



NEDLANDS YACHT CLUB

Functional Statement

December 2019

[Abstract](#)

A guide to the roles and responsibilities of Committees their Members and other positions within the Club

Introduction

This 'functional statement' is intended as a guide to roles and responsibilities for Committees' and positions at NYC. It doesn't replace, or intend to override the Club's Constitution or By-laws, and should be read in conjunction with those documents. The functional statement does not intend to be totally inclusive of all the aspects of committees or responsibilities and is not restrictive in what personal strengths, expertise and initiative a person may bring to a committee or role. It is a guide to people who would like to know more about a role before committing to it, and to provide some guidance in what the role might involve.

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Committee	Management Committee: The affairs and operations of the Club are under the control of a Management Committee elected in accordance with Clause 20 of the Club Constitution.
Purpose	The Management Committee has responsibility for the management of the club both in terms of the general affairs and finances including the approval of an annual budget. It is responsible for all policy matters and does all the things necessary for the good and effective conduct of the Club's affairs.
Governance	Reports to the membership at the club's AGM. Meets monthly on third Monday of month. Minutes are at NYC office.
Role	<ul style="list-style-type: none"> • Make, amend or rescind By-Laws to give effect to the Constitution including By-Laws which fix, from time to time, the entrance fees and subscriptions for membership of the Club and the charges to be paid for the use of any services or facilities provided by the Club and fix a scale of fees for other matters as the committee thinks fit. • Establish, alter, appoint and supervise such Standing Committees or sub-Committees as the Management Committee deems necessary for the good conduct of the affairs of the Club and to make such By-Laws for the control and operations of such Standing Committees or sub-Committees as the Management Committee thinks fit. • Delegate to any sub-committee powers necessary to enable such subcommittee to carry out the purpose or purposes for which it is appointed. • Appoint a Managing Secretary on such terms and for such remuneration as it shall think fit, to carry out the duties of the Managing Secretary outlined in the Constitution. <p>Hire, maintain, suspend or dismiss any staff</p>
2019 - 2020 Committee Members	Commodore: Glenn Fairey Vice Commodore: Vacant Rear Commodores: Julia Cheong, Andy Peryer, Peter Twiby Treasurer: Tam Christie Managing Secretary: Jacinta Wilson Members: John Collier, Peter Snow, Ric Fairey, Ian Smart, Phil Stewart, Russel Whitfield, David Feldman
Other	<ul style="list-style-type: none"> • Be willing to attend, be actively involved in and be adequately prepared for monthly Management Committee meetings. • Be in a position to regularly check for email correspondence from NYC and respond to this as required. <p>Accept that the appointment to Management Committee is for the period of 12 months in the first instance.</p>

Committee	Regatta
Purpose	Arrange and administer the sailing programme of the Club. Any racing or organised 'sailing-in-company' events conducted at NYC must have the formal approval of the regatta committee.
Governance	Reports to Management Committee Meets monthly on first Monday of month Minutes are at NYC office
Role	<ul style="list-style-type: none"> • Draw up and publish a set of Sailing Instructions to govern racing conducted by the Club. • Organise and publish by 30th September each year, a Sailing Programme which shall comprise; • A Summer Programme to be sailed from early October to late April which shall include: <ul style="list-style-type: none"> - An Opening Day Regatta - HMAS Perth Memorial Regatta in February,

	<ul style="list-style-type: none"> - A Club Championship series of six heats, the best 5 results for each entrant being accumulated to determine the final placing in the Championship. - A Club Consistency series of not less than 15 heats all results counting to determine final placing. - A Club Short Course Series where placing shall be awarded on a handicap basis after Yardsticks have been applied. Perpetual trophies for the Short Course Series shall be awarded. - Such other sailing events including: Metropolitan, Regional, State or National Championship events which are approved by the Regatta Committee. <ul style="list-style-type: none"> • A Winter Programme including two sailing days over two months during Winter • Prepare and maintain a Roster of members to carry out the duties associated with conducting the Sailing Programme of the Club and to ensure those members are aware of their role and responsibilities to the Club. • The Roster shall include the positions of: <ul style="list-style-type: none"> - OOD - Race Control Officer who may also be Race Starter and Line Judge - Flag Deck Staff - Section Handicappers - Support Boat Drivers and at least one additional Crew per boat - Management Committee Representative - Start boat driver - Galley Volunteers - First Aid Officer - Launch and Retrieve <p>Represent the Club at meetings of YWA and SRRC.</p>
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2019 - 2020 Regatta Committee Members

Regatta Chairperson	Vacant
Flag Deck Control Officer (Vice Chairman of Regatta Committee)	Julia Cheong
On Water Safety Officer	Nick Clayton
Support Boat Officer	Ric Fairey
Club Trophy Officer	Lucy Bromell
Club Delegate to SRRC	Greg Hill
Sailing Co-Ordinator	Graeme Pennifold
Club Junior Captain	Annika Pennifold
Hobie 16 Representative	Andy Peryer
Cruiser 1 Representative	Ron Stokes / Mike Ipkendanz
Cruiser 2 & 3/4 Representative	Greg Morgan

Open Cat Representative	Alan Gamble
Junior Representative	Susie Hood
125 Representative	Vacant

Committee	House Committee
Purpose	The House Committee is responsible for administrating and overseeing the running of the Galley for members and overseeing Member events which are carried out by the Membership Coordinator and Events Supervisor.
Governance	Reports to Management Committee via Managing Secretary Meets at approximately monthly intervals if required Minutes are at NYC office.
Role	House Committee's responsibilities include <ul style="list-style-type: none"> • Oversee Galley management including: <ul style="list-style-type: none"> - Hiring and determining remuneration of Galley staff, - Setting prices, - Maintain health standards in accordance with Government regulations, - Ensuring a high standard of service to the Members is maintained, - Overseeing the maintenance and or replacement of equipment, - Ensuring adequate levels of stocks and goods are maintained to meet demands. • Service regular Sailing Functions as follows: <ul style="list-style-type: none"> - Opening Day, - HMAS Perth Memorial Regatta, - Meals as programmed, Presentation Night if not overseen by Events Manager.
2019 – 2020 Committee members	Chairperson – Vacant (Flag Officer or person appointed by Commodore) Events Supervisor – Vacant Galley Attendant – Mackenzie Taylor Membership Coordinator – Lucy Bromell Section Representation - Appointed by House Committee

Committee	Environmental Management
Purpose	To issue and update NYC's Environmental Management System (EMS), which is designed to cover all environmental aspects which the facility can control, and directly manage and those it does not control but can be expected to have an influence over.
Governance	Reports to Management Committee Meets monthly or as required Minutes are at NYC office.
Role	<ul style="list-style-type: none"> • To issue and update the NYC Environmental Policy. • Maintain the Environmental Risk Register which incorporates operational controls and procedures for reducing those risks. • Develop objectives and targets for each significant environmental aspect. • Monitor and record the club's environmental performance and strive for continual improvement through education of members and stakeholders.

