



# Marchwood Yacht Club

**Sailing Committee Manual ver 8** 15/12/2018

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# Introduction

This manual is designed to assist all those who sign up to help MYC provide a comprehensive sailing programme, including weekend and weekday events. MYC has a long tradition of promoting sailing and water activities and we hope this will be useful both to potential volunteers, in that they can see exactly what would be required of them, and so that members of other club committees understand the scope, operation, roles and responsibilities of the Sailing Committee members. The scope of this manual covers the racing and cruising activities of the club, including the Minnows.

The different roles needed to manage the sailing programme vary in the degree of commitment and time required; for example, a small core of committee members will be expected to offer ongoing participation in a range of tasks throughout the year, whilst other roles will be more tightly defined to enable those input from members who do not live locally, or do not have the sufficient spare time to volunteer on a regular basis.

The MYC sailing programme includes both racing and rallies; however, the most important objective of all the activities is that members are welcomed and everyone has fun. To achieve this, it is important that the Sailing Committee work in close co-operation with the House Committee to optimise the sailing alongside social activities to encourage member participation. This is especially important around such events as Midsummer Madness, The Regatta, and Final Fling. By working together, we hope that more members will increasingly join in, which in turn, promotes MYC as a great yacht club (which we are!).



Marchwood Yacht Club

# Organisational Requirements

## 1.1 Annual Event Planning

Over the years, providing a sailing programme has become more challenging because of the need to plan well ahead to avoid disappointment. All Solent sailing / yacht clubs have faced the dilemma that as yachting becomes more popular, it is not possible to rely on spontaneity alone to generate club events.

In recent years it has been MYC experience that when planning the following years sailing programme, dates are required to be decided and fixed by October/November of the preceding season, which entails contacting harbours and shore venues well in advance.

There are two main reasons for this as follows:

- MYC receive requests from other clubs to hold rallies to MYC well before Christmas for the subsequent season, and if we know our own plans we can avoid diary clashes;
- Failure to book our own rallies early enough has resulted in less than optimum arrangements for the shoreside activities; we must plan early to avoid disappointment.

It is important that both the House and Sailing Committees work together as a co-ordinated team regarding the planning of the subsequent season. The annual timeline (*see overleaf*), is intended to show the overall planning sequence with approximate dates for agreeing the club events programme and publishing the details.

## 1.2 Sailing Committee Responsibilities

MYC uses a committee system to operate. This year we established a small sailing management team to deliver the annual sailing programme due to difficulties recruiting to the 2018 sailing committee. Consultation with previous members provided some helpful suggestions that we are trying to address in this manual. During this year we have started to build the number of volunteers and aim to establish a new team for the year 2019. We hope that this guide helps us to engage more members in this core programme at the club.

