

Roles and Responsibilities Policy

Code of Conduct

It is the policy of Holy Loch Sailing Club SCIO (HLSC) that all participants, coaches, instructors, officials, parents / guardians and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club or its members

Parents / Guardians

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach and instructors
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the venue

Coaches, Instructors, Officials and Volunteers

Consider the welfare and safety of participants before the development of performance

- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance

- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform the Club Child Wellbeing and Protection Officer, the Commodore or the person in charge of the activity.

Office Bearer Roles and Responsibilities

The four Office Bearer roles are unique in the club in that they specifically link together being a trustee with other responsibilities of a specific role. The responsibilities in the Trustee section apply to Office Bearers too.

Commodore:

- a. Manage Board meetings and AGMs;
- b. Represent the club at all levels; and
- c. Ensure planning for the future and succession planning is being carried out for the benefit of the club.

The Commodore role is held for two to three years upon election at an AGM.

Vice Commodore:

- a. To deputise for the Commodore in their absence; and
- b. To hold an organisational post as required.
- c. The Vice Commodore role is re-appointed annually at the AGM.

Secretary:

- a. Keep a register of Club trustees and members following OSCR guidance. The Club Webcollect coordinator will assist;
- b. Conduct the correspondence of the Club;
- c. Keep custody of all Club documents and to make them available as appropriate;
- d. Keep full minutes of all meetings of the Club, the Board and any sub-Committee which shall be confirmed and signed by the appropriate Chairman upon the agreement of the Club, the Board or sub-Committee at the next following meeting of the Club, the Board or sub-Committee;
- e. Administer such insurance policy or policies as may be needed fully to protect the interests of the Club, its Officers and its members; and
- f. Maintain any such certificates or registrations, and complete any such non-financial returns, as may be required by law.

- g. The Secretary role is re-appointed annually at the AGM.

Treasurer:

- a. Maintain such books of account to be kept as are necessary to give a true and fair view of the state of finances of the Club;
- b. Maintain all returns as may be required by law in relation to such accounts to be rendered at the due time;
- b. Prepare an Annual Balance Sheet as at 31 December in each year and arrange for the Balance Sheet and accounts to be audited at least once annually and will arrange for them to be available to the members in advance of the Annual General Meeting;
- c. Present the Annual Balance Sheet to the Club at its Annual General Meeting.
- d. The Treasurer role is re-appointed annually at the AGM.

All Trustees' Roles and Responsibilities (including Office Bearers):

Charity trustees play an essential role in running the Holy Loch Sailing Club SCIO and being responsible for the Club's governance. Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of the Club; and, in particular, must:

- a. seek, in good faith, to ensure that the Club acts in a manner which is in accordance with its purposes;
- b. act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
- c. in circumstances giving rise to the possibility of a conflict of interest between the Club and any other party:
 - i. put the interests of the Club before that of the other party; or
 - ii. where any other duty prevents them from doing so, disclose the conflicting interest to the Club and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
- d. ensure that the Club complies with any direction, requirement, notice or duty imposed under or by virtue of the Scottish Charities Act.

In addition to the duties outlined above, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring:

- a. that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
- b. that any charity trustee who has been in serious or persistent breach of those duties is removed as a charity trustee.

We look for members to join our board as Trustees every year.

Charity trustees are appointed in accordance with the club constitution and will ensure that they keep themselves abreast of current legal requirements and [good practice for charity trustees](#) from OSCR.

Some people are not allowed to be trustees - [check here](#).

Annual training is provided for trustees.

Organisational Roles and Sub-Committees

The following roles and sub-committee are all valued within the club and fulfil an importance purpose. Any club member can volunteer for an organisational role or sub-committee and will either be appointed by the Board or recommended by the Board and appointed by the membership at an AGM, depending on the role / sub-committee as follows:

Appointed by the Board, report to the Board, but do not have Board voting rights:

- Child and Vulnerable Adult Safeguarding Officer (s);
- Safety Boat Coordinator;
- Gunner
- Other organisational roles as described in this document.

Commented [SC1]: Titles per our constitution but may need to be updated

Recommended by the Board and Appointed at the AGM:

- Sailing Secretary
- Cadet Officer

Sailing Secretary:

- a. Act as the Sailing Committee's representative at Board meetings;
- b. Report back to the Board on racing sailing related matters;
- c. Update and reissue Sailing Instructions for all fleets for each sailing season.
- d. Manage the annual programme of Club races;
- e. Write reports on any incidents during racing or other relevant sailing activities and present these to the main Committee;

- f. Retrieve all trophies from previous years winners, arrange engraving and cleaning, then present trophies at Annual Dinner;
- g. Organise the club annual Regatta;
- h. Chair the meetings of the Sailing Committee;
- i. Ensure that all Sailing Committee Responsibilities are fulfilled;
- j. Liaise with the Sailing Secretaries of the CYCA Sailing Clubs to agree dates and formats for the next year's fixtures (Regattas, any shared events and inter-club events); and
- k. Write the annual Sailing Committee report for publication in the minutes of the Annual General Meeting.

