

# Keppel Bay Sailing Club Ltd.



## SAILING VOLUNTEERS

### Positions and Role Descriptions

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**November**  
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# KBSC VOLUNTEERS

## JOB POSITIONS & DESCRIPTIONS

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# 1. CLUB OFFICER OF THE DAY

## VOLUNTEER'S ROLE

To act as a liaison amongst other volunteers on the day and to facilitate the smooth operation of the activity.

- Assigning volunteers to roles if required;
- Authorising immediate necessary purchases (within budgetary constraints);
- Providing support and direction to volunteers; and
- Be a point of contact at the Clubhouse for matters relating to the activity.

The role of Club Officer of the Day is different to the role of the Principal Race Officer.

The Club Officer of the Day shall be a member of the Sailing Committee or Board of Directors.

## VOLUNTEER'S IMMEDIATE SUPERVISOR

The supervisor is the Commodore, Vice-Commodore, or Manager, as appropriate on the day.

## BASIC TASKS INVOLVED

- Liaise with volunteers and members in order to fulfil the role.
- Make sure hoses and club boats are stored away.
- Ensure roller doors to the club are down and locked before leaving the premises.
- Complete maintenance report in relation to any faults or damage that has been reported.

## SKILLS/QUALIFICATIONS REQUIRED TO CARRY OUT THE POSITION

Be a member of the Sailing Committee or Board of Directors.

## DURATION OF POSITION AND TIME COMMITMENT

- Dependent upon the activity of the day.
- Will be rostered onto the sailing calendar at a frequency dependent upon available volunteers.

- Most rostered on days will be on Sundays unless there is a major regatta scheduled, in this case it could be any day. Major regattas may require volunteers to volunteer their time specifically to that time.

## **2. PRINCIPAL RACE OFFICER**

### **VOLUNTEER'S ROLE**

The Principal Race Officer (PRO) is responsible for the safe conduct of races by;

- Determining if conditions are safe for racing.
- If conditions are not safe for racing, the PRO may postpone, cancel, or abandon racing.
- Setting the course.
- Conduct a briefing.
- Ensure that conditions of the Notice of Race are met.
- Any other obligation as required of a Qualified Principal Race Officer.

### **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is the Responsible Club Officer.

### **BASIC TASKS INVOLVED**

- Allow 2 hours prior to race start time to launch the boats and set the course.
- Decide whether racing is to go ahead, be cancelled, postponed, or abandoned.
- 2 adults are required to operate each of support boat. Passengers in support boats must be limited, dependent upon the capacity of each boat, in case a rescue needs to be performed.
- If racing is to proceed, put out sign on sheets, fill in race day blackboards, and put flags up flag pole to advise sailors racing is going ahead.
- Ensure that volunteers are in place to organise and operate support boats, including:
  - Ensure volunteers on the day commute to the CCYC.
  - Ensure the keys for the CCYC gate and roller door are gathered and taken to CCYC.
- Allow at least 1 hour to lay the race course.
- Set the course.
- If no designated Starter is rostered on, the PRO will be required to start the race.
- If not designated Timekeeper is rostered on, the PRO will be required to take finish places and finish times.
- Take flags down the flag pole and put away
- Responsible to ensure that sign on/off sheets are returned to the regatta office.
- Responsible to ensure that results are returned to the regatta office.

## **SKILLS/QUALIFICATIONS REQUIRED TO CARRY OUT THE POSITION**

- Hold a Race Management Certificate or equivalent.
- Understand sail and power boat operations.
- First Aid and CPR qualification.

## **DURATION OF POSITION AND TIME COMMITMENT**

- The PRO will be required to be on duty for the duration of the day's races or regatta.
- Will be rostered onto the sailing calendar at a frequency dependent upon available volunteers.
- Most rostered on days will be on Sundays unless there is a major regatta scheduled, in this case it could be any day. Major regattas may require volunteers to volunteer their time specifically to that time.