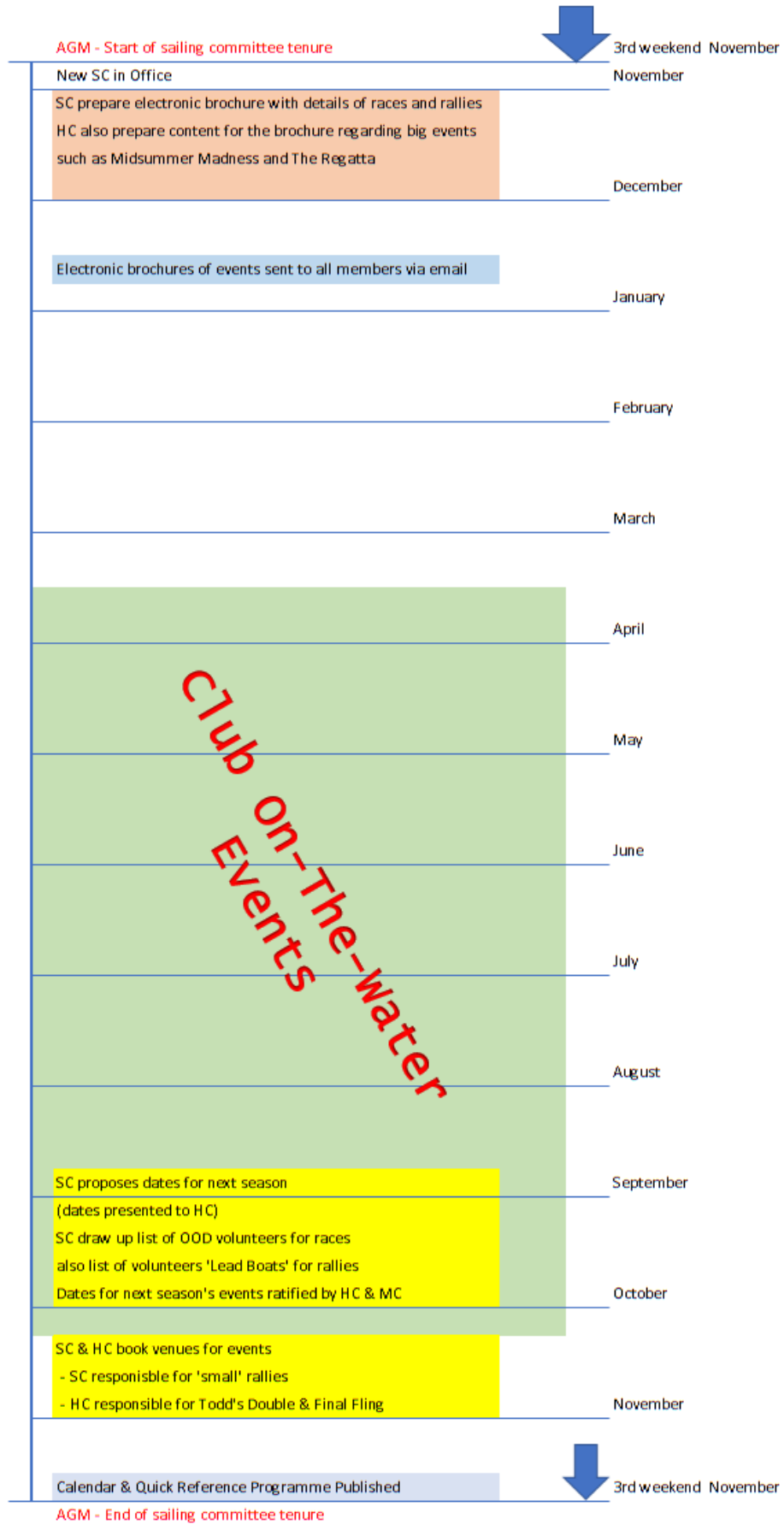
With reference to the timeline, it is apparent that any new committee or volunteers will be expected to work with events and dates agreed by the previous committee; this will enable the new volunteers to get up to speed with the preparation of the electronic brochure of events (which would probably use the previous year's document as a template). The new committee will have their chance towards the end of the club year to plan the shape of the next season, by which time they should have the experience to know what works, and where there is room for improvement or innovations.

There are four key roles within the sailing Committee that entail the most commitment in time and effort; these are:

- The Sailing Secretary
- The Racing Co-ordinator;
- The Rally Co-ordinator;
- The Minnows Superintendent.

These roles are active throughout the year and will be involved not only in some Sailing Committee meetings, General Committee meetings, but also in some combined meetings with the House/Events Committees.

The purpose of events planning meetings is to decide which races and rallies should be held on the specific dates when they are facilitated by the timing of tidal streams. In order to make the



**Annual Timeline for Organisational Duties of Sailing Committee**

decision process as easy as possible, it is proposed to use passage planner software, (example; Neptune Passage Planner on a laptop), where future dates can be selected to show tidal stream directions at 30 minute intervals, and thus clearly show whether a specific date would be suitable for, say, a rally to Yarmouth.

Once the event dates are agreed between the Sailing and House Committees, then respective members can begin the process of contacting venues and booking facilities for each event.

