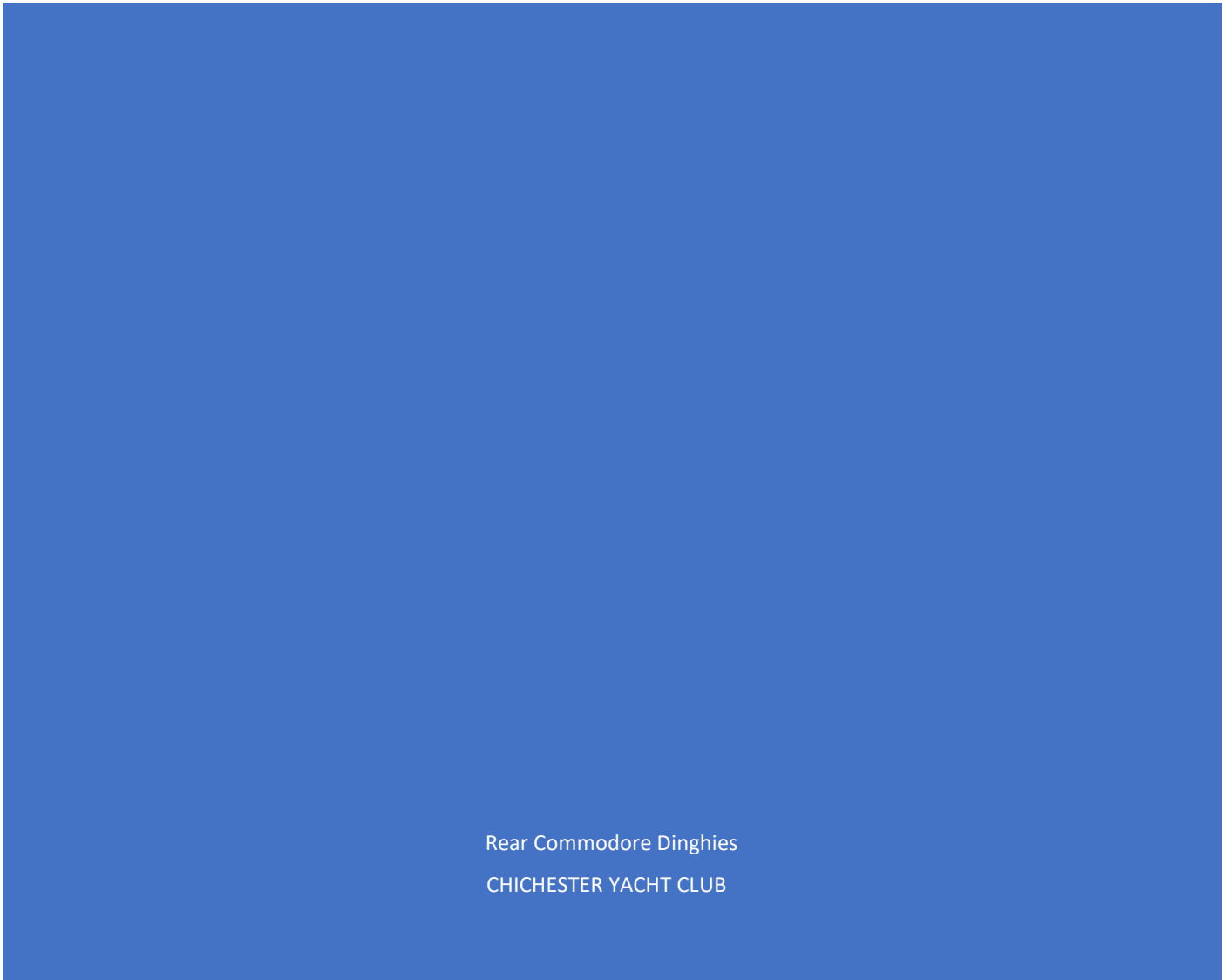




CHICHESTER YACHT CLUB DINGHY SECTION GOVERNANCE



Rear Commodore Dinghies
CHICHESTER YACHT CLUB

UPDATED SEPTEMBER 2020

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TABLE OF MEETINGS AND ROLES

The introduction of a Volunteer Charter (VC) for the Club is supported by Terms of Reference for each of the key roles the Club is seeking volunteers for. There are two standing Dinghy Section committees: the Dinghy Committee and the Sailing Committee. Training is now the lead of RC Training and, whilst training is an integral part of the Dinghy Section programme, integration is achieved with RC Training being part of the Dinghy Section Committee. The Table below identifies the primary dinghy section roles and the Section committees, as appropriate, they should attend.