# **3. SAFETY BOAT OPERATOR**

## **VOLUNTEER'S ROLE**

The role of the Safety Boat Operator is to ensure the safety of all persons on the water.

## **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is the PRO. The Supervisor is there as a mentor for questions and second opinions for circumstances where the Safety Boat Operator requires guidance.

## **BASIC TASKS INVOLVED**

- Allow yourself 2 hours to launch the boats and set the course.
- 2 suitable persons are required to operate the club safety boats. Passengers in safety boats must be limited in case a rescue needs to be performed.
- All safety boat volunteers on the day needing to commute to the CCYC may do so in the Club 4WD. Ensure the keys for the CCYC gate and roller door are taken with you in the 4WD.
- At the CCYC unlock the shed and prepare the safety boats with the equipment required. A list is located on the wall in the shed.
- Tow the boats down to the ramp, and launch. Launching requires two suitable persons to be present and assist.
- Drive the boats to the racing area taking note of the sea conditions and weather.
- Complete radio checks to each boat and clubhouse.
- Allow at least 1 hour to lay the race course.
- Take course setting orders from the PRO to assist with course setting.

- As soon as sailing boats enter the sailing area, your priority is their safety, and are obliged to assist them if asked or deemed necessary by the safety boat operator.
- Safe towing of a vessel back to shore may be required.
- First Aid administering may be required and reported.
- Safety boats may be directed by persons in the tower when deemed appropriate.
- Safety boats must not leave the racing area until all boats are finished.
- On arrival to CCYC, Retrieve safety boat from the water, wash and run fresh water through the engine.
- Put boats back away in shed and pack away equipment where it belongs.
- Lock up shed and return to KBSC.
- Park 4WD.
- Report any faulty or damaged equipment to the Club Officer of the Day.

## **DESIRABLE SKILLS/QUALIFICATIONS REQUIRED TO CARRY OUT THE POSITION**

- At least one Safety Boat Operator in the vessel must hold a current powerboat licence and preferably a safety boat certificate.
- Ability to drive a power vessel in rough conditions.
- General Fitness.
- Preferably holding First Aid and CPR qualification.

## **DURATION OF POSITION AND TIME COMMITMENT**

- Safety boat operators may be required to work for a full day or only half a day.
- Most rostered on days will be on Sundays unless there is a major regatta scheduled, in this case it could be any day. Major regattas may require volunteers to be available at specified times.

# **4. TIMEKEEPER AND RESULTS ENTRY VOLUNTEER**

## **VOLUNTEER'S ROLE**

To oversee racecourse, and the safety of boats on the water. They will also record race results and times.

## **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is the PRO. The supervisor is there as a mentor for questions and second opinions for circumstances where the volunteer requires guidance on any particular subject.



## **BASIC TASKS INVOLVED**

- Timekeeper and Results Entry Volunteers should be present at least one hour before race start time.
- At least 2 volunteers are required to be on duty at a time. More volunteers may be beneficial for large fleets or challenging conditions.
- Familiarize yourself with the course.
- Once on station conduct a radio check.
- Conduct a boat count, and compare to sign on / sign off list.
- Overlook the race course and report any distressed boats to the safety boats via radio.
- As boats finish, Timekeeper and Results Entry Volunteers record boat placing's and times. Record all boats that do not finish or retire.
- Once all boats have returned to the beach timekeepers can hand paperwork to the PRO.

## **DESIRABLE SKILLS REQUIRED TO CARRY OUT THE POSITION**

- Ability to read the clock/timer.
- Ability to operate appropriate computer programs.
- Ability to multitask.

## **DURATION OF POSITION AND TIME COMMITMENT**

- Timekeeper and Results Entry Volunteers may be required to work for a full day, half a day, or a complete regatta.
- Most rostered on days will be on Sundays unless there is a major regatta scheduled, in this case it could be any day. Major regattas may require volunteers to be available at specified times.