Other Sailing Committee roles are generally much less time consuming as they involve specific events only, and attendance of Sailing Committee or other meetings is optional (**however, we encourage all volunteers to attend if they can spare the time, or would like to have a hand in the general decision making**).

These roles are:

- Race Officials;
- Rally Lead Boats.

Finally, there are some roles which, to some extent, are separate to the general events programme, but nevertheless require a dedicated individual(s) with time and effort to develop the activities.

These roles are:

- Superintendent for Pico sailing;
- Superintendent for the use of the Drascombe Lugger.

The roles and responsibilities for all of the above positions are described in detail in section 2.

## 1.3 Event Publicity

One very important output of the Events Meeting is to publish an Events Calendar in a handy, pocket-sized document, which provides members with an outline of events to help their own season planning; this will be issued by November, of the preceding season.

Once all of the rallies and events are sufficiently finalised, all of the information will be collated into an electronic document for sending to all members via email; It is envisaged that this will take place by early January prior to the start of the sailing season to enable MYC members to plan their possible participation well in advance. The document will have a similar look and feel to the hard-copy document that has been printed and distributed in previous years.

Pennant, and flyers/posters around the clubhouse are also a great way to promote the sailing programme, and smaller events such as lectures and themed social evenings.

The House Committee would provide details of social arrangements for events such as Mid-Summer Madness, the Regatta, and Todd's Double. Race/Rally events like Lymington and Yarmouth, where we are planning to use other yacht clubs as the host venue, require forward planning, which only both House & Sailing can provide.

The Chairman of the House Committee will be the overall coordinator of all shoreside events in that he/she will ensure that all bookings and other arrangements have been made, by liaising with the members of both committees.

From time to time, and despite the best-laid plans, it is often necessary to amend aspects of events; It is proposed that such revisions are issued in Pennant, and/or flyers posted in the club house.

## 2. Committee Members – Roles & Duties

### 2.1 Objectives

The objective of the sailing committee is to provide a group of volunteers to manage all aspects of the sailing programme and boating activities. These include:

- Wednesday evening races;
- Weekend races, such as for The Regatta, Todd's Double, & Mid-summer Madness races;
- Rallies;
- Pico sailing;
- Drascombe Lugger sailing;
- Water taxi support for racers (liaison with Marchalong skippers).

### 2.2 Sailing Secretary

This person provides the lead role on the Sailing Committee and is expected to assist the other members with their tasks, in addition to specific duties as stated below.

Duties are:

- Leadership of Sailing Committee;
- Chairperson for Sailing Committee Meetings (meetings as and when required);
- Liaison with House Committee and monthly reporting to the General Committee;
- Ensuring that information required for Races and Rallies is obtained in time for the established deadlines;
- Managing organisational needs if other volunteers are not available;
- Liaison with local sailing organisations and port officials where appropriate;
- Oversight of the annual sailing programme and related publications.

### 2.3 Racing Co-ordinator

This person is concerned with the various races throughout the year, including both weekend events and the evening series.

Duties are:

- Keeping a contact list of Race Officials including radio operators and race hut support;
- Ensuring that race officials (from the volunteer list) have been identified and notified for upcoming events;
- Liaison with 'Marchalong' skippers to ensure that the club launch will operate on race days for ferrying crews to/from their yachts;
- Responsible for checking course buoyage is correct and amending/issuing club race instructions, if required;
- Suggesting and deciding on race courses that are appropriate for the tidal streams and heights on the day of the event;
- Checking that dates, times and course instructions are fed into the annual events brochure document;

- Ensuring the accurate entering, checking and calculation of race outcomes;
- Attending Sailing Committee meetings.

## 2.4 Rally Co-ordinator

This person is concerned with the organisation of rallies throughout the year.