	<ul style="list-style-type: none"> • To bring to the Management Committee ideas for improvements to the practices, procedures and facilities that could protect and improve the environment. • Liaise with authorities and stakeholders (e.g. Swan River Trust, Nedlands City Council) on matters relating to the environment. • Liaise with the Maintenance Committee and Planning and Infrastructure Committee on priorities for improvements to facilities from an environmental compliance view (e.g. asbestos replacement). • Identify the club's legal requirements applicable under Federal, State and local legal and other requirements applicable to the facility. • Develop and maintain the club's Emergency Response Plan, Pollution Control Management Plan and a register of emergency response tests. • Maintain an environmental Responsibilities and Training Schedule recording member and staff training in the significant environmental aspects of their roles • Establish and maintain a document register describing all the documented aspects of the EMS.
	<p>Preferred competencies</p> <p>Appointed by the Management Committee the members should have some knowledge of environmental planning and the types of documentation that are required for compliance with government and other requirements. It also helps to have members who have responsibilities in key environmental risk areas such as fuel storage, rescue boats and cruiser maintenance. A dedication to protecting and improving the wonderful environment we have at Nedlands Yacht Club.</p>
2019 - 2020 committee members	Stephanie Turner

Committee	Infrastructure & Planning
Purpose	To draw up a schedule of works and improvements previously identified by various stakeholders at the "Club" and list them in order of priority within an achievable timeline.
Governance	Reports to Management Committee Meets monthly or as required Minutes are at NYC office.
Role	<ul style="list-style-type: none"> • To detail proposal and concept drawings to support and demonstrate an achievable five (5) year plan of improvements for approval by the NYC Management Committee. This plan to have as its central theme the need to reinforce NYC position as an essential community service and training organisation on the Nedlands foreshore. • Submit budget costing to the Treasurer to implement plans. • Once approved by NYC these proposals and concepts to be further developed and costed to enable a working committee to establish the feasibility and identify sources of funds that will be required to achieve the implementation of the plans. • Subject to the NYC Management Committee approval, proceed to procurement of improvements. • Review all other sub committees' projects to avoid duplication and make any necessary recommendations.

2019 – 2020 Committee Members	Chair: Gavin Taylor Members: TBA
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Committee	Grounds & Maintenance
Purpose	To liaise with other committees to develop an ongoing maintenance plan for the club.
Governance	Reports to Management Committee Meets monthly Minutes are at NYC office.
Role	<ul style="list-style-type: none"> • Liaise with committees and members on maintenance needs. • Coordinate winter busy bee maintenance program. • Arrange materials for maintenance projects. • Manage ground water requirements.
2019 - 2020 Committee Members	Chair: John Collier Ray North, Phil Stewart

Position	Commodore
Purpose	To lead the club and to ensure it is administered to meet the needs of members in a manner consistent with the club's constitution and by-laws.
Accountability	Accountable to the Management Committee
Role	<ul style="list-style-type: none"> • To Chair all general meetings of the Club and all Management Committee Meetings, including setting the agendas and reviewing draft minutes. • To receive, on behalf of management committee, reports of club activity from subcommittees including; <ul style="list-style-type: none"> Regatta – on all aspects of sailing House – on all aspects of galley, bar, functions and security Training – on all aspects of requirements for skill development in sailing and sailing safety and support. Infrastructure – on all aspects of major works and redevelopment Maintenance – on all aspects of normal operational ability of the club Environment – on all aspects of protecting the local and natural environment to the satisfaction of regulatory authorities. • Foster involvement in club activities, both sailing and volunteering, to create an outstanding family-friendly, off the beach sailing club that satisfies the needs of its members. • To monitor standards of behaviour within the club and take steps to ensure that these remain acceptable and consistent with the norms of the club community. • To lead by example in club activities including involvement in sailing, volunteering for race support, volunteering for club maintenance and helping in all aspects of the club.

	<ul style="list-style-type: none"> • Engender good relationships between members and sections. • Groom and foster participation in club management. • Develop skills and understanding of roles in your successor and work with management to develop succession plans for other key positions within the club. • Guide the club not only in the specific events and activities of the period of office, recognising that policy set will affect the club into the future. • To provide general direction to the Managing Secretary. • Ensure that Schedules 1 2 and 3 relating to the AGM are advised to members at the times required by the Constitution. • Interpret club constitution and by-laws for application in all aspects of club administration, identifying and defining changes to the constitution and by-laws for successful administration of the club. • Ensures the club undertakes reviews of capital expenditure, infrastructure requirements and development plans to ensure the future success of the club. • Be accessible to club staff and management committee and provide a key contact for monitored security surveillance systems in the event of a security alarm. • Ensures all Management Committee decisions are carried out.
	<p>Preferred competencies</p> <ul style="list-style-type: none"> • Several years experience on the Management Committee. • Has served for at least two years as a Rear Commodore and or Vice Commodore. • Fully understands and can administer all aspects of the Constitution, By-Laws and Sailing Instructions. • Is skilled in people management, meeting chairmanship, problem resolution, crisis management and financial planning. • Has a good understanding of the duties of all Office bearers and employees. • Has a good understanding of how the clubhouse, grounds and sailing equipment operates. • Enjoys a challenge
2019 - 2020 Office holder	Glenn Fairey

Position	Vice Commodore
Purpose	Chairs the Regatta Committee and stands in for the Commodore as required.
Accountability	Accountable to the Management Committee
Role	<p>The main role is to run/chair the Regatta Committee. Oversees all matters pertaining to sailing and racing. Ensures decisions of the Regatta Committee are carried out. Ensures that racing is conducted in accordance with the Sailing Instructions. Ensures that the By-Laws in 'Section 7 - Administration of Sailing' are fulfilled and complied with. Ensures water bookings for all regatta, special events and club sailing etc get to YWA in time via Sailing Co-Ordinator. Varied other roles such as to attend Management meetings and chair such if required. Occasionally, assist the OOD at Sunday afternoon presentations. The role does not cover a single task but does contain a diverse list of problem solving tasks which relate to both NYC members, the general</p>

	<p>public, local authorities, Government agencies and, indeed, fellow flag officers.</p> <p>Manage section representative participation and resolve issues.</p> <p>Attend the opening days of many West Australian yacht clubs and launches of sea rescue boats.</p> <p>The Vice Commodore may be asked to do everything the Commodore doesn't want to do.</p>
	<p>Preferred competencies:</p> <p>Several years of experience on the Management Committee.</p> <p>Has served for at least two years as a Rear Commodore.</p> <p>Has a good understanding of the club's administrative operations.</p> <p>Has a good understanding of the day to day sailing operations.</p> <p>Is skilled in people management, problem resolution and crisis management.</p> <p>Is prepared to become the Commodore.</p>
2019 - 2020 Office holder	Vacant

Position	Rear Commodores
Purpose	Supports the Commodore and other Flag Officer where-ever possible. Carries out what-ever duties are assigned to him or her by the Commodore or Management Committee.
Accountability	Accountable to the Management Committee
Role	Chair the Regatta or House Committee.
	<p>Preferred competencies</p> <ul style="list-style-type: none"> • Two years of experience on the Management or Regatta Committee. • Has been a member for several years. • Has a general understanding of the club's administrative operations. • Has a good understanding of the day to day sailing operations. • Is skilled in people management, problem resolution and crisis management. <p>Is prepared to rise through the ranks to Commodore.</p>
2019 – 2020 Office holders'	Julia Cheong, Andy Peryer, Peter Twiby

Position	Rear Commodore (Flag Deck Officer)
Purpose	Responsible for the operation of the Flag Deck, maintenance and positioning of Buoys, and maintenance of Flags, Guns and all other race control equipment.
Accountability	Accountable to the Management Committee
Role	<ul style="list-style-type: none"> • A member of Management Committee and a member of the Regatta Committee. • Performs role of Vice-Chairman of the Regatta Committee. • Ensures that starts, finishes and time recordings are conducted in accordance with the Sailing Instructions. • Ensures that flags, buoys, guns, and all other racing control equipment used for Club and hosted regatta racing is maintained and ready for use. • Ensures that the Race Control Officer and Flag Deck Staff are competent and present when required. This includes organising training for Race Control Officers and Flag Deck Staff as required.

