



Flag Officer Roles

The Board of the Drummoyne Sailing Club has approved a structure for our sailing activities to create a focus on on-water coordination, ensuring our assets, storage and risks are well managed and driving greater engagement with our members through social media, social events and other support. This structure includes three new Flag Officer positions that support the Commodore and a clarification of these roles with respect to the role of the Sailing manager.

The Flag Officer roles are:

- Vice Commodore - responsible for the organisation and management of the sailing side, and associated aspects, of our club
- Rear Commodore – responsible for the organisation and management of our vessels and all the land based aspects of our sailing activities and
- Club Captain - responsible for the engagement of members and the community in the sailing activities of the Club.

These roles have been established to provide support the delivery of our vision for the sailing activities of the club:

To provide a welcoming and inclusive environment that fosters an enduring passion for sailing.

Sailing Activities Structure

The volunteer “Flag Officer” roles have been established to help lead and coordinate our volunteer efforts – a Vice Commodore, Rear Commodore and Club Captain. These roles will collectively, with the Commodore and Sailing Manager, form the General Committee which will develop and deliver our sailing activities going forward. Each of these Flag Officers will establish roles they need to support them e.g., Principal Race Officer or Shed Captain, and have a committee that meets regularly to ensure coordination within their area of responsibility.

Flag Officer Roles

Vice Commodore is second in command to the Commodore, is a Flag Officer and is responsible for the organisation and management of the sailing side, and associated aspects, of our club.

Objective:

To lead the on water activities to provide a safe and competitive racing environment. The Vice Commodore should coordinate activities across sailing classes and the Sailing Academy to not only ensure a successful sailing season but also to promote collaboration and development of sailors through the classes including:

- Play and active role in the development of sailing organisational practices at Drummoyne and with the broader sailing community



- Lead a whole of club approach to sailing organisation and development
- Build a unified and coherent coaching and development program in consultation with classes and the Sailing Manager that
 - Supports the development of the She Sails program at DSC to encourage greater female participation
 - Supports the ongoing development of experienced sailors
 - Includes a “return to sailing” pathway
- Work with the Sailing Manager to integrate Sailing Academy graduates with the club community
- Develop pathways to address gaps in classes of vessel
- Supporting the skills development of volunteers
- Establish targets for growth areas and plans to achieve the growth targets.

Roles:

- Chairs the monthly Sailing Committee meetings
- Represents the club at Official functions in the absence of the Commodore
- Provides and encourages leadership in the club's sailing activities
- Attends the General Committee meetings providing a report on sailing issues
- Ensures all sailing is run according to the Sailing Rules
- Oversees the production of the Sailing Programme
- Ensures the quality delivery of regattas at the Club
- Coordinates with the Sailing Manager to promote the transition of sailors from the learn to sail programs into regular sailing competition

Rear Commodore is a Flag Officer and is responsible for the organisation and management of our vessels and all the land based aspects of our sailing activities.

Objective:

To ensure that the off water assets are planned for and maintained to ensure the sustainable, safe and smooth operation of sailing activities including:

- Lead a whole of club approach to sailing support
- Review the performance and suitability of chosen equipment
- Ensure sailing and support assets are available to support sailing activities in good working order
- Contribute to the selection of classes of vessel to address gaps in classes of vessel
- Review sailing organisation and assets of suitability to support sailors of varying ages and levels of physical/mental ability
- Supporting the skills development of volunteers
- Establish targets for asset availability and condition and plans to achieve the targets.

Roles:

- Chairs the Asset Committee at their monthly meetings
- Represents the Club at Official functions when both the Commodore and Vice Commodore are absent
- Attends the General Committee meetings providing a report on Asset issues
- Has overall responsibility for the Club sailing activities asset maintenance including asset replacement planning and sinking fund management



- Management of boat storage and boat use in accordance with Club policies
- Ensure that the assets are maintained and equipped in accordance with the Club's risk management plan

Club Captain is a Flag Officer and is responsible for the engagement of members and the community in the sailing activities of the Club.

Objective:

To ensure members connect and interact with the Club and its Sailing Program as well as engaging with the broader community including:

- Promote DSC as the choice of sailing clubs in the region through promotion of its sailing activities and the development opportunities available for sailors at DSC including Academy to racing, experienced sailors, female sailors and returning sailors.
- Promote race, regatta and championship events across all classes creating a sense of activity and inclusiveness
- Arranging social events for sailors and volunteers that celebrate our community, activities and build connections across classes and activities
- Promote volunteering at the club through:
 - engaging volunteers from different genders and backgrounds
 - celebrating the contribution of volunteers at prize givings and social events
 - promoting the community/fun and learning opportunities of volunteering
 - supporting the skills development of volunteers
- Establish targets for engagement of sailors and volunteers and for sponsorship and plans to achieve the targets.

Roles:

- Chairs the Membership Engagement Committee at their monthly meetings
- Ensuring a welcoming environment at the Club
- Arranges and oversees the social activities of the club
- Markets sponsorship proposals and reports to sponsors on value delivered
- Provide communications to members and sponsors as well as to the greater community using social media and other platforms
- Promotes volunteering at the Club, supports and recognises volunteer contribution
- Maintains membership registers.