# SAILING SECRETARY ROLE

**Chanonry Sailing Club, The Harbour,**
**St. Andrew's Walk, Fortrose, IV10 8TP**
**www.chanonry.org.uk**

OSCR
Scottish Charity Regulator
www.oscr.org.uk
Registered SCIO
SC049615

The Sailing Secretary is responsible for the Programme of sailing activity and is supported by a Sailing Sub-Committee plus volunteers helping with a variety of practical and organisational aspects. Most volunteer roles in the middle column of chanonry.org.uk/appointments-and-volunteers relate to the responsibilities of the Sailing Secretary and Committee.

1. Sailing Committee
    a. Sailing Secretary is a Member of the main committee/board
    b. Liaison with the various activity leads to ensure no programme clashes and appropriate support for events such as Regattas. Mainly Training, Rowing, Social, Cruiser Liaison and Harbourmaster.
    c. Recreational Sailing – delegated to the current Recreational Sailing Coordinator
    d. Cruiser Liaison - delegated to the current Cruiser Liaison person.
2. Racing for Dinghies and Cruisers/keelboats:
    a. Series
    b. One-off club events
    c. Open events (expecting visitors)
    d. Standard and Pursuit racing
3. Race Management
    a. Event and Series race management documentation *
    b. Promotion of Events
    c. Race Management team volunteers
    d. Volunteer management
    e. Equipment:
        i. Race Marks
        ii. Radios – delegated to Steve Bramwell
        iii. Starter's Horn
        iv. Borrow a Committee Boat for Dinghy Regattas
    f. Results calculation and publication – using Sailwave and website *
    g. Trophies – historic records, award and engraving; refer to the Policy *

* Richard Evans is willing to support those wanting to know what information and templates are available and which will save reinventing the wheel. Contact richardf.evans@gmail.com