	<ul style="list-style-type: none"> • Prepares an annual budget to operate the Flag Deck for approval by the Management Committee and monitors expenditure against the budget. • Authorises all spending on Flag Deck equipment. • Gives guidance to the Management Committee on future expenditure requirements. • Develops the volunteer roster for the annual sailing program. • Ensures that sign on and retirement sheets, and weather reports are available for each race, and ensures that the results are recorded accurately and processed for each section. • Ensures that the weekly results are sent to the news paper and are loaded onto the NYC web site. • Ensures Sailing Instructions are available for Regattas. • Collates end of year results for presentation night.
	<p>Preferred competencies</p> <ul style="list-style-type: none"> • Two years of experience on the Management or Regatta Committee. • Has been a member for several years. • Has a general understanding of the clubs administrative operations. • Has a good understanding of the day to day sailing operations. • Is skilled in people management, problem resolution and crisis management. • Is prepared to rise through the ranks to Commodore.
2017-2018 Office holder	Julia Cheong

Position	Treasurer
Purpose	The Treasurer is the principal committee member responsible for the financial activities of the club. The day to day activities of the club are delegated to and undertaken by the managing secretary.
Accountability	Accountable to the Management Committee
Role	<ul style="list-style-type: none"> • NYC Constitution clause 24 outlines the Duties of Treasurer. • It is the duty of the Treasurer at the Annual General Meeting: <ul style="list-style-type: none"> (i) to see that adequate accounts are kept properly posted up so as to show the financial position of the Club at all times. (ii) to ensure that all moneys due to the Club are recovered and that all payments made from the Club's funds have been properly approved and recorded. (iii) to report upon the Club's current financial position at each meeting of the Management Committee, or each meeting of the Executive Committee if one has been appointed, and to advise of default in payments to the Club being money due by way of annual subscriptions or otherwise. • Produce to each Annual General Meeting a report of the Club's financial affairs in the form of an audited Balance Sheet and a Profit and Loss Statement for the year ending on the previous 30th April. • Assists the Managing Secretary with bookkeeping matters. • Compiles an annual budget, with the assistance of the Management Committee members, and monitors and reports on compliance with the agreed budget. <p>Provides financial advice and guidance to the Management Committee.</p>
	The Treasurer is responsible to the committee for:

	<ul style="list-style-type: none"> • Budget development • Presentation of P&L and Balance Sheet each month • Reporting on expenditure against Budget • Reporting on profit centre activity • The financial activity of the club including delegated activities to the managing secretary • Ensuring appropriate financial records are kept • Ensuring all appropriate documentation is presented for audit • Ensuring all banking systems are in place and bank reconciliation is undertaken regularly • Providing financial and expenditure advice to the committee • Ensuring stock take is undertaken and stock controls are in place • Development and maintenance of a forward financial plan (5 years) in conjunction with the committee • Assists in the analysis of income streams to support Management Committee in their decisions regarding which income streams to develop and the approaches to be adopted to achieve this • Provides supervision and oversight of the Managing Secretary
	<p>Preferred competencies:</p> <ul style="list-style-type: none"> • Sound bookkeeping knowledge or accountancy qualifications. • An understanding of the Club's current financial software package. • Has a general understanding of the club's administrative operations. • Can develop and implement procedures which improve the administration of the Club. <p>Can audit and police the financial policies, procedures and directives from the Management Committee.</p>
2019 – 2020 Office holder	Tam Christie

Position	Management Committee Member
Purpose	Carry out the duties assigned to them by the Management Committee and shall participate in the decision-making process of the Management Committee.
Accountability	Accountable to the Management Committee
Role	<ul style="list-style-type: none"> • Undertake an aspect of club management and subcommittee work. • Provide support to Flag Officers. • Liaise with the membership to identify issues and convey key management messages. • Keep up to date with club communications and decision making.
	<p>Preferred competencies</p> <ul style="list-style-type: none"> • Has been a member for several years. • Has a general understanding of the club's administrative operations. • Has a good understanding of the day to day sailing operations. • Has specialist knowledge which would assist with the running of the club. • Is prepared to become a Flag Officer.

2019 – 2020 Members	Ric Fairey, Peter Snow, John Collier, Ian Smart, Phil Stewart, Russel Whitfield, David Feldman
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Position	Chair of House - Refer House Committee - Nil
Purpose	Chairs the House Committee which is responsible for administrating and overseeing the running of the Galley for members and overseeing Member events which are carried out by Events Manager
Accountability	Accountable to the Management Committee
Role	<ul style="list-style-type: none"> • Ensures that the By-Laws in 'Section 8 - Administration of House' are fulfilled and complied with. If no Committee, Managing Secretary shall be responsible • Prepares an annual budget to operate the 'House' for approval by the Management Committee and monitors expenditure against the budget. • Authorises all spending on 'House' facilities. • Gives guidance to the Management Committee on future expenditure requirements.
	Preferred competencies <ul style="list-style-type: none"> • Several years of experience on the Management or House Committee. • Fully understands and can administer all aspects of Section 8 of the By-Laws. • Is skilled in people management, meeting chairmanship, problem resolution and crisis management. • Has a good understanding of the duties of all House Committee members. • Has a good understanding of how the Clubhouse facilities operates
2019 - 2020 Office holder	Managing Secretary/Membership Coordinator overseeing

Position	Junior Captain
Purpose	Represent the juniors at the club and act as the first point of contact on any matters they wish the club to address.
Accountability	Accountable to the Juniors Committee
Role	<ul style="list-style-type: none"> • Organises and meets with the Junior Sailors to discuss needs and requirements etc on a group basis; • Represents the Junior members' concerns and aspirations to the Sailing Co-Ordinator. • Available to meet with Junior Sailors to discuss sailing issues on an individual basis (as requested by Junior Sailors); • Meets with the Junior Fleet Management Team to communicate the Junior Fleet needs and requirements; • Assists at the Sunday morning Junior Fleet sailing. This might include assisting the coaches (either on shore or on water),

	<p>helping rig or unrig boats with the Junior Sailors, doing debriefs, short presentations on sailing topics, etc;</p> <ul style="list-style-type: none"> • Meets and encourages new Junior Sailors to the Fleet; • Assists individual junior members to resolve any concerns. • Assists in organising and attending Junior Fleet non-sailing activities which might be arranged during the year; • Represents the NYC Junior Fleet at any formal functions at either NYC or inter-Club activities and regattas; • Encourages social inter-action and enjoyment amongst Junior members and their friends. • Interacts with other Fleet Captains to assist in introducing and arranging opportunities for Junior Sailors to sail on other classes of boats; • Breaks the Flag on Open Day. • Breaks the Flag at Club Regattas (H.M.A.S. Perth Memorial Regatta)
	<p>Preferred competencies:</p> <ul style="list-style-type: none"> • Is under 21 years of age. • Has been a junior member at the Club for at least two years. • Has the respect of the Junior members. • Is skilled in public speaking (relative to their age) and listening skills.
2019 - 2020 Office holder	Annika Pennifold

Other club roles

Position	On Water Safety Officer
Purpose	The Club's On Water Safety Officer is concerned with (responsible for) improving the level of safety on the water. Safety issues relating to grounds or house are the responsibility of those committees.
Accountability	Accountable to the Regatta Committee
Role	<ul style="list-style-type: none"> • On Water Safety Officer's responsibilities encompass everything to do with sailing and covers the safety requirements of boats and the safety of sailors which leads to rescue safety and procedures on shore whilst racing. • Ensure that section representative monitor and check the compliance of the boats in their fleet with the requirements of the RRoS Safety Regulations. • Use an acceptable 'response time' to determine a ratio of Supports Boats to competing boats for club sailing and special events. Consider local factors such as – protected waters, boats are within sight of NYC tower, etc. • Ensure that there is a process to ensure that Support Boats are checked before launching to ensure they are fully operational e.g. pre and post launch checklists. • Ensure that Support Boat Skippers and Crew are trained and have written guidelines for their duties on the water. • Ensure that Support Boat Skippers and Crew are trained to right all types of boats at NYC (e.g. special techniques are required for righting Tornadoes).