# **5. CANTEN AND BAR OPERATOR**

## **VOLUNTEER'S ROLE**

Prepare and serve all food and beverage. Maintain cleanliness and security of the canteen.

## **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is the Club Officer of the Day.

## **BASIC TASKS INVOLVED**

- Carry out open and close procedures for the canteen, including collection and return of cash float.
- Prepare and serve food and beverage that will be made available for the day.
- Wash dishes, clean down benches, clean out microwave and pie oven etc and switch off when finished.
- Operate the point of sale and eftpos terminals.
- Serve alcohol responsibly.

## **DESIRABLE SKILLS REQUIRED TO CARRY OUT THE POSITION**

- Food Safety Certificate and RSA.
- Good with handling money.
- Good people skills.
- Have good hygiene practices.
- Ability to operate cash register and eftpos terminal.

## **DURATION OF POSITION AND TIME COMMITMENT**

- Volunteers need to be present about 1 hour before service to prepare. This shift will last for about 2 to 3 hours.

# **6. FRIDAY NIGHT RAFFLES FUNDRAISER**

## **VOLUNTEER'S ROLE**

To sell raffle tickets at the rostered venue on a Friday night between the hours of approximately 5:30pm and 7pm.

## **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor for Friday night raffles is the Venue Duty Manager for the night. The volunteers are responsible to the Sailing Committee.

## **BASIC TASKS INVOLVED**

- Collect raffle apron, change, and tickets from venue reception.
- Make yourself known to Venue Duty Manager.

- Walk around the venue asking customers whether they would like to purchase a ticket. Before entering a function check with Venue Duty Manager.
- At allocated time, do the draw. Winning numbers need to be announced over microphone, and recorded.
- Ensure patrons are thanked for their support.
- At completion of the raffle return money, apron, filled out raffle form and uncollected vouchers to the receptionist.

## **DESIRABLE SKILLS REQUIRED TO CARRY OUT THE POSITION**

- Good money handling skills and doing sums in your head.
- Good people skills

## **DURATION OF POSITION AND TIME COMMITMENT**

- Time per shift is about 1-2 hours on rostered nights.

# **7. ROLE OF THE SAILING COMMITTEE**

## **THE FUNCTION OF THE SAILING COMMITTEE SHALL BE TO:**

- Establish rules for the regulation of the sport of sailing and by-laws for the conduct of the Sailing Committee.
- Develop and manage the sailing budget under the direction of the Board (and in consultation with the Manager).
- Oversee the sports assets to ensure they are kept at a suitable standard and in line with the sports advancements.
- Oversee, organise and prepare for sailing events.
- Provide strategic direction and operational ongoing support to the Regatta Committee in relation to regatta and major events.
- Provide strategic direction in regards to the provisions of training related to the sport of sailing.
- Approve/disapprove proposed sailing members. Represent members' views and act on their suggestions and feedback.
- Oversee promotion of the sport of sailing within the community.
- Manage the administrative functions relating to the sport of sailing.
- Provide strategic guidance for staff to schedule appropriate volunteer training and development opportunities. Thank and recognise volunteers.

## **8. SAILING COMMITTEE MEMBER**

### **VOLUNTEER'S ROLE**

To attend meetings to make decisions, plan and delegate jobs about upcoming regattas, events and the general running of sailing at the Keppel Bay Sailing Club.

### **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is the Vice Commodore of the Keppel Bay Sailing Club. The Vice Commodore is the Chair of the Sailing Committee.

### **BASIC TASKS INVOLVED**

- To attend meetings as required.
- To be approachable with sailing members, and to take their concerns to meetings.
- To manage the day to day activities of the sport of sailing.
- To carry out delegated duties.
- To help plan and manage regattas and events.
- To assist in the establishment and review of rules and regulations of the sport of sailing.
- To contribute to the responsibilities of the Sailing Committee.