Duties are:

- Appointment of Lead Boats for each rally;
- Responsible for checking with the proposed venues/destinations that the rally is registered with them and arranging berthing;
- Ensuring, where required, that individual boats are registered with the venue, either personally, or via liaising with the designated 'Lead Boat' for the event;
- Checking that tidal streams and heights on the day of the event are suitable;
- Checking that dates, times and race course instructions are fed into the annual events brochure document;
- Attending Sailing Committee meetings.

## 2.5 Rally Lead Boat

This person would have responsibilities for a specific event only, as follows:

- Collate names of boats/members intending to participate in the event, and communicating this information to the venue (e.g. the Folly Inn) where bookings of pontoons or tables in restaurants are involved;
- Starting of the race to the event (winds permitting...);
- Inserting finishing times and boat names into the club race calculating software (via internet) and announcing the placings. The announcement is usually made on board the lead boat, at the venue, with drinks (wine supplied by MYC);
- ***Attendance of committee meetings is entirely optional.***

## 2.6 Race Official

This person would have responsibilities for a specific event only as follows:

- Posting the course numbers on the Start Hut balcony;
- Starting of the race to the established procedures, using the VHF radio\*;
- Noting times of finishing of each competing boat;
- Inserting finishing times and boat names into the club race calculating software (via internet) and announcing the placings. The announcement is usually made in the clubhouse;
- ***Attendance of committee meetings is entirely optional.***

\*Note: Training can be given in the starting and general procedures.



## 2.7 Superintendent for Pico Sailing

The club has twelve modern Pico sailing dinghies which are used for the Minnows youth sailing programme, but can also be used by MYC members when not required for the Minnows activities.



The Minnows programme is run by a Superintendent whose duties include:

- Development of a structured training programme for youth sailors;
- General supervision of upkeep and storage of the Pico dinghies, with liaison with the Maintenance Committee for any repairs or remedial works;
- Organisation of races and supporting activities for main club events, such as Midsummer Madness and The Regatta.
- ***Attendance at committee meetings is entirely optional.***

## 2.8 Superintendent for Drascombe Lugger Sailing

The Drascombe Superintendent is responsible for managing and promoting the use of the club's Drascombe Lugger. This extremely well-found yacht was donated to the club and is available to book and use by any club member. Even members who have their own boat might like to try some occasional 'creek crawling' or day sailing in this well-found craft.

System for booking:

Call the Superintendent directly via mobile phone;

Propose a new MYC email address: [drascombe@marchwoodyc.org.uk](mailto:drascombe@marchwoodyc.org.uk) for members to contact;

Website to show calendar for members to see availability;

The Superintendent will keep a manual logbook initially, until a website and email system is fully functional.

Duties include:

- Management of the bookings system for club members to use the boat;
- Checking on condition and annual upkeep of the vessel, and liaison with the Maintenance Committee for any repairs or remedial works;
- Arrange and oversee launch and lift, and boat park arrangements;
- ***Attendance at committee meetings is entirely optional.***



## 2.9 General Sailing Committee Duties

In addition to the above specified duties, the Sailing Committee as a whole will be encouraged to carry out the following tasks, where all members are invited to share their ideas and participation:

- Plan the sailing activities for the following season; whilst it is difficult to come up with totally new ideas, we should try to bring a little variety to the sailing destinations. All committee members are encouraged to voice their suggestions;
- At the end of each season, all of the racing trophies need to be recalled from previous winners, and sent for engraving with the names of the new seasons's winners;
- Plan the Prizegiving Event; this has traditionally been a themed event to encourage a sense of fun. Fresh ideas would always be welcomed from any members of the committee.

## 3. Appendix

There are other aspects of sailing/boating activities that are undertaken by the club which are not directly administered by the Sailing Committee, but from time to time the committee may have to liaise with them in order to co-ordinate certain events.

### 3.1 The Club Launch, 'Marchalong'

The club launch is mostly used for servicing moorings but is also a vital part of racing activities in ferrying crews to and from their yachts, pre and post races.

Sailing Committee members responsible for race organisation will need to keep a list of qualified skippers of the launch, and liaise with them to ensure that the launch will be available for the specific events.