	<ul style="list-style-type: none"> • Ensure that OOD are competent for the role as they have the responsibility of initiating all actions which affect the safe conduct of boats on the water and ashore and need to activate and oversee any necessary emergency procedures to minimize the impact of an incident. • Ensure that OOD have extra observers in the tower to assist with monitoring the fleet when conditions are poor. • Ensure OOD wears a 'high visibility vest'.
	<p>Preferred competencies</p> <ul style="list-style-type: none"> • Has been a member for several years. • Has a good understanding of the club's administrative operations. • Has a good understanding of the day to day sailing operations. • Is skilled in people management, problem resolution and crisis management.
2019 – 2020 Office holder	Nick Clayton

Club Delegate to Swan River Racing Committee	<ul style="list-style-type: none"> • Is a member of the Regatta Committee. • Represents the Club at meetings of SRRC. • Attends all SRRC Delegates meetings. • Represents the Club's point of view at those meetings, including voting on motions in accordance with instructions received from the Regatta Committee. • Reports to the Regatta Committee all relevant matters arising at the SRRC meetings. • Ensures that all applications for Club sponsored sailing events on the Swan River are submitted on time.
2019 – 2020 Office holder	Greg Hill

Club Delegate to Yachting WA	<ul style="list-style-type: none"> • Is a member of the Management Committee • Represents the Club at meetings of YWA • Attends all YAWA Delegates meetings. • Represents the Club's point of view at those meetings, including voting on motions in accordance with instructions received from the Management Committee. • Reports to the Regatta Committee all relevant matters arising at the YWA meetings. • Liaises with YWA as required
2019 – 2020 Office holder	Peter Twiby

Trophy Officer	<ul style="list-style-type: none"> • Responsible for supply of pennants and trophies for Club sailing events and the maintenance of Club Perpetual trophies. • Prepares an annual budget for the purchase of pennants and trophies for approval by the Management Committee. • Researches and present to the Management Committee suitable designs and ideas for the Consistency, Championship and special events trophies.
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	<ul style="list-style-type: none"> • Purchases all trophies once design/budget is approved by the Management Committee. • Organises the maintenance of all Perpetual trophies as part of the Busy-Bee programme.
2019 – 2020 Office holder	Lucy Bromell

Head Coach	<p>Support the Sailing Coordinator by</p> <ul style="list-style-type: none"> • Attending training committee meetings • Finding and recommending appropriate coaches for different courses when requested to do so. • Thinking about the number and type of coach boats needed for regular Sunday training and for special events. • Identifying potential coaches and assistant coaches among the club's members. • Informing the training coordinator of the required training for aspiring coaches (should the coordinator not be familiar with these things).
2019 – 2020 Office holder	Vacant

Risk Management Officer	<p>Purpose</p> <p>To assist in minimising health and safety incidents at Nedlands Yacht Club</p> <p>Role and responsibility:</p> <ul style="list-style-type: none"> • Bring to the immediate attention of the Commodore urgent health and safety risks • To submit a report at the monthly Management Meeting of observed risks to club members or others whilst on club premises and incident reports. • To make all staff and members are made aware of: <ul style="list-style-type: none"> a) NYC health and safety policies and procedures and requirements b) Health and safety reporting systems and processes to ensure that NYC is made aware of all health and safety incidents c) Decisions of the Management Committee pertaining to health and safety management • To put forward recommendations on how to eliminate the risks to the Management Committee • To coordinate the implementation of Management Committee decisions pertaining to the management of health and safety risks • To itemize all risks reported and keep records of actions taken and date all individual risks where eliminated. The single recording document of all risks to be known as the R.M.I. List (Risk Management Item List) • Itemized risks that have been dealt with and eliminated to stay on the record permanently for future reference.
2019 – 2020 Office holder	Phil Stewart

<p>Grants Officer:</p>	<p>Purpose: - To assist NYC to increase revenue</p> <p>Accountability: - Accountable to the Management Committee</p> <p>Role: -</p> <ul style="list-style-type: none"> - Prepare a plan to increase NYC’s revenue for Management Committee’s review and approval before end of February annually. Plan must include recommendations on initiatives to increase NYC’s revenue. - Prepare a brief report on the status of initiatives being implemented to increase NYC revenue on a monthly basis to the Management Committee - Coordinate the implementation of decisions made by the Management Committee regarding initiatives to increase NYC’s revenue - Identify and recommend to the Management Committee sponsorship / grants / corporate partnership opportunities. Coordinate the implementation of Management Committee decisions pertaining to these matters. <p>Preferred Competencies: - Marketing, business development and philanthropic sponsorship skills.</p>
<p>2019 – 2020 Office holder</p>	<p>TBC (Not previously implemented)</p>

<p>Mainsheet Editor:</p>	<ul style="list-style-type: none"> • The Management Committee periodically publishes a magazine called “Mainsheet”. • The subscription to “Mainsheet” is determined by the Management Committee from time to time and for members may be included with, or additional to, their annual membership subscription. • Notices which are required to be given to all members as per Constitution, are deemed to have been properly given if included in an issue of “Mainsheet” forwarded by pre-paid mail to a member, at the address showing in the Club’s Register of Members, or distributed by email to the email address registered on the Club’s database for that person. • Ensures at least one issue of "Mainsheet" is published quarterly throughout the year. • Arranges the production and distribution of Mainsheet. • Collates articles from the 'Section Mainsheet Scribes'. • Assembles, edits and arranges printing and distribution of 'Mainsheet'. • Encourages members to contribute articles. • Advertise yacht club news. • Mainsheet should include the Commodore’s report, Report from Training, and Storage, and Regatta plus any news from the Office as well as the news from the sections. • Raise public awareness of NYC and raise revenue by advertising • Put the mainsheet on NYC website as a pdf file.
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2019 – 2020 Office holder	Membership Coordinator
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Section Captains

Hobie 16 Representative	Andy Peryer
Cruiser 1 Representative	Ron Stokes / Mike Ipkendanz
Cruiser 2 & 3/4 Representative	Greg Morgan
Open Cat Representative	Alan Gamble
Junior Representative	Susie Hood
125 Representative	Vacant

Club Storage Officer:	<ul style="list-style-type: none"> ▪ Keeps an accurate and up to date register of all boat storage locations and the boats stored in them ▪ Assists the Management Committee to administer By-Law 'Section 6. STORAGE OF BOATS ON CLUB PREMISES' ▪ Assists the Section Storage Officers with their storage problems ▪ Liaises with Managing Secretary to assist invoicing
2019 – 2020 Office holder	Ian Smart

Club Storage Representatives:	<ul style="list-style-type: none"> ▪ Keeps an accurate and up to date register of their boat storage location and the boats stored in them ▪ Keep Club Storage Officer and Membership Coordinator up to date with changes in storage ▪ Assist members with storage space/pens/racks allocations ▪ Assist the Managing Secretary with matters of unpaid fees and abandoned boats
2019 – 2020 Office holder	<p>Stuart Collison – Catamaran & Open Dinghy Compound Susie Hood – Dinghy Shed & Junior Shed David Feldman – Cruiser Hardstands Dave Edwards – Moorings & Pens Peter Snow – Moorings & Pens Stephen Tate – Cruiser Tender Shed Graeme Pennifold – Training Dinghy Shed Don Mullaley – Cruiser Facilities Bookings & Work Bays</p>

