

County Antrim Yacht Club

RYA NI Club of the Year - 2013

1 Marine Parade, Whitehead, Co. Antrim, BT38 9QP
Tel: 028 9337 2322

E-mail: sail@cayc.co.uk
Website: www.cayc.co.uk

DUTIES / RESPONSIBILITIES OF FLAG OFFICERS AND COMMITTEE MEMBERS Revised 2019

High level Duties of the Hon. Secretary, Hon. Treasurer, Hon. Membership Secretary and Hon. Sailing Secretary can be found in the Club rule book.

Many of the Committee Members have a responsibility to deliver KPIs as per the [Sport Development Plan](#) for the Club.

Much of this detail has been handed down from Commodores and Hon. Secretary who were familiar with the traditions of the Club and Officers and their purpose. Past minutes and historical documents confirm some of these details.

The Committee has also evolved as the "**Management Team**" of the Club as it has become more business orientated.

ClubMark requires these roles defined and their purpose. A Development or Sports Development plan alongside Volunteer Policy & recognition is another key requirement of this and RYANI the governing body for boating.

The Role of Commodore - Flag Officer

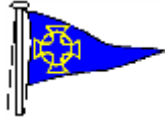
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- Chair of the General Committee Meetings or delegates as required
- Chair of the Annual General Meeting
- Attends Sailing Committee
- Represents Club at Belfast Lough Regattas, Remembrance Day (laying wreath), Dinners at other Club prize-giving events
- Receive and host guests at Annual Regatta
- Receive and host guests at Sponsor's Evening
- Organise Commodore's Night and Volunteer award(s) – Commodore's Bell
- Co-ordinate or delegate task of writing to Sponsors, follow-up, Thank-you notes. Tally all income from Sponsors in a file for Committee/ Treasurer.
- Co-ordinate allocation of sponsors with Vice, Sail Sec and Event Organisers.
- Advise Administrator or Online Event Co-ordinator of the detail to enable production of Sponsor Posters to advertise throughout season.
- Liaise with Hon. Treasurer to ensure Annual Accounts are completed in a timely manner with Accountant
- Liaise with Hon. Secretary to ensure Annual Report is completed in a timely manner
 - Annual Reports requested from Committee Members as required by end of December

Patron: HRH The Duke of York KG

Established Since 1902 - The object of the Club is to promote, teach and encourage the sport of sailing





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- Liaising with Treasurer (& Accountant) to publish Financial Accounts for January or February Committee for Approval, prior to AGM in February.
- Liaise with Hon. Secretary to ensure Entertainment Licence Requirements completed
- Ensure Minutes with Actions are sent out following General meeting within 2 Weeks
- Ensure at Committee – Fire safety and Safeguarding are regularly reviewed for issues
- Ensure distribution of invites by Hon. Secretary to Regattas and Christmas Cards sent to other Clubs
- Co-ordinate and organise fund raising events with other General Committee members
- Delegate a Committee member or Club member to operate BBQ Rota for Sundays and special events. This may be allocated to Sailing Committee aligned to Sailing events

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Vice Commodore

- Chair Sailing Committee Meetings
- Liaise with Hon. Sailing Secretary on the Agenda
- Provide an update to General Committee if Hon. Sailing Secretary not in attendance
- Coordinates that Committee Members organise at least one event of entertainment per month
- Ensures that the monthly fire checks are actioned each month and recorded
- Request Late Licences from PSNI or appropriate authority (or via Building Maintenance role)
- Co-ordinate prizes and ballots on the evening of late licences
- Oversee Bar Staff and communicate Event schedule with them from Committee meetings
- Co-ordinate holiday, sickness and emergency bar cover as required
- Ensure regular Bar stock takes are undertaken with engagement with Bar staff Lead.
- Deputise for Commodore as required and chair General Committee Meetings in their absence

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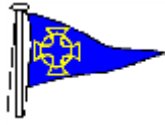
Rear Commodore (not voted upon at AGM)

