

Canberra Yacht Club

Sailing Committee – Terms of Reference

Authority

1. The Sailing Committee is established as an advisory body under the Rear Commodore Sailing.
2. The Sailing Committee is a sub-committee under Rule 19 of the Constitution of ACT Sailing Inc (T/As Canberra Yacht Club).
3. Under the provisions of Rule 19(3) of the Constitution, the CYC Committee has delegated authority to the Sailing Committee to exercise the functions identified in paragraph 15.
4. In accordance with Rule 19(4) of the Constitution, notwithstanding any delegation under Rule 19, the CYC Committee may continue to exercise any function it has delegated to the Sailing Committee.

Role

5. The role of the Sailing Committee is to be an advisory body to the Rear Commodore Sailing, to be a forum for discussion of the Club's racing activities and associated services to members, and to make recommendations on developing and managing a sailing program which is competitive, safe, fair, enjoyable and meets the needs of members.

Conditions

6. Sailing Committee proposals for expenditure of CYC Funds shall be referred to the CYC Committee (or GM as authorised) for approval.
7. The Sailing Committee shall refer the following matters to the CYC Committee for its approval:
 - a. Major plans such as business plans or equipment plans,
 - b. Programs of CYC activities, such as the annual sailing calendar or on-water events program, and any associated budgetary planning,
 - c. Proposals for the CYC to conduct individual major events, such as State, National, or International championship regattas, and
 - d. Proposals to create, change or cancel approved CYC Policies, or to amend the CYC Strategic Plan.

Membership of the Sailing Committee

8. Membership of the Sailing Committee will comprise of:
 - a. The Rear Commodore Sailing, who will act as Chair,

And may comprise of:

- b. One representative from each general sailing division,
- c. Representatives from other bodies within the Club (e.g. Class Associations, Race Officers) or with which the Club cooperates, to participate either regularly or for consideration of specific matters.

9. Division representatives shall be selected as follows:
 - a. To initially appoint a representative, a division may nominate candidates to the Rear Commodore Sailing for consideration. If multiple candidates are nominated, a vote shall be held to select the representative.
 - b. In July each year, the current division representative (or delegate) shall organise a process for division members to confirm their representative.
 - c. to select or confirm a division representative, the RC Sailing or Current Representative shall organise a process and at either a
 1. **Physical division meeting**, or
 2. **By electronic means** (e.g. email vote, online survey, or other reasonable method that ensures all members of the division have a fair opportunity to participate).
 - The representative shall be confirmed by a simple majority of division members who participate in the process.
 - The confirmed representative shall be recommended to the Rear Commodore Sailing for appointment.
 - The Rear Commodore Sailing retains final authority to confirm or decline the appointment.
10. Termination of appointment:
 - a. The Rear Commodore Sailing retains the right to terminate the appointment of a representative at any time.
11. A quorum will be three Sailing Committee members.
12. Meetings of the Sailing Committee shall be held at the discretion of the Rear Commodore Sailing, but shall be held at least four times per year.
13. The Rear Commodore Sailing will make arrangements in regard to meetings, agendas and records, consistent with providing attendees with adequate notice and with providing information to members of the Club on issues discussed and recommendations made.

Responsibilities and Functions of the Sailing Committee

14. The Sailing Committee will be responsible for:
 - a. Developing an annual calendar of CYC sailing events,
 - b. Conducting Club racing and developing supporting materials (e.g. Notices of Race, Sailing Instructions, and the CYC Sailing Policy),
 - c. Appointing Race Officers and arranging for training and accreditation,
 - d. Managing the CYC handicapping systems,
 - e. Acting as the "Race Committee" as required by the Racing Rules of Sailing unless amended by a Notice of Race or Sailing Instructions,
 - f. Overseeing timing and arrangements for racing-related events,
 - g. Arranging major sailing events hosted by the Club,
 - h. Considering relevant matters relating to Australian Sailing,
 - i. Addressing racing-related matters including clubhouse facilities, equipment, boat parking, office services, and member services,
 - j. Cooperating with other groups,

- k. Considering and/or deciding on sailing-related matters agreed by the Rear Commodore Sailing, and
- l. Considering and/or deciding on other matters referred by the CYC Committee or any other Sub-Committee of the CYC.

Reporting

- 15. The views and recommendations of the Sailing Committee shall be reported to the CYC Committee by the Rear Commodore Sailing as appropriate.

Authority

- 16. These Terms of Reference were approved by the Canberra Yacht Club Committee on 11 November 2025 and came into effect immediately.

Signed:



Sue Hart
Commodore
11 November 2025