sailing Committee minutes must be taken at each meeting of the sailing committee and published to the management committee and the notice board.

5. To be responsible maintain and report on the income streams and costs for the following areas of the club:-

5.1 Day sailing

5.2 Hire of boats

5.3 Open meetings

5. Diary of activities, the following actions must be carried out by the sailing committee meeting in:-

November:-

1. Appointment of the sailing committee members as detailed in the SC constitution
2. Proposal of the following years racing calendar for the following year
3. Proposal of open meetings for the following year
4. Web pages overview
5. Appointment of working groups for the forthcoming year

December:-

1. Proposal of the social sailing calendar for the following year
2. Plan annual prize giving for end of March
3. Action plan on the Billy No Mates event, commodores cup and Charity regatta
4. Carsington training / rental / loan boat review
5. Publish duty lists

January:-

1. Proposal of the training calendar for the current year

2. Fleet captain action plans for their fleets to be published to RCS & SCS

February

1. Racing marks review
2. Audit of the committee boat / hut and the safety boats

March

1. Obtain current individual fleet database list and reconcile against existing one

April

1. Audit of the committee boat / hut and the safety boats

May

1. Consider weed action plan
2. Audit of duty lists for race management team

June

July

1. Audit of the committee boat / hut and the safety boats

August

1. Decide on open meetings strategy for the following year, i.e. joint events, how many etc.

September

1. Open meeting control documents and accounts audit review

October

1. Obtain current individual fleet database list and reconcile against existing one
2. Audit of the committee boat / hut and the safety boats

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