- This is the position the outgoing Commodore fills
- Effectively an ex-officio role
- Providing support to the in-coming Commodore and Vice Commodore
- May chair either General or Sailing Committee Meetings if required
- Attendee of General and Sailing Committees
- Co-ordinate with Organisers of Events, meals that Food Hygiene records are completed and returned to next Committee.
- Reviews with assistance of Members with Food Hygiene Certificates the processes to be followed

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Captain

- Assist Vice Commodore and chair Sailing Committee Meetings, if required
- Liaise with Sail Sec & ensure racing results are kept up to date in Clubhouse and published in newspapers on regular basis.
- Provide details to Training/Admin role to ensure Club website is maintained and newsletters sent are accurate.
- Look after prize distribution throughout the year to maximise publicity opportunities at end of Events for Sponsors. (Points series and larger events)
- Organise and co-ordinate sponsorship with Commodore, Hon. Sailing Secretary of events e.g. Regatta, Points Racing, Raft Race etc.
- Organise Captain's Night (assisted by Club Principal – Daytime event) e.g. collection, polishing and engraving of trophies.
- Ensure all Trophies awarded are assigned within SCM annually
- Work with Hon. Sailing Sec on Results, 1st, 2nd, 3rd. Rotate trophies, not awarding same trophy twice. Liaise with Training Admin officer on all training certificates and awards to be made.
- Attend Captain's Day – Principal will organise and facilitate this Junior event
- Assist with Hon. Sailing Secretary and Safety Officer to ensure Race Officer and Safety Boat cover is in place for Points Racing each week
- Liaise with Sailing Committee as lead coordinator in organising Annual Raft Race.
- Attendee of General and Sailing Committees

Hon. Secretary

Duties of the Honorary Secretary – text from Rules

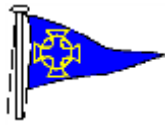
The Honorary Secretary shall keep a record of the Minutes of the Proceedings of all Annual General and General Committee Meetings to be produced at every meeting. He/she shall also convene Annual General and General Committee Meetings in accordance with the Rules. He/she shall also be responsible for the day-to-day administration of the Club affairs and be responsible to the General Committee.

- Ensure Minutes are taken and are sent out following General meeting with actions within a minimum 2 weeks
- Ensure all Club correspondence is reviewed and advise General Committee at meetings of any matters arising and carrying out required responses.
- Ensure Agenda at Committee notes an action per month to review
 1. Fire safety (checks have been carried out and signed off)
 2. Safeguarding and Accidents (check for issues to be addressed by Committee)
- Ensure Fire checks completed are recorded in the General Committee meeting minutes.
- Ensure Entertainment Licence Requirements completed annually
- Ensure a list of approved Key holders is maintained and advised to the Alarm Service

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- Ensure that additional Key holders (not assigned for Alarm purposes) are also listed and key access described.
- Liaise with Treasurer to ensure payments made in a timely manner for Performing rights and TV licence, VHF Licence – (check direct debit for annual renewals). RYA Affiliation, CANI, Rambling.
- Ensure Club Insurance policies and schedules are kept accurate and up to date – Listing of Building, Types of Boats, Values, etc. Ensuring renewals are paid in a timely manner.
- Ensure Bar Licence applied for every 5 years, check with Solicitor for specifics involved
 - *Critical to follow the letter of the law in this application*
- Maintain a Checklist of all-important licences and renewals as required by the Club
 - Event Calendar in SCM may be utilised to record dates.
- Ensure distribution of invite to Regattas, Christmas Cards to other Clubs
- Ensure Notice of meeting and Annual Report is completed in a timely manner (Ref: Rules)
- Reports from Commodore and officers as required by the Report by the end of December
 - Send direct from Mail system or provide to Admin for emailing to all Members, post to non-email members with Notice of meeting to save on postage.
- Working with Commodore, Treasurer to ensure Financial Report presented to Committee in month prior to AGM.

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Hon. Treasurer

Duties of the Honorary Treasurer - text from Rules

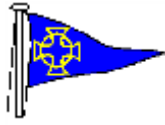
The Honorary Treasurer shall keep records containing a correct account of all money received and disbursed by him/her on behalf of the Club, and such other records as may be necessary. He/she shall present at each General Meeting a financial statement of the Club's affairs along with a summary of due and payable creditors accounts. He/she shall present a Revenue Account for the past year to 31st October and a Balance Sheet as at that date according to the Rules. A copy of the Revenue Account and Balance sheet shall be available in the Club 7 clear days before the Annual General Meeting.