Role	Member of DC	Member of SC	Notes
RC Dinghies	X		Also member of GC and MSC; TORs governed by GC
Sailing Secretary	X	X	
Assistant SC	X	X	Supports SS in role; no separate TORs
Racing Secretary	X	X	
Comms/Publicity	X		
New Members Sec	X		
Dutyman Manager	X		
Bosun - Dinghies	X		TORs covered by a single Bosun set
Bosun - Power	X		ditto
Tea Bar Manager	X	X	
FC Fast, Asymmetric		X	TORs covered by a single Fleet Captain set
FC Med, Asymmetric		X	ditto
FC Laser, Aero		X	ditto
FC Classic SHs		X	ditto
FC Youth		X	ditto
Dinghy Cruising Sec		X	ditto
Sailing Manager	X		Member of Staff; TORs covered by staff procedures
RC Training	X		Also member of GC and MSC; TORs governed by GC
Dinghy Park Manager			Supports RC Dinghies in role
Race Results Officer			Supports Race Officer in Role
Leader MWWP			Mid Week Working Party lead

GENERAL NOTES APPLICABLE TO ALL COMMITTEE MEMBERS

All volunteer roles covered by this document are filled by Club members.

It is beholden on all Club members to be aware of and uphold the club rules and key policies. These are available via the Club website and in hard copy from the Office.

Three areas are highlighted here: Data Protection, Child Protection and Health and Safety.

Volunteers, particularly those who are included on distribution sheets which include member personal details, must be mindful of their responsibilities under the General Data Protection Regulations. Personal data that is shared, and which should only be used for the purpose for which it was shared, includes new member details and Dinghy Park user details.

All members of the Committees are encouraged to provide material (copy) to the editor of the Club Magazine and to the Communications and Publicity member, as a means of sharing the load and ensuring the activities of the Section and its members can be widely appreciated across the Club. Whilst this can be reports of club-based activities, anything related to sailing or boating elsewhere can also be of interest.

Finances: There is no dedicated Dinghy Section Budget. The Tea Bar Manager typically has a float and needs to engage with the Accounts manager to ensure value for money to the Club. Budgetary expenditure requires the use of short business case submissions or, for small expenses, dialogue and approval with the Office / general manager. Financial approval levels are set by the General Committee.

By convention, RC Dinghies leads on planning the CYC Regatta (hosting other harbour sailing clubs); Dinghy Week (worth establishing a working group around Easter); and the Section Annual Dinner and Prize Giving.

MEETINGS

DINGHY COMMITTEE

Purpose

The Dinghy Committee is a key construct within the Club's governance arrangements, providing a link between the business focussed General and Board sub committees, the Membership Sub Committee, and the routine running of the Dinghy Section.

To provide direction to the sailing committee in terms of policy and programming.

To understand the views of Section members in order to have them represented to higher committees as necessary.

To own and develop the waterfront and boat asset strategies and plans, influencing associated club budgets.

Members

RC Dinghies

Sailing Secretary

Race Officer

Bosuns

Tea Bar Manager

New Members Secretary

Assistant Sailing Secretary

Dutyman Coordinator

Comms and Publicity Officer

RC Training

Sailing Manager

Meetings

Monthly on the 3rd Thursday of each month. This can be virtual or held at the Club.

Agenda Topics

Key points from higher level meetings

Any upcoming special events

Sailing Committee feedback, including general, racing, training

Boats and Waterfront

Comms and Publicity

New members

SAILING COMMITTEE

Purpose

To discuss, plan, manage, implement and, if necessary, modify, the Dinghy Section programme, with the aim of providing Section members with an interesting and varied calendar of events, including training and development, cruising and racing, delivered in an effective and well organised manner.