Club Storage Section Representatives	<ul style="list-style-type: none"> ▪ Assist Club Storage Representatives with storage management
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NYC Cruising Section Sailing in Company Coordinator (SICC)	To foster a social atmosphere at NYC by establishing a Cruising section in which members can enjoy aspects of sailing unrelated to racing. This will provide a new avenue for participation at NYC and diversify the range of activities offered at the club to assist with growing NYC's membership base and increase member participation.
Governance	<p>The SICC reports to Management Committee and will provide updates to the Management Committee on the activities of the Cruiser section on a monthly basis.</p> <p>The SICC will formalise a Cruising Section Management Committee if deemed necessary and appropriate after consultation with NYC members participating in Cruising activities and the Management Committee.</p>
Role	<p>To establish, manage and coordinate the activities of the NYC Cruising Section in the 2017/2018 sailing season.</p> <p>The activities of the Cruising Section may include, at the discretion of the SICC in consultation with the Commodore and / or Vice Commodores activities such as:</p> <ul style="list-style-type: none"> - The promotion of cruising (not racing) activities at NYC - Organising the annual Carnac cruise and Ocean Reef cruise - Picnic cruises on the river and other destinations such as Coogee, Rockingham or Mandurah and the estuary - Training in areas not associated with racing such as <ul style="list-style-type: none"> • Sail handling (reefing, heaving to) • Anchoring and mooring • Navigation • Fishing skills • Cooking, preparing for a cruise, and other practicalities like sleeping, abluting etc • Boat maintenance
2019 – 2020 Office holder	Peter Twiby

Support Boat Officer:	<ul style="list-style-type: none"> • Authorises the use of the rescue boats for any non-programmed event. • Ensures that the Club rescue and training boats are always operational and in good working order for Club and Regatta racing and for training. This includes arranging for regular and emergency maintenance by specialist outboard motor mechanics. • Ensures that the skippers and crew are competent and present when required. This includes organising training for skippers and crews as required. • Prepares an annual budget to operate the rescue boats for approval by the Management Committee and monitors expenditure against the budget. • Authorises all spending on the rescue boats. • Gives guidance to the Management Committee on future expenditure requirements.
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	<ul style="list-style-type: none"> • Negotiates and organises the purchase and installation of replacement motors, boats and ancillary equipment. • Assists with the compilation of the Rescue Boat Drivers and Crew roster. • Schedule replacement of capital equipment.
2019 – 2020 Office holder	Ric Fairey

PAID POSITIONS

Position	Managing Secretary
Purpose	Consistent with the position, as required from time to time by the Club Commodore.
Accountability	Accountable to the Management Committee
Role	<ul style="list-style-type: none"> • Operations and maintenance of the Club, in accordance with Management Committee • Manage and lead the employees of the Club. • Advertise, recruit, select and engage employees and contractor positions, on levels of remuneration, terms and conditions as approved by the Management Committee. • Assist the Management Committee and its sub committees to effectively discharge their responsibilities by performing general secretarial and administrative duties. • Managing activities relevant to the protection of the Club's assets, undertakings and records such as the Club's insurance requirements, auditors, the implementation of credit policies, the implementation of policies relating to the repairs and maintenance of fixed assets and credit policies • Represents the Club externally (non-sailing) within the parameters established by the Management Committee. • Ensure the Club complies with its statutory and regulatory obligations with respect to its employees, contractors, assets and services • Oversee management of fixed assets of the Club but manage scheduled and remedial fixed asset maintenance. Manage the fixed assets of the club according to the budget and long-term plan • Oversee plan, implement and manage Club related non-sailing activities in accordance with the directions of the Management Committee. • Compile and prepare annual budget • Present annual budget • Maintain 5-year plan as created by Management Committee • Policies and compliance • Maintain By-Laws • Prepare and present AGM and Special General Meetings as required

	<p>Preferred competencies:</p> <ul style="list-style-type: none"> • Has a general understanding of the club's administrative operations. • Can develop and implement procedures which improve the administration of the Club. • Can audit and police the policies, procedures and directives from the Management Committee.
2019 – 2020 Office holder	Jacinta Wilson

Position	Events & Marketing Manager
Purpose	Consistent with the position, as required from time to time by the Managing Secretary
Accountability	Accountable to the Managing Secretary and House Committee
	<ul style="list-style-type: none"> • Overall responsibility for administering the Clubhouse facilities for non-member functions and ensuring adequate levels of stock and goods are maintained to meet demands for functions. • Enable better use of the facilities for commercial benefit to the Club without unnecessary disruption to members. • Complete monthly report for Management Committee. • Ensuring Terms and Conditions are adhered to ensure minimal disruption to NYC members. • Provide updated function list and monthly event figures to Management Committee on a monthly basis • Ensure security of Club at all times including keys and locks • Attend House Committee meetings if required • Plan, define and oversee delivery of sailing and non-sailing marketing activities. • Research marketing opportunities for gaining more events and members and provide written justification. • For events, implement systems to improve setups and communication • Oversee Club communications and Social Media outlets <p>Preferred competencies:</p> <ul style="list-style-type: none"> • Has a good understanding of the Liquor Act. • Has a good understanding of the liquor trade. • Is skilled at operating a Bar and Licensed premises. • Has experience and expertise in functions. • Is a qualified and approved Bar Manager (under DRGL).
Web Support Officer:	<ul style="list-style-type: none"> • Manage and maintain the Club Web site • While there are no Constitutional or By law requirements for this role, it is an important role for the club • Delegate the ability to update selected areas of the site (e.g. Training and Results) to selected people. The number of people should be minimised to reduce the risk of inadvertent errors being introduced to the site, deviation from our web site

	<p>standards, and to minimise support effort from the website support person.</p> <ul style="list-style-type: none"> • Ensure that anyone authorised to update the site is properly trained in how to update the site, what to be careful of to limit unintended damage, and in the standards and naming conventions of the site. • Ensure weekly results are updated. • Ensure that the Web site design principles are maintained. <ul style="list-style-type: none"> - Keep it simple and uncluttered, - Keep the menus simple, - Keep the navigation simple, - Don't hide items in obscure places, - Fit for purpose. • Develop an annual improvement plan that is endorsed by the Management Committee and consistent with the age and skill set of the club membership, and the age and variation of their internet services and PCs • Typically, it is not the Web site support person's role to create material for the site, rather it is provided by other members of the club.
Promotions and Sponsorship	The purpose of this role is to promote those events and facets of the Club so required by the Management Committee in order to facilitate the achievement of the aims of the Management Committee for the good of the Club.
Role	<ul style="list-style-type: none"> • Will act and cost any special events as required by Management Committee and advised by Managing Secretary • Raise the profile of NYC. • Support funding applications and seek sponsorship for events. • Contribute to the organisation of special events.
Accountability	Reports to Managing Secretary
2019 – 2020 Office holder	Jacinta Wilson

Position	Sailing Coordinator
Purpose	Consistent with the position, as required from time to time by the Managing Secretary
Accountability	Accountable to the Managing Secretary and Regatta Committee
	<p>Co-ordinates training requirements for skill development in sailing and sailing support to foster safe participation and enjoyment of club sailing and training activities.</p> <p>Reports to Chairperson, Regatta Committee and Managing Secretary</p> <ul style="list-style-type: none"> ▪ In conjunction with the Regatta Committee, consults with the Managing Secretary and Section Representatives to plan, develop and implement training activities in aspects of sailing, sailing support and training ▪ Fosters a culture of shared learning that support the sailing and volunteering activities of the club and foster a culture of safety and awareness. ▪ Manages sailing instructions as advised by Regatta Committee