- Reconcile incomings and outgoings against Bank accounts and maintain within Account Records
- On a weekly basis the Hon. Treasurer will check the safe for all monies and cheques to be lodged in the Club's Bank account.
- Review of Cheque books / Ensuring signatories complete cheques as required/ Stubs completed
- Payments of Invoices are completed in a timely manner
- Utilise Direct Debits options where appropriate for regular payments e.g. Utility bills
- Provide Bank balances and monthly bar takings totals to the General Committee meeting
- Highlight the sums known for the following month's outgoings
- Liaise with Bar Steward or Staff to ensure a stock take is completed on regular basis
- Ensure Event organisers present summary of income and outgoings per event
- Receipts to be requested for all expenses
- As a minimum requirement all expenditure over £50 is to be approved by Hon. Treasurer and Flag Officers if not presented at a General Committee meeting.

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Hon. Membership Secretary

Duties of the Honorary Membership Secretary ~~text from Rules~~

The Honorary Membership Secretary shall keep a record of all members liable for subscription. He/she shall, at the appointed time, advise members of the subscriptions due, ~~provide lists of paid up members~~, issue receipts for payment and account to the Hon. Treasurer for all subscriptions ~~that have not been collected via DD and have been paid either by Cash or Cheque~~ received. The Hon Membership Secretary shall produce and maintain ~~an alphabetical~~ a list of all the names and addresses of every official and member of the Club. ~~A copy of these lists must be kept on the premises of the Club.~~

- Updated duties – ~~these tasks may be encompassed within the approval flow of the SCM system~~
- Upon receipt of a Membership Form – ensure a DD form is attached and fully completed
- Place name and Proposers on Notice board
- Bring to Committee after appropriate timing (2 weeks) and highlight if objections raised
- Present details for approval at General Committee, who reserve right to request to meet applicants
- Pass DD form to appropriate Committee member managing interface with Organisation supporting – BACS Bureau. (currently John Lewis -2019)
- Noting Type of membership on DD form for his records
- Membership detail to be sent by email to Administrator to ensure added to SCM and email
- A New member is to receive an email with the link to the Welcome Pack.
- New member to be issued with a Membership Card and Key fob
 - Key Fobs are not issued to overseas or junior members
- All details from a hardcopy Membership form are to be added to a database, SCM
- Ensure all appropriate fields are completed as these feed SPORTNI/ RYA Feedback on membership.
- Upon any resignations, advise Administrator, request Key fob to be returned, update DD maintainer to ensure no further payments taken. Update file.
- Provide a printed copy of Membership list (names and type of membership only) for behind the Bar. (Clubs Registration Act requirement)
- Ensure Membership Fees updated each year and placed on display and Forms are available in Club (Liaise with Administrator to produce new versions for online and hardcopies as required)

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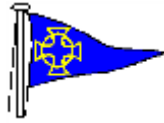
Hon. Sailing Secretary

Duties of the Honorary Sailing Secretary – ~~text from Rules~~

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- a) ~~In addition to the Club Officers, the Hon Sailing Secretary shall in consultation with the General Committee, appoint six members to the Sailing Committee.~~
- b) ~~The Hon Sailing Secretary shall keep a record of the names of members or Junior Members owning yachts or other types of sailing boats in SCM or similar database. Such register shall also contain full particulars of such yachts or boats. He/she shall also keep a book containing the minutes of the proceedings of the Sailing Committee. He/she shall also carry out the duties as specified under General Rule 14. Update Rules~~

