



## Henderson Harbor Yacht Club Sailing Activities Chairperson Job Description

1. Attend HHYC Board of Directors meetings and provide appropriate reports on Sailing Activities
2. Appoint/designate fleet captains for the keel boat fleet, junior fleet, and any other one design classes that the Club membership expresses an interest in promoting activities as a group
3. Appoint a chairperson for any youth sailing activities sponsored by the club
4. Appoint Club members, representatives to EYC (2) and representatives to other sailing groups that are of interest to the Club Membership
5. In the fall of the previous year prepare the sailing activities for the coming year by coordinating proposed activities with: Rear Commodore, Keel Boat Fleet Captain, Junior Fleet Captain House Committee Chairperson, Social Committee Chairperson and the Program Director of Water Sports
6. Identify all special arrangements that need to be made to successfully conduct any of the planned activities and verify that responsibilities are assigned and accepted
7. Typical arrangements include meals for Club sponsored races when appropriate
8. Coordinate with the appropriate Club committees the requirements for any outside group sailing activity conducted at the Club
9. Provide sailing activity dates for a coordinated Club activity calendar
10. Act as liaison to the HHWSP Board communicating to the HHWSP president and program director any questions or potential problems concerning the water sports program
11. Promote interest in cruising, water safety, racing rules etc. through invited speakers
12. Communicate with all Lake Ontario Yacht Clubs and Sailing/Associations the planned activities and dates for those HHYC sponsored sailing event that typically encourage outside participation
13. Arrange for race committees to handle the scheduled races
14. Assist the Keel Boat Fleet Captain in promoting club racing
15. Publicized the results of Club racing provided by the Fleet Captain through postings in the club and reporting at the HHYC Board of Directors meeting for inclusion in the meeting minutes
16. Arrange for the return of traveling trophies by June 1 so they may be displayed in the club house
17. Arrange for the engraving of all trophies that remain in the club house for display
18. Prepare and present a committee report at the annual HHYC meeting (copies for all required)
19. Arrange for the appropriate racing awards to be presented at the completion of each event and or at the HHYC closing dinner

20. Provide any required inputs to the preparation of the following year HHYC budget

21. Provide any appropriate suggestions to this job description for consideration by the Next Sailing Activity Chairperson elected by the membership

### **Posting Club Sponsored Races**

The EYC website

The RCR Racers News

Personal contacts with other Yacht Club

HHYC Club website

### **Scoring Races**

Quick Score Version 6 is used for scoring

See attached Scoring Sheets and Race Committee Handbook

Race Committee Sign Up sheet

### **Ordering Flags**

### **Engraving Trophies**