	<ul style="list-style-type: none"> ▪ Organises Regattas as advised by Regatta Committee ▪ Develops basic sailing skills for junior, youth and adult sailors and support fleet development programs. ▪ Bridges the skill gap between Basic Skills and junior club racing and build junior club racing participation and skills. ▪ Provides correct paperwork for Coaches to Managing Secretary ▪ Provides fortnightly time-sheets to Managing Secretary ▪ Ensure courses are marketed and set up on Australian Sailing site ▪ Ensures all monies are received and liaise with Managing Secretary ▪ Ensures all Club training courses are invoiced ▪ Ensures use of Club boats is invoiced as required ▪ Ensures budgets are advised by end February and any future expenses advised in advance to Managing Secretary ▪ Develops first aid skills in NYC members to support club sailing activities and enhance the life skills of members ▪ Attends Regatta meetings ▪ Coordinates Sailing Programme (Yellow Book) with Regatta Committee ▪ Meets with Junior Sailors and/or Parents/Interested Parties to discuss sailing issues on an individual basis and at their request; ▪ Meeting and encouraging new Junior Sailors to the Fleet; ▪ Coordinates Parent participation in arranging non-sailing activities which might be arranged during the year; ▪ Coordinating and encouraging Junior Fleet Parents participation in regular roster programs and voluntary help positions with the Club ▪ Organises sailing activities in conjunction with the Coaches; ▪ Attends Junior Fleet functions; ▪ Liaises with the Junior Sailors, Junior Fleet Parents and Interested Parties to keep them informed of current and proposed activities, by way of: <ul style="list-style-type: none"> ▪ Weekly emails; ▪ Updates the NYC website Club Calendar ▪ Junior Fleet boat storage representative: <ul style="list-style-type: none"> ▪ Checks current boats stored and matching to the Boat Storage Register; and ▪ Informs the Storage Officer and Managing Secretary of any discrepancies to maintain an up-to-date Boat Storage Register. ▪ Liaises with Coaches to assess and plan Junior Fleet development and requirements; ▪ Maintains a Junior Fleet Register and keeping the NYC Managing Secretary informed of changes on a timely basis; ▪ Encourages Parents to take an active role in the Junior Fleet program and NYC generally; ▪ Promoting the Junior Fleet and NYC generally
	<p>Preferred competencies:</p> <ul style="list-style-type: none"> • Has a general understanding of the club’s administrative operations. • Can develop and implement procedures which improve the administration of the Club. • Can audit and police the policies, procedures and directives from the Management Committee.
<p>2019 – 2020 Office holder</p>	<p>Graeme Penniford</p>

Position	Membership Coordinator
Purpose	Consistent with the position, as required from time to time by the Managing Secretary
Accountability	Accountable to the Managing Secretary
Role	<ul style="list-style-type: none"> • Processing new members and enquiries (Shared with Membership Coordinator) • Induction packs sent to new members • Ensure Duty Man and Mail Chimp are up to date with members details • Provide member support and on-site induction for new members • Assist in Management of Storage as a support to Storage Officer • Ensure members are dealt with in accordance with their membership rights and privileges, and their obligations to the club. • Prepare and maintain sailing promotional materials (welcome pack, induction, Yellow Book) • Check Sunday sign in sheets to ensure financial members are sailing and temporary membership is upheld • Assist with making sure all storage is paid and accurate • Arranges the production and distribution of Mainsheet & Traveller • Raise the (sailing) profile of NYC. • Support funding applications and seek sponsorship for events. • Maintain and analyse membership register (Rev Sport) • Manage membership and plan Club member key events, excluding Australia Day • Assistance to implement and create sailing marketing activities. • Maintain website – sailing aspects • Ensure Sunday raffle and volunteer bar vouchers are prepared • Collection of Australian Sailing compliance forms in support of Safety Officer • Merchandise Inventory
	Preferred competencies: <ul style="list-style-type: none"> • Understands membership requirements • Sound knowledge of sailing (preferred)
2019 – 2020 Office holder	Lucy Bromell

Position	Accounts & Admin Coordinator
Purpose	Consistent with the position, as required from time to time by the Managing Secretary
Accountability	Accountable to the Managing Secretary
Role	<ul style="list-style-type: none"> • Maintain Club financial accounts to trial balance level

	<ul style="list-style-type: none"> • Record fixed assets • Keep record of warranties • Assist Sailing Coordinator with training enrolment and payments • Prepare Financial reports by collecting, analysing, and summarising account information and trends. • BAS and payroll • Accurate processing & claim of GST • Accounts payable and receivables • Maintain Club financial accounts to trial balance level • Monthly Bank reconciliation • Resolve accounts discrepancies in a timely manner • Maintain Depreciation and fixed asset register • Maintain security by observing internal controls and policies • Secure financial information by completing data base back-ups. • Maintain financial records by filing accounting documents, warranties, insurance policies, etc. • Provide financial reports on a timely manner or as needed to assist with management reporting • Assist Treasurer • Assist Auditor • Contribute to team effort by accomplishing related results as needed <ul style="list-style-type: none"> • Assist in all Club enquiries and incoming calls, directing to relevant persons where required
	<p>Preferred competencies:</p> <ul style="list-style-type: none"> • Minimum 3 years demonstrated experience in sales processing (invoicing, statement receipting, reconciliation), purchases (supplier invoice entry, payments and reconciliation), payroll (processing, reporting, superannuation, PAYG, payroll tax) and management/financial reporting (profit & loss, balance sheet, performance reporting and BAS) • Practical experience with MYOB with a high degree of accuracy • Knowledge and experience of MS Office • Proven ability to work autonomously and effectively manage work loads and deadlines • Knowledge and understanding of account management principles • Professional presentation and a positive attitude • Excellent written and personal communication skills, a pleasant and professional phone manner and an ability to communicate with people on all levels
2019 – 2020 Office holder	Claire Bisgood

Position	Event Supervisor
Purpose	Consistent with the position, as required from time to time by the Events Manager

Accountability	Accountable to the Events Manager
Role	<ul style="list-style-type: none"> • Corporate event business development and management from enquiry through to event conclusion • Managing events on shift • Stocktake and End of Month reporting • Order beverages and stock in a cost effective and profitable manner • Maintain effective pricing of beverage items for a profitable operation • Manage casual event staff and supply timely rosters • Rostering for cleaners • Cleaning goods ordering • Approving event casuals' timesheets • Banking • Event Invoicing and profit reporting • Maintain first aid kits • Organise and run Australia Day event • RGL & Council event applications • Ensure events are compliant • Ensure security of Club during non-member functions • Set up venue to agreed requirements • Office administration as required • Maintain printer supply inventory • Maintain website – event aspects
	<p>Preferred competencies:</p> <ul style="list-style-type: none"> • Have a minimum of 2+ years' experience in the Hospitality Industry • Candidates must be able to demonstrate strong hands-on food & beverage supervision experience • Strong verbal communications skills, and be able to deal with clients, members and staff at all levels. • High level of attention to detail and organisational skills • A current WA RSA Certificate and Approved Managers Card (or willing to get card prior to start date)
2019 – 2020 Office holder	Vacant

Racing day roles

<p>Officer of the Day OOD (NB: OOD Duties available on file)</p>	<p>Main Purpose of the position of Officer of the Day OOD</p> <p>The “Officer of the Day” is the official representative of the Club and carries full authority and responsibility for all activities of the club whilst on duty.</p> <p>Duties (Roles) of the OOD On the day</p> <p>Report for duty prior to 12.00 noon (no later than 12.10) and remain on duty until full list of duties completed (approx 6.00 pm). Retrieve the OOD keys and OOD kit from the office. Keep the keys with you while on duty.</p>
<p>12.00 noon public address</p>	<ul style="list-style-type: none"> • Introduce yourself on the PA, Welcome members and guests, <p>Announce the sailing programme,</p> <p>Announce duty briefing for 12.15 main clubhouse calling rostered volunteers to briefing by name (except canteen),</p> <ul style="list-style-type: none"> • Raise the Australian flag (top) and Club pennant (below), • Check first aid kits available in the canteen and review the emergency plan (Appendix 1), • From the office, print 2 copies out of the latest (e.g. 11.30 am) local waters forecast (access via www.seabreeze.com.au or www.bom.gov.au).
<p>12.15pm Chair the duty roster briefing</p>	<ul style="list-style-type: none"> • Introduce duty volunteers, advise Julia Saw if any changes so that she can amend Master Copy Sailing Programme, • Review duties and responsibilities (support/start boats/flags, crews, day buoys and radios), • Discuss expected conditions and possible course, • Ensure boats fuelled by those launching Support 1 and 2, • Request departure for Support 2 of 12.45pm to lay day buoys, • Request departure for Support 1 and Start Boat not later than 1.00 pm, • Indicate location of first aid kits (canteen, junior club house, start box and boats), • Identify volunteers qualified for first aid, • Address any queries.
<p>12.45pm review conditions</p>	<ul style="list-style-type: none"> • Post one copy of the current weather forecast on the junior club house window and ensure availability of sign-on sheets and retirement sheets (these go beneath course notice board in the Junior Club House), • Review the OOD Log Book (kept in the top drawer of the OOD desk) for any issues from previous week, • Radio check Support and Start boats, • From the computer in the OOD office, check current wind speeds on Melville Water (5 minutely real time data available at www.bom.gov.au/products/IDW60900.shtml or www.seabreeze.com.au) and record in the Log Book, • Determine which course to sail or if conditions are unsuitable, cancel racing. (See para 24.6 of the Sailing Instructions), • If the wind is consistently more than 20 knots, display code flag ‘Y’ instructing all sailor and support crews to wear PFD’s,