Members

Sailing Secretary – Chair (to lead on Agenda and provision of minutes)

Race Officer

Tea Bar Manager

Fleet Captains

Cruising Captain

Sailing Manager

Others as necessary to support specific agenda items

Meetings

Meetings held approximately every 8 weeks (but more often, as necessary, in the run up to finalising the Club Programme, which aims to go to print at the end of October each year)

Agenda Topics

Dinghy Section Programme - to set and deliver sailing programme including club racing, cruising, open meetings (including winter series and dinghy week)

Club Race series; NOR / SIs, duties, prizes

Cruises

Regatta

Bass Cup

Class Open Meetings

Dinghy Week

Training

INDIVIDUAL ROLE TERMS OF REFERENCE

SAILING SECRETARY

Primary Purpose

As Chair of the Sailing Committee, to manage the planning of the Dinghy Section's programme of events and activities and to provide oversight of its implementation.

Secondary Purpose

The purpose of the Sailing Secretary is to support the Dinghy Committee in the fostering and encouragement of member participation of on water activities launched from the Club (includes personal watercraft, canoes, kayaks, stand up paddleboards etc), including providing strategic guidance on developing the sailing activities within the club to align with Dinghy Section membership interests.

Accountability

The Sailing Secretary is accountable to Rear Commodore Dinghies

Tasks

Act as Chair of the Sailing Committee.

Coordinate production of the Dinghy Section programme plan, seeking Dinghy Ctte advice if required, to meet the Club's publication timetable (typically goes to publishing at the end of October each year).

Coordinate, through the enrolment of volunteers, the management of Dinghy Section events.

Attend the Dinghy Section Committee, providing progress reports and raising any issues of concern.

Assist with keeping the Club informed of Dinghy Section activities, including through contributions to the Club Magazine.

Deputise for the Rear Commodore when required

Liaise with Chichester Harbour Federation and other harbour sailing club representatives

RACE OFFICER

Primary Purpose

The purpose of the Race Officer is to lead on the “Technical” side of Dinghy Racing.

Accountability

The Race Officer is accountable to the Sailing Secretary.

Tasks

Key member of the Sailing Committee.

Act as deputy to the Sailing Secretary when required

Call and chair Dinghy Racing Sub-Committees when necessary.

The timely preparation and publishing of CYC racing documents for each event, including:

- Club Sailing Instructions

- Notices of Race where required for any event

- Open Meeting Entry Forms and SIs

- Regatta Entry Forms and SIs

- Family and Junior Race Week Entry Forms and SIs

- Snowflake Entry Forms and SIs

- Bass Cup

- Long Distance Races

Maintaining the proper application of ISAF/RYA Racing Rules of Sailing, including adaption to align with revised Racing Rules, in all CYC events with adjustments where requested by individual classes.

Race Management Training

Facilitate and encourage training for Race officials through Club Race Officer courses at CYC and external regional RO courses.

Maintain a register of members’ Race Officer qualifications and, available to the Dutyman Co-ordinator to enable the appropriate allocation of duties.

Maintain the guides for Race management officials and personally advise Race Officers when appropriate.

Race Management Equipment

Maintain and develop the equipment used for running races at CYC including flag sets, sound signals, signal stations and locations including waterborne locations such as Jaffa and Cyclone. Maintain and develop the storage facilities for this equipment.

Ensure the appropriate provision of racing marks in conjunction with others.

Maintain the format and provision of paperwork for recording and scoring, maintaining a close relationship with the Results Officer to enable all documents and systems to function harmoniously together.

Maintain all necessary documents and reference books, equipment etc. for the resolution of disputes in racing.

Maintain the records of Club events for the past 3 years for reference and use in contacting competitors.

Provision of Prizes and records of prize-winners

Provide the prizes for Club racing events generally to be presented at the annual CYC prize-giving. (Class Open event prizes being the responsibility of the Class Captains)

Maintain the records of individual trophies, their allocation and purpose and the winners which are published in the Club programme each year.

DINGHY PARK MANAGER

Purpose

To oversee the general organisation and condition of the Dinghy Park, working with the Office to maintain a register of berths allocated, to whom and for what vessel, and available spaces, in order to support its efficient and safe functioning as a member facility.

Accountability

The DPM is accountable to RC Dinghies.

Tasks

Ensure the Dinghy Park Rules remain relevant, proposing amendments as necessary to RC Dinghies and the Office

To maintain, in conjunction with the Office, a register of berths and their allocations (the Office holds and maintains the database)

To assist the Office in 'policing' the Dinghy Park in accordance with the Dinghy Park Rules

To assist the Office in managing the allocation of berths to members and for temporary use during Open Meetings

Authorised to contact members as necessary in fulfilment of the purpose

To engage the resources of the SAGA louts when there are particular jobs which would benefit from their expertise

To monitor the condition of anchor chains, berth tags and the correct placement of dinghies in berths, in a safe a tidy manner

To be involved whenever there are any organised rearrangements, eg if a row is moved to allow maintenance.