Updated duties

- Provide Agenda for the meetings and Minutes from Sailing Committee working closely with chair- Vice Commodore.
- Distribute Minutes and actions as early as possible to facilitate update at General Committee the following week.
- Plan Points Racing dates and liaise with Commodore to add sponsors.
- Create and share Fixture List for season with Sailing/General Committee for sign-off
- Plan schedule for work parties with First / Second officers to prepare Marks, laying and lifting.
 - Spring / Summer / Autumn series formats and requirements (Committee as a whole)
- Ensure Race Officer rota is organised and ensure cover is arranged if the Members are unavailable and have in the 1st instance endeavoured to organise cover. SCM may be utilised to support this function.
- Liaise with Safety Officer of rotas for Points Racing and Events.
- Maintain boat list on SCM or to be provided to the Administrator to update the Club website, or SCM. Ensure a hardcopy can also be produced for reference.
- Provide printed Templates for recording racing by Race Officers
- Complete Race results post racing and publish for competitors (delegate if possible)
- Co-ordinate Notice or Race and Sailing Instructions for Series / Events with Training Officer
- Attend BLYC – Regatta Programme / update Boats, Provide Sailing Instructions from Club –
- Review with Sailing Committee BLYC submissions
- Represent CAYC at RYA NI Club affiliation meetings / delegate if required.
- Coordinate Sailing Committee to deliver events
 - Confirm co-ordinator for Kayaking events and training
 - Try sailing / Kayaking day for public (RYA PTBO), Junior Regatta, Annual Regatta,
 - Raft Race, Portmuck / Whiteharbour sail & BBQ, Fun day Event
 - CAYC representation at local School – Games night
 - Partnership with Schools, Community Organisations, Guides, Scouts etc.

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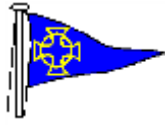
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Safety Officer

- Look after and maintain all rescue craft with support from Bosun ensuring RYA inspection requirements are met
- Keep rescue boat sheds clean and tidy, request assistance from First Officer & Bosun
- Organise Safety Boat rota and ensure Members are reminded of their specific days/evenings that they are required to operate the Safety Boat, utilise the SCM system
- Organise and co-ordinate safety boat cover for regattas, as required (delegate as necessary)
- Support Events and external Events with RIBs and personnel
- Ensure Fuel is correctly transported and stored
- Records to be kept of fuel usage and Engine Hrs
- Actively encourage Members to gain Powerboat and Safety Boat qualifications
- Where the Safety Officer is the Chief PB Instructor – provide awareness and guidance
- If Chief PB Instructor or Safety Officer requires Training Courses coordinate training plans with Training Officer
- Attendee of General and Sailing Committees

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First Officer

- Ensure both slipways are cleaned regularly of weed i.e. every 2/3 weeks
 - This may be delegated and a rota devised and a log maintained
- Organise the work party to prepare racing marks and maintain throughout the season.
- Purchasing required items (Chain, shackles, paint) from e.g. a recognised marine supplier.
- Support Safety officer in use of RIB for temp Mark laying.
- Organise work party for launching Dory for Marks & Moorings.
- Ensure club grounds are neat and tidy with Work Party organisation
- Assist Captain and Hon. Sailing Secretary as required with other related tasks.
- Assist Safety Officer in support of RIBs and Rotas.
- Attendee of General and Sailing Committees

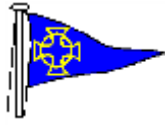
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Second Officer

- Assist First Officer as required (see listed duties above)
- Ensure both slipways are cleaned regularly of weed i.e. every 2/3 weeks
 - May be delegated to a team and log maintained
- Liaise with Safety officer to organise replenishment of fuel for RIBs
- Carryout regular checks on all RIBs to ensure fully equipped (provide RYA Checklist)
- Attendee of General and Sailing Committees

Bosun

- Liaise with Sail Secretary, Safety Officer & Principal
- Regular Maintenance of Club Dinghies pre-season checks
- Preparation and RTC checklist reviewed prior to annual RTC Inspection - April
- Ongoing through season and prior to courses as required
- Check logs are updated with accidents and damages
- Provide update to Sailing Committee/ Gen Committee if expenditure required on Boat Items
- Support Mark Maintenance / Safety Boat Maintenance / VHF Radios
- Attendee of General and Sailing Committees