### **DESIRABLE SKILLS REQUIRED TO CARRY OUT THE POSITION**

- Ability to interact positively with people
- Be a team player.
- Be proactive and have the ability to make decisions.
- Have an interest in and understanding of the sport of Sailing.

### **DURATION OF POSITION AND TIME COMMITMENT**

You hold this position for two (2) years. Time commitment can vary, depending upon individuals' availability, however, as a guide, Sailing Committee members will be expected to attend regular meetings and regularly participate in Club activities.

### **DURATION OF POSITION AND TIME COMMITMENT**

You must hold this position until the next Annual General Meeting when a new Committee is elected.

## **9. VICE COMMODORE**

### **VOLUNTEER'S ROLE**

To be a member of the Sailing Committee and to chair Sailing Committee meetings. To make decisions and delegate jobs about general running of sailing at Keppel Bay Sailing Club. Vice Commodore represents the Sailing Committee on the Board of Directors.

### **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is the Commodore of the Keppel Bay Sailing Club.

### **BASIC TASKS INVOLVED**

- Chair Sailing Committee meetings.
- Provide reports to the Board and attend Board Meetings.
- Manage day to day running of the sport of Sailing.
- Delegate duties.
- Assist in the establishment of rules and regulations of the sport of sailing.

### **DESIRABLE SKILLS REQUIRED TO CARRY OUT THE POSITION**

- Ability to interact positively with people.
- Problem solving skills.
- Have conflict resolution skills.
- Be a team player.
- Have an interest in and understanding of the sport of Sailing and Keppel Bay Sailing Club.
- Be proactive and have the ability to make decisions and motivate people.

### **DURATION OF POSITION AND TIME COMMITMENT**

You hold this position for one (1) year. Time commitment can vary, depending upon individuals' availability, however, as a guide, the Vice Commodore will be expected to chair regular meetings and regularly participate in Club activities.

# **10. REAR COMMODORE**

## **VOLUNTEER'S ROLE**

To be a member of the Sailing Committee and to attend Sailing Committee meetings. The Rear Commodore is second in line to chair the Sailing Committee meeting in the absence of the Vice Commodore. Oversee and encourage the development of training programs.

## **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is the Vice Commodore of Keppel Bay Sailing Club.

## **BASIC TASKS INVOLVED**

- Attend Sailing Committee meetings.
- Chair the meetings and represent sailing in the absence of the Vice Commodore.
- Be approachable with sailing members.
- Delegate duties.
- Liaise with the training centre and provide training staff with direction, on behalf of the Sailing Committee.

## **DESIRABLE SKILLS REQUIRED TO CARRY OUT THE POSITION**

- Problem solving skills.
- Great communication skills.
- Be a team player.
- Have an interest in and detailed understanding of the sport of Sailing and training.
- Be proactive and have the ability to make decisions and motivate people.

## **DURATION OF POSITION AND TIME COMMITMENT**

You hold this position for one (1) year. Time commitment can vary, depending upon individuals' availability, however, as a guide, the Rear Commodore will be expected to attend regular meetings, regularly participate in Club activities, and liaise with the training centre.

# **11. GENERAL SAILING VOLUNTEER**

## **VOLUNTEER'S ROLE**

To assist in the conduct of sailing

## **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is either the PRO, Club Officer of the Day or staff.

## **BASIC TASK INVOLVED**

- Any general task assisting a person performing a defined role, such as moving trolleys, driving the tractor, washing boats and assistance in the canteen.

## **DESIRABLE SKILLS REQUIRED TO CARRY OUT THE POSITION**

- Friendly, helpful and able to follow direction.
- Awareness of your personal abilities and limitations.
- Must have appropriate licences and training for the duties performed. I.e driving tractor.

## **DURATION OF POSITION AND TIME COMMITMENT**

As negotiated with supervisor.