	<p>change boat start to a club box start and call for 2 additional volunteers to observe on-water boat safety from the flag deck / start box. Increase support boat crew on Wargardo to 3 people. Also,</p> <ul style="list-style-type: none"> • Acquire the name of a member on shore who has a First Aid Certificate and is prepared to assist if called up in an emergency.
<p>1.00pm public address.</p>	<ul style="list-style-type: none"> • Introduce yourself on the PA (start tower), • Welcome members and guests again, • Re-announce the sailing programme, • Announce Club rules concerning eligibility to compete, wearing of buoyancy vests, procedure for nominating to sail/sign on and registering retirement etc • Read the current local waters forecast for Melville water, • Announce course to be sailed and current Melville water wind strength and gusts, • Remind sailors regarding Sunsmart precautions (Slip-Slap-Slop) and hydration in hot weather, • Remind vehicle owners of security and advise that valuables may be left at the canteen, • Announce “In the interests of safety, members and guests are asked to report any incidents or bring any matters of concern to the attention of the OOD”.
<p>1.15pm final pre-start check</p>	<ul style="list-style-type: none"> • Check with Support Boats that buoys are in position (permanent and day buoys). Dalkeith day buoy – Red top marker mid way between NYC start buoy (candy stripe) and jetty end. Waratah day buoy – Green top marker 100m WSW of NYC start buoy (candy stripe). Flying 11 day buoy – Yellow day buoy 350m beyond Armstrong (32) and approx. 300m out from PFS pens. Manly Junior day buoys – Yellow day buoys in place when Junior fleets sailing in the afternoon. Manly Junior Day Buoy No. 1 (Wing mark) Placed in a position approximately at the intersection of two lines consisting of, the easterly extension of a line from Perth Flying Squadron start box to Armstrong Buoy, and the northerly extension of a line from Bond Spit to Deepwater Spit. Manly Day Buoy No. 2 (Bottom mark) Will be placed in a position approximately 50 metres North of Hallmark Buoy. • Check that starter, flag pullers / recorders are on station • Radio to receive wind speed measures from Start Boat (or Support 1 when Club box start) in lead up to first warning signal from Start boat. If necessary review starting arrangements. <p>Note: The Race Committee comprises OOD, Starter & Line Judge</p>

While Racing	<ul style="list-style-type: none"> • Monitor racing from the tower with the assistance of flag pullers / recorders and liaise with support boats such that they can attend capsize or other on-water incidents promptly. • Remain in radio contact at all times. Use hand transceiver if your duties require you to leave the tower. • Monitor wind conditions from the BOM Melville Water point and from information collected on support boat and transmitted ashore. • Decide whether to “shorten course”. • Issue relevant instructions to support boats (shortened course etc) • If Cruiser fleet is racing hoist one yellow ball if wind is below 12 knots and two balls if 12 knots or above. • Read the ‘Protest Procedures’ in case you need them. • Remind retirees to sign retirement sheets.
After Racing	<ul style="list-style-type: none"> • Ensure all boats are accounted for (i.e. either crossed the finishing line or retired). • Advise Support Boats that they can cease patrolling, pull day buoys and come ashore. • Ensure Day buoys are retrieved. • Remind sailors that protest time ends 30 minutes after the last boat (from any fleet) has finished. (see Sailing Instructions). • Remind the rostered volunteers (by name) to retrieve support boats and provide assistance in the afternoon canteen session. • Remove the weather forecast from the window notice. • Ensure hazards, incidents or near misses are reported by completion of a safety action form to be marked attention Grounds, House or On-water and file in the office. • Complete any additional comments on the day’s activities to the OOD log book. • Remove all flags from the flag deck.
If there is a Protest	<ul style="list-style-type: none"> • Provide protesting yacht with relevant forms. • Commence proceedings as per the ‘Protest Procedures’ (Appendix 2).
5.00pm	<ul style="list-style-type: none"> • Announce that presentations will be at 5.30 pm. (Do not delay for protests – announce results are provisional and subject to result of protest).
5.15pm	<ul style="list-style-type: none"> • Set up microphone and pennants for presentations. • Make Club announcements as required including who is on Duty Roster next week and request duty volunteers report for briefing at 12.15 next sailing day. • Thank all volunteers (by name if possible) using the amended programme • Announce Results and present pennants around 5.30. • Request assistance putting away tables and chairs on departure.
End of day check	<p>Please ensure that: -</p> <ul style="list-style-type: none"> • Flags returned to OOD’s office and secured.

	<ul style="list-style-type: none"> • Start box, Flag deck and OOD's office are tidy and secured. • Support / Start boats secure and radios and keys returned to OOD's office. • Flag and Club pennant lowered and stored. • Log is filled out and note any incident / hazard reports. • OOD's keys returned to key cabinet in Club office. • All hoses are put away and storage sheds and compounds are locked. • OOD kit packed and complete and returned to Club office. • All tables and chairs are put away. • Someone is responsible for locking up the Clubhouse (Management rep or bosun)
Emergencies	<ul style="list-style-type: none"> • Ensure appropriate action is taken by dealing with personal injuries to any sailors, volunteers or visitors. Call for first aid qualified assistance or refer to the first aid register. • Ensure an ambulance is called if necessary or other appropriate medical assistance is arranged. • First aid boxes are in club canteen, junior club house and OOD's office (know where they are). • Fill in an incident / accident report if anyone is injured or involved in a near-miss. • Refer to the emergency plan (Appendix 1) for further details. • If an incident occurs <u>on the water</u> then refer to the EMERGENCY PROCEDURE in Appendix 1.
Assistant OOD	<p>Purpose Assist the OOD</p>
Roles and Responsibilities	<p>Arrive 10:00 hrs</p> <ol style="list-style-type: none"> 1. Open office <ul style="list-style-type: none"> • Assist OOD / management Representative. • Get Sign On sheets and temporary membership forms and put them out on the on the bench in Junior Club House (JCH). • Put out retirement sheet on bench just inside foyer of JCH. • Turn on computer for OOD ready for weather report. 2. In the tower <ul style="list-style-type: none"> • Boats starts: go up there around time that Start boat returns to club. • Box starts: normally there during starts. • Take the sign on sheets and temporary membership forms up to Tower. • Ensures OOD signs the temporary membership forms, if not already signed by Club Officer. • Add names of temporary members to the sign on sheets. • Keeps record on temporary members racing to monitor the 3-race max. • Records boats returning to NYC during racing and writes on DNF on timing sheet. (Not essential but a good idea especially as some sailors forget to sign the retirement sheet and pack up

and go home! Otherwise we'd be looking for boats when they are safely in shed.)