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Training Officer

- Responsible for the organisation & administration of the RYA Sailing, Coaching, other types of Courses. Liaising with RTC Principal, Sailing Secretary & Safety officer.
- Plan Pathway Club schedule and liaise with Sailing Committee, Coaches and candidates
- Maintain all RTC and Club Mark Procedures, guidelines and consent forms for each season
 - Checking if required Principal records for Instructors qualifications, First Aid
- Maintain records for 7 years of Candidates online. All hardcopies to be shredded
- Organise courses / Instructors/ Payments/ Fees / maintain electronic records
- Maintain records of all courses completed and Funding options used
- Support the Principal in the maintenance of the Sport Development Plan for annual submission* to the General Committee for approval
- KPIs - 4-5 YSS courses per year in summer
- KPIs - 1-2 min Powerboat L1/L2 courses per year

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<#>Maintain Club profile – Stationary, Logos, etc.¶

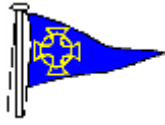
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- KPIs - 1-2 min Adult RYAN SC L1 & L2 courses per year
- Organisation of training courses for membership to ensure the Club adhere to all the governance and requirements aligned to a Recognised Training Establishment, Pathway Club and Club_Mark. E.g. First aid, SRC/VHF, PBL2, Safety.
- Support Volunteer identification within the Membership, ensure induction and awareness.
- Also ensure Training is offered to new Committee Members on Roles and Rules.
- Attendee of General and Sailing Committees

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<#>Obtain signatures on endorsements of processes¶
<#>Send Weekly Newsletters – all Members¶
<#>Update Website - weekly¶

Proposal of New roles -at AGM 2019

Administrator – SCM

Administration Officer (responsible for the implementation and maintenance of Sailing Club Manager)

- Facilitation of SCM or any other appropriate system the Club may implement in the future.
- This System must offer a Membership register to support the Club requirements and Rules.
 - Facilitate an online system, Website and membership support.
- Provide training guides to key roles with policies to provide the appropriate levels of access
 - Membership, Sailing Secretary, Secretary, Principal, Training Officer, Safety Officer
- Create initial Profiles, Registration pages, Online Membership Application entry and fee paying
- Ensure Reporting facilities existing for all required data to submit to RYANI/ Club Mark or other approved organisations.
- Facilitate the GDPR/ Data Privacy requirements aligned to maintaining of records
- Maintain Club profile with direction and input from General & Sailing Committee
- Support may be offered from the Online Event Co-ordinator
- Support the Maintenance of annual updates of all online documentation and data.
- Maintaining the administration of SCM and offering guidance to other online roles
- Support for the Hosting & Domain Name administration – Cayc.co.uk and supported mailboxes.
- Attendee of General Committee

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Online Event Co-ordinator

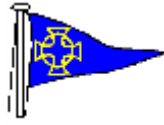
(this may be a role shared with an existing Committee role)

- Utilising the SCM (Sailing Club Manager) System, create initial Event pages, Registration pages and fee-paying opportunities for Members and external Contacts.

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- Offer support to Club Event Organisers, Championships, PTBO & RYA Sailing Courses liaising and receiving direction from the Principal, Training Officer, Sailing Secretary, Safety officer on their requirements
- Facilitate updates to the Club Website for Events, Club fixtures and associated information
- This may include the advertising of Sponsors per Event and Club Racing, other adhoc Activities
- Link Event information via Club Mailchimp to the membership, use Facebook/Twitter to publicise the Event to external organisations and Clubs
- Ensure content has been reviewed and approved by the aligned Lead role or Committee.
- Support the maintenance of annual updates of all documentation / data online that have been facilitated via this role
- Attendee of General and Sailing Committees

Safeguarding Designated Officer

Ensures appropriate vetting – Access NI and policy and procedures for Volunteers

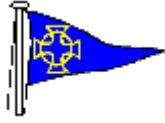
Organise Safeguarding courses – 3 year cycle

- Access NI – Volunteers and Coaches regularly checked with Children
- Any Staff to be employed using good practice and reference checks
- Have a knowledge of the 'Code of Ethics & good Practice for Children in Sport' and statutory guidelines
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to Safeguarding / child protection
- Be familiar with and carryout reporting procedures as outlined in the Code of Ethics
- Communicate with parents / guardians and / or agencies as appropriate
- Assist with the development and implementation of the Club's child protection training needs
- Be aware of local contacts and services in relation to child protection
- To inform local duty social worker in the area and / or PSNI of relevant concerns about individual children
- Report persistent poor practise to the National designated Person
- Advise the Club administrators on issues of confidentiality and records
- To raise awareness of the Codes of Conduct amongst the membership
- To ensure that the Club rules include:-
 - complaints, disciplinary and appeals procedures
 - an anti bullying policy
 - rules in relation to travelling with children
 - supervision and recruitment of leaders