DUTYMAN COORDINATOR

Purpose

The role of DutyMan Co-ordinator at Chichester Yacht Club is to use DutyMan (an on-line software platform that allows sailing clubs to organise their duty rosters to run racing) to setup the club's racing calendar and to organise filling the duty roster with Dinghy Section members.

Tasks

To generate spreadsheets covering the clubs racing programme for both summer and winter sailing and to allocate the appropriate duties to cover the various racing events of the summer racing programme. Templates for these spreadsheets are available.

To maintain an up-to-date DutyMan members list according to CYC's own current list, together with members capabilities.

To ensure all allocated duties for the club's summer racing programme are filled.

Computer literacy is required together with a rudimentary knowledge of EXCEL.

Filling Duties

From the end of the summer season through to just before the beginning of the following year's summer season the DutyMan Co-ordinator sets up a system for members to volunteer for the following year's duties. These duties include Race Officer, Assistant Race Officer, Safety Boat Helm and Crew and Tea Bar. Out of a total of approximately 350-380 duties, 80% or more will typically be volunteered for. The remainder must be allocated from the DutyMan members list according to peoples' capabilities.

Time/Effort Required

The DutyMan role has busy periods and less busy periods. The busy times are around September/October (when the system must be setup for out-of season volunteering for the following year's programme) and March (when the allocation of 'non-volunteered-for' duties must be made). In these busy times the role might typically take around two hours per week.

Less busy times cover virtually the rest of the year where the DutyMan system effectively runs itself. It would be unusual to spend more than one hour per week during this time and there may indeed be weeks when no activity is required at all.

TEA BAR COORDINATOR

Purpose

To lead and coordinate the provision of suitable, and safe, café / snack bar fare during Club , including Open, Racing events.

Accountability

To the Dinghy Committee.

Tasks

To liaise with the Accounts Manager for budget.

To maintain open consideration of use of wider club refreshment facilities (the tea bar should not be in competition with the main bar and restaurant).

To ensure adequate stocks ahead of events.

To provide explanatory guidance / training for Tea Bar volunteers.

To ensure adequate cleaning materials for maintenance of food hygiene

Notes

Food Health and safety training will be provided.

COMMUNICATIONS AND PUBLICITY

Purpose

The Communications and Publicity member has the role of keeping members informed of up and coming events, both Section specific and Club related, both on the water and social. The role is also the lead for providing copy to external publications for the purpose of keeping the Club in the public eye, with its positive effect on retention and attracting new members. This role also holds the administrative lead for maintaining the Section's WhatsApp channels and the Dinghy Section's What's On part of the Website

Accountability

To RC Dinghies, and other committee members who ask for material to be published to help them fulfil their roles.

Tasks

To coordinate and publish the Section's regular email-based communication, Flag it Up. This should aim to be weekly during the main sailing season, or fortnightly during the darker months.

To be the lead administrator for the Sections principal WhatsApp channels: Dinghy Racers; Dinghy Coaching; Dinghy Cruising.

To act as the primary interface with external organisations, such as Chichester Observer, Yachts and Yachting.

To organise the writing and publishing of race reports, distributing to the media and through the Club's publication channels.

To assist members of the sailing committee with publicity for open events.

To assist the Office with external publicity material generated on behalf of the Club as a whole.

Notes

This is quite an involved role and the holder will necessarily depend on other committee members to provide material. Training in the use of MailChimp, for regular bulletins using the email group for the Section, will be provided

NEW MEMBERS SECRETARY

Purpose

The New Members secretary takes a coordinating function for new member activities, joined and prospective.

Accountability

The New Members Secretary is accountable to RC Dinghies.

Tasks

To provide an initial welcoming contact with New members, as identified by the Office's monthly new members spreadsheet.

To oversee coordinated welcomes from relevant Dinghy Section Officials; eg most relevant Fleet Captain.

To coordinate Section volunteers in support of Club Open Days or boat shows organised by the local marinas.

To coordinate Section volunteers for attendance at (to act as new member hosts) the Club's New Member receptions and / or dinners.

Notes

The new members spreadsheet extracts new member application form details into a spreadsheet, including, family members, contact details, boat(s) owned, abilities and reasons for joining.

