



VICE COMMODORE

DUTY STATEMENT

Purpose

Lead the Club's sailing operations by ensuring safe, well-managed and enjoyable racing and sailing activities while increasing participation across all on-water programs.

Primary Responsibilities

- Assist and deputise for the Commodore whenever required.
- Lead the planning, coordination and continual improvement of all racing and sailing activities conducted by the Club.
- Chair the Race Committee and oversee the implementation of decisions relating to racing, sailing programs and participation initiatives.
- Prepare the annual racing calendar in consultation with the Club Captain, Race Officers and relevant committees.
- Oversee the preparation, review and publication of Sailing Instructions, Notices of Race, race programs, race courses and associated sailing documentation.
- Ensure racing is conducted in accordance with Australian Sailing Racing Rules, Club policies and applicable legislation.
- Oversee the management of race handicaps, race results and sailing administration.
- Provide leadership and support to Race Officers, Assistant Race Officers and race management volunteers.
- Coordinate the planning and delivery of regattas, championships and major sailing events conducted by the Club.
- Chair or appoint Protest Committees where required and oversee the fair application of the Racing Rules of Sailing.
- Coordinate applications and renewals for aquatic licences, marine permits and other approvals required for Club racing activities.
- Work closely with the Director Training and Training Manager to ensure clear pathways from introductory sailing through to active racing participation.
- Identify opportunities to increase race participation, skipper engagement and crew development consistent with the objectives of the Business Plan.
- Monitor race operations and continually improve race management systems, safety procedures and volunteer capability.

Key Relationships

Works closely with the Commodore, Club Captain, Director Training, Training Manager, Race Officers, race management volunteers, Australian Sailing and participating skippers and crew.