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- Attendee of General Committee

Children's officers (Male & Female)

- To promote awareness of the 'Code of Ethics & Good Practice for Children's Sport' within the Club
- To influence policy and practice within the Club in order to prioritise children's needs
- To ensure that children know how to make concerns known to appropriate adults or agencies
- To encourage appropriate involvement of parents / guardians in Club activities
- To act as advisors to coaches dealing with children
- To report regularly to the Committee on how Club policy impacts on young people and sports leaders
- To monitor changes in membership and follow up any unusual dropout, absenteeism etc by children or sports leaders
- To ensure children have a voice in the running of their Club and ensure that there are steps young people can take to express concerns about their sport / experiences
- To raise awareness of the Codes of Conduct amongst the membership
- Attendee of General Committee

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Note: Children's Officers and Designated Persons do not have the responsibility of investigating or validating child protection concerns within the Club and have no counselling or therapeutic role. These roles are fulfilled by the statutory authorities.

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Roles not included in the current / formal structure of General Committee:

Building Maintenance (informal)

Responsible for Club maintenance

- Review Health & Safety / Fire safety folder for compliance at functions
- Co-ordinate work parties as required for Clubhouse maintenance
- Assist Hon. Sec. or Vice Commodore with application for late licences plus any other certification that is required throughout the year e.g. entertainment licence, health and safety, stock control etc.

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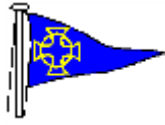
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RTC Principal – should be invited to attend General Committee and Sailing Committees

Patron: HRH The Duke of York KG

Established Since 1902 - The object of the Club is to promote, teach and encourage the sport of sailing





County Antrim Yacht Club

RYA NI Club of the Year - 2013

1 Marine Parade, Whitehead, Co.Antrim, BT38 9QP
Tel: 028 9337 2322

E-mail: sail@cayc.co.uk
Website: www.cayc.co.uk

RYA no longer requires a Principal to be a fully training Senior Instructor. A Club may have a Principal for the management of the RTC and appoint a Chief Instructor to manage the Sailing -SIs, DIs, AIs and Coaches. **The Principal may also identify a Chief Instructor for Powerboating, First Aid and SRC/VHF.**

As this role is not an officer of the Club, when a replacement is required the Committee would advertise, either internally or externally for the most suitable candidate and carryout a standard selection and interview process.

- Role must be endorsed by General Committee; RTC aligns to Club Management
- Accountable to the General and Sailing Committee
- Liaises and directs Training Officer in annual requirements for RTC, along with Chief Instructors and Bosun.
- Establish and maintain all requirements for RTC recognition – Utilise the SCM or any alternative
 - H&S Policy / Safeguarding/ Operating Procedures
 - Checklists for Annual Audit reviewed and updated
- Arrange annual Audit with RYA Inspector assigned by RYANI
- Ensure RYA courses are organised for Adults and Juniors
- Ensure Sport Development plan is maintained and progressed
- All Records to be maintained as required by a RTC – Instructors, Coaches, Membership
- Encourage all Instructors to attend Training Conferences and action re-accreditation
- Liaise with Training Officer on Certificates to be ordered and sign-off as appropriate to candidates
- Ensuring all RYA training is offered to Volunteers / Members
- Encourage Club Youth/Junior members to attend RYA Youth Championship
- Ensure as a RYA Pathway Club a schedule of RYA race training takes place annually
- Encourage Club members to attend external Events
- Ensure the RTC is accessible to the Community for training / taster sessions
- Support Hon. Sailing Secretary/ Sailing Committee, or a delegated Organiser in hosting the RYA PTBO. (Try sailing / Kayaking day) for the public
- Attendee of General and Sailing Committees

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Patron: HRH The Duke of York KG

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