- Alerts Starter to boats coming in for a finish, particularly important for the Open Cat race which can be quite soon after the return of Start boat and things not settled in the tower. Also alerts the less experienced starters (and the less focussed).
- Assist with the start of the Open Cat Race 2.
- Checks with Starter that the actual start times are as per Start Schedule. (Needed for correct elapsed times). Actual Start time entered on Sign On Sheets.
- As boats finish, records the boat numbers, fleets and times onto a finish sheet.
- Ideal practice would see a recorder calling times, starter confirming finishing time and Assistant OOD recording. Finishing ideally has 3 on the team. OOD are not usually involved in the finish.
- Develop knowledge of NYC boats (will be a big help at finish times).
- Transfers finishing time onto the Sign On sheets.
- Completed Sign On sheets handed to Section Handicappers.
- Leaves Start Box at completion of racing and returns to NYC Office.

3. After sailing

- Section handicappers return Sign On sheets and completed result sheets to Assistant OOD who collects these for the OOD prior to Presentations.
- After Presentations, collects the results summary from OOD and enter the results both for publication in the West Australian and for records.

4. For special Regattas

- In addition to above,
- Ensures that nomination forms are prepared and distributed.
- Ensures that boats have nominated (completed the forms).
- If required, sends results of visiting boats back to their clubs.

5. Other non-sailing responsibilities on Sundays.

- Respond to member or visiting sailor enquiries if Management Representative not available.
- Provide Sailing Instructions and Course sheets as requested.
- Receives money from members. if Management Representative not available.
- Meets and greets new members/visitors.

	<ul style="list-style-type: none"> • Assist OOD / management Representative as required.
2019 – 2020 Office holder	Rear Commodore: Julia Cheong

Management Representative	Purpose Represent the Management Committee on normal sailing days.
Roles and Responsibilities	<ul style="list-style-type: none"> • Assists the OOD and Race Control Officer on the day where needed but does not over-rule them. • Places club notices and crew wanted whiteboard on club veranda. • Signs up Members' Guests and assists them • Ensures that the clubhouse, storage sheds and gates are locked at the end of sailing • <u>Note:</u> The Management Representative is not expected to give up sailing on the day as he/she will only be required if there is an urgent problem which the OOD cannot solve or needs a higher authority. • Must be a current member of the Management Committee

Starter	Main Purpose of the position of Starter <ul style="list-style-type: none"> ▪ To ensure that racing at NYC is possible by the provision of appropriate start and finishing procedures. ▪ To maintain control of the fleets racing at NYC from the time that the Start line is in place until all fleets have commenced racing.
Duties (Roles) of the Starter	<ul style="list-style-type: none"> ▪ Ensure that the Race C'tee is present for OOD briefing, ▪ Check that there are adequate flag pullers and recorders for racing. ▪ Confer with OOD re the course to be called, ▪ Before going out on water, check that the flags are on the Start Boat, ▪ Ensure Start boat skipper knows that the Start Boat is to be on station (with start line in place) 10 minutes prior to the commencement of the start sequence for the first fleet, ▪ Ensure that Support Boat 1 has the appropriate buoy for the pin end of start line. ▪ Instruct Start Boat skipper where to position start boat, ▪ Set the start line. Support Boat 1 positions the pin end of the start line under instruction of the Starter, ▪ Progress through the start sequence. ▪ Record numbers of boats starting in each Fleet. ▪ Record the identity of OCS boats that have not exonerated themselves and other boats that are DSQ. ▪ At the completion of the start sequence and after all fleets have commenced racing, go off station, return to the club, ensure that flag pullers return to Start Box, thank Start Boat skipper and await the commencement of the recording finishing times. ▪ Starter times the finishes and sounds horn where appropriate. ▪ Starter, OOD, flag deck officer, flag pullers and recorders comprise the Race Committee on duty on any race day. ▪ Starter can stand down at the completion of racing and after protests (if any) are resolved.

Flag Deck Staff/flag pullers/recorders	<p>Provide support to the Starter / Race Control Officer.</p> <ul style="list-style-type: none"> ▪ A minimum of two are required for the start of each race. ▪ Before each race assemble on the flag deck and attach to the hoists all signal flags required for starting a race. ▪ For boat starts, meet at Start Boat no later than 12:50 to allow a timely departure from the jetty ▪ Under instructions from the Race Control Officer (Starter) they raise and lower the flags. ▪ After all races have started they return the flags to their storage locations. ▪ After start of race, flag pullers and recorders return to the tower to assist in monitoring the water space and record finishing times
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Section Handicappers	<p>Purpose</p> <p>To calculate and record the results after each event for notification to the OOD prior to the presentation of awards and pennants after each days racing.</p> <ul style="list-style-type: none"> ▪ Calculate and record the results for their section after each event ▪ Ensures that the handicapping method used is approved by the Regatta Committee ▪ Keeps a record of the elapsed times, corrected times, finishing places and points scored for each Section boat in all Consistency and Championship series races in accordance with the Sailing Instructions 19 and 20. ▪ Calculates the total points and places at the end of the Consistency and Championship series and notifies the Trophy Officer of the first, second and third place getters for the purpose of having trophies made for the Club Consistency and Club Championship presentation.
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Protest/Mediation Committee Section Reps	<p>Purpose</p> <p>To serve on a Mediation Committee if called upon to do so by the OOD.</p> <ul style="list-style-type: none"> ▪ A good understanding of the "Sailing Instructions" and the "AYF Racing Rules of Sailing". ▪ Good listening and interpretive skills. ▪ Good common sense. ▪ Sense of procedural fairness.
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Start Boat Skipper	<p>Purpose</p> <p>To provide an on-water platform for the management of racing through the provision of a correctly positioned start boat.</p> <p>Role and responsibility for start boat skippers</p> <ul style="list-style-type: none"> ▪ Prepares and checks the start boat for operation (see separate checklists).
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	<ul style="list-style-type: none"> ▪ Skippers the start boat and is responsible for its operation on the water. ▪ Assists with the start procedure as required by the starter. <p>Key Competencies for start boat skippers</p> <ul style="list-style-type: none"> ▪ Must hold a Recreational Skippers Ticket and carry it with them when on duty. ▪ Is experienced and skilled in operating the start boat.
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<p>Support Boats Skipper and crews</p>	<p>Purpose</p> <p>To provide on water support and safety to sailors through the provision of trained and experienced support boat operators and crew.</p> <p>Role and responsibility for support boat skippers</p> <ul style="list-style-type: none"> ▪ Prepares and checks the rescue boat for operation. ▪ Assists with launching, retrieval, washing and packing away. ▪ Skippers the rescue boat and is responsible for its on water operation ▪ Lays and retrieves day buoys as required by the OOD. ▪ Patrols as instructed by the OOD. ▪ Effects rescues as required. <p>Key Competencies for support boat skippers</p> <ul style="list-style-type: none"> ▪ Must hold a Recreational Skippers Ticket and carry it with them when on duty. ▪ Is experienced and skilled in operating the rescue boats and in rescuing (i.e. has crewed on the rescue boat numerous times and an experienced skipper has judged them to be competent). ▪ Is authoritative and can make quick decisions under pressure. ▪ Able to swim 50 metres fully clothed. <p>Role and responsibility for support boat crews</p> <ul style="list-style-type: none"> ▪ Assists with the preparation, launching, retrieval, washing and packing away of the rescue boat. ▪ Assists the Rescue Boat Driver as directed. <p>Key Competencies for support boat crews</p> <ul style="list-style-type: none"> ▪ Able to swim 50 metres fully clothed. ▪ Skilled in rope handling. ▪ Can carry out commands quickly and positively. ▪ Familiar with operation of the on-board radios ▪ Preferably has an RST as a minimum qualification
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