

Sailing Committee

By-laws

By-law: Sailing Committee By-laws	Approved by: Board of Directors
Version: V1 - April 2018	Review Date: 24 April 2020

1 Purpose

This By-law details the powers delegated by the Board of Directors of Keppel Bay Sailing Club (The Club) to the Sailing Committee. The Club's Constitution has specific reference to the Sailing Committee's governance.

2 Scope

All Sailing Committee members and any member of a Sub-Committee appointed by the Sailing Committee.

3 Authority

The Sailing Committee is a sub-committee of the Board of Directors and its authority is limited to that given by the Board of Directors or pursuant to the Club's constitution.

The Sailing Committee shall be entitled to establish rules for the regulation of the sport of sailing and By-laws for the conduct of the committee.

The Sailing Committee may appoint Sub-Committees with such authority as the Sailing Committee is entitled to delegate to the Sub-Committee.

4 Role

The Sailing Committee acts on behalf of the Sailing Members and is responsible for fulfilling the following five of the nine objects, as outlined in the Club's Constitution (Section 3.3, p 5):

- Promote and encourage the sport of sailing on Keppel Bay and elsewhere;
- Conduct and race sailing craft at Keppel Bay and at such other places as may from time to time be decided by the Club;
- Make and maintain provision to enable its members, guests and other approved persons to participate in sailing;

- Improve the sailing abilities of its members and other approved persons by the provision of coaching and training;
- Encourage increased and wider participation in the sport of sailing by promoting the club and the sport of amateur sailing.

5 Responsibilities

The Sailing Committee fulfils its role through the supporting/actioning of the identified Key Activities listed below which are non-exhaustive and are representative of the range of activities likely to take place.

5.1 Sailing Members

- (a) Review and propose new Sailing Members to the Board of Directors;
- (b) When called by Management or the Board, assist with resolving issues between Sailing Members, or between Sailing Members and the Club;
- (c) Set key principles to, and review effectiveness of communication with Sailing Members;
- (d) Ensure Sailing Members have access to, and are encouraged to benefit from social and entertainment activities offered by the Club;
- (e) Initiate and monitor the implementation of key activities to recruit new Sailing members.

5.2 Sailing Volunteers

- (a) Ensure all volunteer “jobs” have role descriptions;
- (b) Welcome new sailing volunteers when they sign-up;
- (c) Provide strategic guidance for sailing staff to schedule appropriate volunteer training and development opportunities;
- (d) Promote volunteering opportunities to Sailing Members to encourage participation;
- (e) Ensure each volunteer is assigned to roles aligned with their interest and motivation wherever possible;
- (f) Approve a framework for staff to record and report on volunteers’ activities and contribution;
- (g) Oversee a volunteer roster for sailing calendar (races) and Friday’s raffles;
- (h) Ensure volunteers are given recognition formally and informally.

5.3 Races and Regattas

- (a) Provide strategic direction and operational ongoing support to the Regatta Committee;
- (b) Develop an annual sailing calendar that meets Sailing Members’ expectations and interests;

- (c) Conduct club racing and regattas in accordance with the sailing calendar.

5.4 Training and Coaching

- (a) In consultation with management, develop, implement and review training and coaching staff annual objectives / KPIs;
- (b) Provide strategic guidance for the reporting on the delivery of training and coaching;
- (c) Review the implementation and effectiveness of the Sailing Pathways;
- (d) Initiate the engagement of external coaches as/when required and evaluate success;
- (e) Provide input to management in relation to engagement of external coaches and senior training and coaching sailing personnel.

5.5 Sailing and Yachting Clubs and Associations

- (a) Support where possible other Clubs' requests for assistance;
- (b) Initiate/oversee communications with other sailing organisations;
- (c) Initiate/oversee bids to host Regattas/Events;
- (d) Liaise with other regional sailing clubs to encourage alignment within the sport of sailing;

5.6 Sailing Assets Management

- (a) Oversee maintenance and plan to ensure boat fleets and supportive equipment are available and fit for purpose to meet current and short-term sailing needs;
- (b) Identify and plan for sailing asset replacement, and procurement of additional assets.

5.7 Sailing Budget

- (a) In consultation with Management, develop a complete annual sailing budget (including capital / staff / operation costs);
- (b) Review each month the sailing budget, and formulate recommendations, as required;
- (c) Review, and recommend for Board's approval, commitment of expenditure in excess of budget and all capital expenditure of \$10,000 or more;
- (d) Provide strategic guidance and support to Management regarding grants / sponsorship funding proposals;
- (e) Make recommendation to the Board regarding Annual Sailing Membership fees for all sailing membership classes including any discounts if applicable.

5.8 Sailing Policies and Procedures

- (a) Oversee the maintenance of a register of all sailing related policies and procedures, ensuring they are up-to-date, relevant, and communicated to Members;
- (b) Authorise and support staff to implement sailing policies and procedures;
- (c) Lead the ongoing review of policies and procedures implementation;
- (d) Lead the development of new policies and procedures, as / when required;

5.9 Promotion of the Club and the Sport of Sailing

The Sailing Committee will take leadership and provide support to members in the representation of KBSC in the sport of sailing and related activities.

6 Decisions for the Board of Directors

The Sailing Committee makes recommendations to the Board that do not directly relate to conducting club racing and include the following as an indicative list;

- (a) New Sailing Membership applications
- (b) All sailing membership annual fees and discounts
- (c) Sailing budget
- (d) Expenditure in excess of budget and all capital expenditure of \$10,000 or more;
- (e) Facilities and Human Resources (through the Manager)
- (f) Decisions that may have a significant impact on the Club's image, reputation or operations.

7 Board of Directors/Sailing Committee Communication

The Vice Commodore will report at the Board's monthly meetings in relation to the Sailing Committee fulfilling its role and responsibilities.

Monthly Board meetings will have a standing agenda item for the Sailing Committee. Sailing Committee Minutes will be tabled at Board meetings after they have been ratified at a Sailing Committee Meeting.

Directors have the right to attend Sailing Committee meetings as outlined in the Club's Constitution.