



SAILING SECRETARY ROLE

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



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 organizational aspects:

1. Sailing Sub-Committee
 - a. Member of the main committee
 - 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

* most volunteer roles in the 3rd column of chanonry.org.uk/committee.html relate to Sailing Secretary responsibilities.