



## **THE ROYAL ST. LAWRENCE YACHT CLUB**

### **JOB DESCRIPTION**

**JOB TITLE: SAILING SECRETARY**  
**REPORTS TO: GENERAL MANAGER**  
**DEPARTMENT: SAILING**

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#### **SUMMARY:**

The Sailing Secretary is responsible for all on-the-water activities that the Club provides for its members.

#### **DUTIES:**

- Attend all Sailing Committee meetings and liaise with the Sailing Chair and other members of the Committee as appropriate in order to provide the best possible racing program for Club members
- Help organize and participate in a pre-season practice session (or more than one if deemed necessary) for all race committee staff
- Act as Principal Race Officer (PRO) for all Club week-night sailboat racing, working with member-volunteers and Assistant Race Officers (AROs) on Wednesday, Thursday and Friday evenings from early May until late September
- Act as PRO, or Race Officer (RO) in the event that a club member or visiting official has been designated PRO, at all Club-sponsored weekend regattas and/or special regattas throughout the sailing season from early May until late October including the Annual Sailpast in June
- Hire, train and schedule AROs, principally from among the staff members of the Junior Sailing Program
- Prepare and maintain Sailing Instructions (SIs) and Notices of Race (NORs) from templates provided by the Club
- Manage race committee equipment, ensuring that all Club boats are properly equipped and in good running order at all times and reporting all problems and equipment shortages to the Club Manager in a timely way
- Calculate all race results and post them promptly on the Club notice board and Web site

- Maintain secure files (hard copy and electronic) of all race results for award purposes and for the Club archives
- Any other race-management related duties that may be assigned over the course of the season
- Help prepare for, and assist with, the awards presentation at the Annual Prize Giving in November

**REQUIREMENTS:**

Candidates should have the assertiveness and maturity to manage AROs effectively and to deal with member/competitor complaints in a diplomatic but firm manner. They will have attained CYA Level 2 (Club Race Officer) or have equivalent experience including ability to operate Sailwave software and they must have their Pleasure Craft Operator Card. Bilingualism is an asset but not essential.

**HEALTH AND SAFETY:**

- Must work in compliance with the Occupational Health and Safety Act Regulation and follow in accordance to the Club’s Health and Safety policies and procedures
- Report all accidents, illnesses, or ‘near miss” incidents to your direct reporting Manager immediately

**HOURS OF WORK:**

- Must be able to work some weekends and public holidays as required

**EMPLOYEE DECLARATION:**

I acknowledge receipt of this Job Description and Job Demands Analysis. I understand, agree and accept responsibility of my duties and agree that I am in good physical condition to accept the job demands as outlines.

I confirm that the employer has gone through Club Emergency Procedures with me:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_