

# Canberra Yacht Club

## Sailing Committee Terms of Reference

### Authority

1. The Sailing Committee is a sub-committee established under Rule 19 of the Constitution of the ACT Sailing Inc (T/as Canberra Yacht Club)
2. 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 11.
3. 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

4. The role of the Sailing Committee is to be a forum for discussion of the Club's racing activities and associated services to members, and to develop and manage a sailing program which is competitive, safe, fair, enjoyable and meets the needs of members.

### Conditions

5. Sailing Committee proposals for expenditure of CYC Funds shall be referred to the CYC Committee (or GM as authorised) for approval.
6. The Sailing Committee shall refer the following matters to the CYC Committee for its approval any:
  - a. Major short, medium or long term 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, to amend the CYC Strategic Plan.

### Membership of the Sailing Committee

7. Membership of the Sailing Committee will comprise:
  - a. The Rear Commodore Sailing, who will act as chair,
  - b. Representatives from each general sailing division,
  - c. Representatives from other bodies within the Club (eg. Class associations or Race Officers) or with which the Club cooperates, to participate in the Sailing Committee either regularly or for consideration of specific matters.
8. A quorum will be three Sailing Committee members.
9. 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.
10. The Rear Commodore Sailing will make arrangements in regard to Sailing Committee meetings, agendas and records of its considerations, consistent with providing attendees with adequate notice of meetings and issues to be discussed, and with providing information to the members of the Club on the issues brought up and recommendations made at its meetings.

## **Responsibilities and Functions of the Sailing Committee**

11. The Sailing Committee will be responsible for:
  - a. Developing an annual calendar of CYC sailing events
  - b. For the conduct of Club racing and develop supporting materials eg Notices of Race, Sailing Instructions and the CYC Sailing Policy
  - c. Appointing Race Officers and arranging for race officer training and accreditation
  - d. The CYC handicapping systems
  - e. Acting in the role of the “Race Committee” as required by the Racing Rules of Sailing unless amended by a specific Notice of Race and Sailing Instructions
  - f. The timing and arrangements for any racing-related event
  - g. Arranging major sailing events that the Club may wish to host
  - h. Considering relevant matters relating to Yachting ACT and Australian Sailing
  - i. Racing related matters including, but not limited to club-house facilities, equipment, boat parking, office services, and member services.
  - j. Co-operating with other groups
  - k. Considering and/or deciding on any other sailing related matters agreed to by the Rear Commodore Sailing
  - l. Considering and/or deciding on other matters referred to it by the CYC Committee or any other Sub-Committee of the CYC.

## **Reporting**

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

## **Authority**

13. These Terms of Reference were approved by the Canberra Yacht Club Committee on 7 August 2023 and come into effect immediately.

Signed:



Sue Hart

Commodore

7 August 2023