# **12. ROLE OF THE REGATTA COMMITTEE**

## **THE FUNCTION OF THE REGATTA COMMITTEE SHALL BE TO:**

- Plan and provide support for regattas, events and races held at Keppel Bay Sailing Club as directed by the Sailing Committee before the start of each season.
- Draft Notices of Race and Sailing Instructions for these events and submit to the Sailing Committee for approval and distribution at least 2 months before any events.
- Prepare lists of race officials and volunteers required for the regattas, sailing races and events at KBSC that the Regatta Committee is responsible for.
- Ensure that any written information prepared by the Regatta Committee for such events and sailing races is stored on a KBSC approved system, including computer.
- Present minutes of any Regatta Committee meetings at the Sailing Committee meetings.

# **13. REGATTA COMMITTEE CHAIR**

## **VOLUNTEER'S ROLE**

To chair Regatta Committee meetings and attend Sailing Committee meetings. To make decisions and delegate jobs about the planning and safe running of regattas and major events hosted by Keppel Bay Sailing Club.

## **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The Chair's Supervisor is the Vice Commodore of the Keppel Bay Sailing Club.

## **BASIC TASKS INVOLVED**

- Chair Regatta Committee meetings.
- Provide reports to the Sailing Committee and attend Sailing Committee meetings.
- Delegate duties related to the organisation and running of regattas and major events hosted by the Club.
- Assist in the establishment of rules and regulations required for regattas and major events.

## **DESIRABLE SKILLS REQUIRED TO CARRY OUT THE POSITION**

- Extensive regatta organising and management skills.
- Ability to interact positively with people.
- Problem solving skills.
- Have conflict resolution skills.
- Be a team player.
- Be proactive and have the ability to make decisions and motivate people.

## **DURATION OF POSITION AND TIME COMMITMENT**

You hold this position for one (1) year. Time commitment can vary, depending upon individuals' availability, however, as a guide, the Regatta Committee Chair will be expected to chair regular meetings and regularly participate in Club activities.



# **14. BOAT BUDDY / SKILLED SKIPPER / ASSISTANT INSTRUCTOR**

## **VOLUNTEER'S ROLE**

The Boat Buddy / Skilled Skipper is a sailor who assists KBSC Instructors to deliver Learn to Sail Programs or Discover Sailing Days/experiences. Boat Buddies assist with the Junior Sailing pathway whilst a Skilled Skipper assists with adults.

## **VOLUNTEER'S IMMEDIATE SUPERVISOR**

The supervisor is the Instructor. The supervisor is there as a mentor for questions and second opinions for circumstances where the volunteer requires guidance. Instructors' instructions need to be followed.

## **BASIC TASKS INVOLVED**

- Make new sailors feel welcome and included.
- Make safety of yourself and others a priority at all times.
- Behave respectfully at all times toward sailors, instructors and equipment.
- Encourage others as much as possible.
- Assist Instructors to teach using the methods taught by Australian Sailing qualified Instructors.
- Abide by the Code of Conduct - Sailing.

## **DESIRABLE SKILLS/QUALIFICATIONS REQUIRED TO CARRY OUT THE POSITION**

- Be a good role model.
- Boat Buddy and Skippers must have completed Tackers 3, Start Sailing 2 or equivalent and be regularly participating in club sailing activities.
- Assistant Instructors must have also completed Australian Sailing Assistant Instructor Course.
- Instructors must have also completed Australian Sailing Dinghy Instructor Course.
- Display maturity and good sportsmanship.
- Be passionate about the sport of sailing and eager to share their passion with others.
- Be a Sailing Member of Keppel Bay Sailing Club.

## **DURATION OF POSITION AND TIME COMMITMENT**

- As negotiated with Sport Coordinator or supervisor.
- Boat Buddies and Skilled Skippers who go beyond to uphold the responsibilities and values of the role may be given opportunities to become Assistant Instructors and Instructors with the Keppel Bay Sailing Club.

<b>Sailing Volunteer's Positions and Role Descriptions</b>	<b>Approved by:</b> Board of Directors
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