BOSUNS

Purpose

Working closely with the Sailing Manager, enable the provision of suitable boat assets in a timely manner to meet the Dinghy Section and Training programmes

Accountability

To the Dinghy Committee

Tasks

To support the Sailing Manager in the routine maintenance of the Club's dinghies and power boats.

To assist the Sailing Manager in ensuring that boat assets are up to standard for the annual RYA Inspection.

To support the Sailing Manager identifying cost effective maintenance solutions for current Club boats.

To review and update the Boat Asset Strategy and Maintenance / replacement Plan annually, to inform the Club's budget planning round (4th quarter of the year)

To encourage and implement the use of dinghy and power boat defect reporting

To identify opportunities and raise business cases (Situation, Target, Proposal) to enhance the Club's on water asset provision for members.

Notes

The Sailing Manager is officially the Club's lead for Boat Assets, whilst the Bosuns can provide the wealth of Club experience and expertise that helps shape and prioritise the provision of Boats to meet the Club's programme. Close cooperation is essential. The Sailing Manger's TORs state:

The Sailing Manager is accountable to the Club's volunteer Bosuns for the provision of a boat asset maintenance schedule where such maintenance is considered dependent on the volunteer force to assist with carrying it out.

FLEET CAPTAINS

Purpose

Fleet Captains act as a representative of their Fleet on the Sailing Committee, as well as coordinating and communicating with their Fleet members to support the Dinghy Committee and Sailing Committee in their roles

Accountability

Fleet Captains are accountable to the Sailing Secretary for general Fleet activity and to the Race Officer for managing Class events.

Tasks

A key member of the Sailing Committee

To support the Sailing Secretary and the Racing Secretary in carrying out their roles.

To support the Dinghy Park volunteers in policing your Class within the Dinghy Park.

To assist the Race Officer in the coordination of people for duties during your Class Open meetings when held at CYC, including consideration and provision of Prizes

To make contact with New Members, identified by the New Member secretary as being, or likely to be interested in your Fleet.

To encourage the maximum number of CYC Class sailors to take part in their Class Open meetings when held at CYC.

To take the lead in engaging with the National Class Association on matters relating to the Class.

To try and coordinate members of your Class volunteering for duties during club race series to try and facilitate all members of the same Class doing duties on the same day of a series, in order to allow the maximum number of boats of the same Class to compete against each other on the water.

Notes

Strong and active fleets within sailing clubs do not just happen by chance. They are built up by the leadership, initiative and involvement of a few people over a number of years. These people devote time, energy, interest and enthusiasm for the benefit of others, so that everyone can enjoy our sport of Dinghy sailing and racing

MID WEEK WORKING PARTY LEADER

Purpose

To coordinate a programme of small-scale waterfront and boat asset maintenance and development tasks that can be completed by volunteer working parties over the late autumn / winter months.

Accountability

To the Dinghy Committee

Tasks

To corral a cohort of members willing to support the MWWP, whether on the ground doing specified works, or organising the coffee break.

To propose an outline programme of works, in conjunction with the Bosuns

To ensure volunteers adhere to the Club's policies on Health and Safety, including use of provided safety equipment when appropriate

To provide a reminder, to MWWP volunteers, via email and for inclusion in Flag it Up, of upcoming sessions.

To provide a summary of works completed for Flag It Up.

Notes

The MWWP, as well as providing a vital volunteer resource for the maintenance and development of waterfront and dinghy park facilities, also serves a friendly social purpose, enabling members to share a coffee and biscuits between shorts bursts of physical activity. It contributes to members' mental and physical well-being!

RACE RESULTS OFFICER

Purpose

To lead in the collation and publication of Club Race series results.

Accountability

The Results Officer is accountable to the Sailing Secretary and the Race Officer for the timely submission of Club Racing results.

Tasks

To manage the Club's race results using the online Sailwave facility. (Sailwave is a software package which facilitates the recording and scoring of sail race series and regattas).

To manage the Portsmouth YardStick online account which deals with RYA handicap ratings.

To ensure sufficient blank paper forms are available in the Officer of the Day cupboard for the day's race officer and assistants to manage and record club racing.

To collect the paper records on completion of club racing or from the box provided for that purpose, transferring the results to Sailwave and publishing to the website.

Notes

This is a specialist job for which Sailwave training will be provided.