Sailing Committee:

- a. The sailing committee consists of: the Sailing Secretary, the Cadet Officer, representatives of each sailing class in the club;
- b. They meet prior to the start of the sailing season and periodically as required;
- c. Minutes / records of the meetings are shared with the Board;
- d. They plan and coordinate the sailing / racing programme for the season including the **Polaris Regatta**;
- e. They identify other roles that are required to support racing, such as laying marks, recording results etc.

Cadet Officer:

- a. To promote young person's participation in all aspects of the sport of sailing;
- b. To oversee and organise Cadet activities;
- c. To ensure that the necessary Health and Safety Policies are implemented and to advise the Board of any required actions on its part;
- d. To liaise with the RYA as the governing body and advice the Board of any actions required;
- e. Attend Board meetings and act as the Cadet Members representative at these meetings; and
- f. Write the annual Cadet report for publication in the minutes of the Annual General Meeting.

Child and Vulnerable Adult Safeguarding Officers:

- a. To ensure that all Child Protection Policies are in place;
- b. Ensure relevant training and implementation of good practice is followed in the Club;

- c. Advise the Board of any required actions relating to Adult and Child Wellbeing and Protection.

Building / Facilities Advisor

- a. Scoping / survey work for the club house and facilities;
- b. Identify short term goals and work with fundraisers on longer term plans.

Data Protection Officer

- a. Ensure that the Club manages the data of members and participants in accordance with legal requirements and good practice;
- b. Highlight training to club members relevant to their role(s).

Fundraisers:

- a. Form part of a fund-raising sub group;
- b. Creation of a fundraising plan;
- c. Coordinate fundraising activities across Club activities;
- d. Write funding applications from opportunities they identify and with approval of the Board;
- e. Identify a member to be a Sponsorship Coordinator to follow up contacts and create a sponsors' offer
- f. Identify a member to research demand for the commercial activities we have identified and develop a business plan if worthwhile

Galley Team:

Help with the important social aspects including refreshments, catering on race nights, regattas etc

Gunner

- a. Ensure that the Club cannons, ammunition and associated equipment are managed in accordance with legal requirements and good practice;
- b. Ensure anyone handling the cannons, ammunition and associated equipment is suitably qualified;
- c. Report to the Board, but be a non-voting member unless elected as a Board member;
- d. Coordinate with the Sailing Committee, the Social Committee and the Board for the planned usage of the cannons.

Grow Your Own Coordinator:

Take aspects of the Grow Your Own plan and develop these, eg welcome pack for new members, opportunities for introductions during new members' first season, hooks into racing etc

Maintenance Coordinator:

- a. Plan the regular maintenance jobs that need to be done;
- b. Manage the annual list of maintenance jobs, coordinating with the Board to arrange Lend A Hand days etc.
- c. Identify a suitably qualified person / member to undertake an annual survey of Club facilities to create the list of maintenance jobs.

Moorings Coordinator

- a. Maintain an overview of the activities required to administer the moorings;
- b. Ensure the club moorings are maintained;
- c. Keep the moorings' guidance updated;
- d. Work with the Webcollect Coordinator to ensure an up to date record of the owners of the moorings;
- e. Deal with correspondence from the Crown Estate / Bidwells;
- f. Be a point of contact for members for the moorings.

Patrol / Safety Boat Coordinator:

- a. Organise the two patrol boat rotas - pool one of qualified drivers and pool two as support (from boat crews);
- b. Ensure that pool one has the relevant qualifications;
- c. Provide written guidance for the running of the patrol boats;
- d. Report to the Board, but be a non-voting member unless elected as a Board member;
- e. Work with the Maintenance Coordinator and Board to ensure the correct maintenance and handling of the patrol boats.

Social Secretary:

- a. Coordinate a programme of social activities for the club, especially over the winter;
- b. Work with a small group of social coordinators to plan and host social events such as quiz nights, guest speakers, themed evenings.

Storage Coordinator

- a. Maintain an overview of the activities required to administer the club storage – car park, tender pound and sheds;
- b. Keep the storage guidance updated;

- c. Work with the Webcollect Coordinator to ensure an up to date record of the owners of any boat etc stored in the club facilities;
- d. Be a point of contact for members for storage.

Water Sports Contact:

- a. Make contact with local paddlers, wind surfers etc;
- b. Clarify their needs;
- c. Coordinate with any groups and explore potential for new members or renting out facilities for groups.

Webcollect Coordinator:

- a. Manage the Webcollect system for administering club members' details and events;
- b. With the Secretary, provide details of new member applications to the Board;
- c. Complete the approvals process on Webcollect;
- d. Provide Webcollect training for any member that uses Webcollect in their role;
- e. Respond and handle Webcollect queries from members and potential members;
- f. Set-up categories for subscriptions and fees as approved by the Board;
- g. Set-up and provide Webcollect administration for Club events as requested by the Board or Social Secretary;
- h. Provide reporting as required from Webcollect such lists of voting members, annual return member numbers to OSCR.

Website and Socia Media Coordinator:

- a. Manage the Club website (www.hlsc.co.uk) and linked pages keeping them updated and relevant;
- b. Add the annual racing details provided by the Sailing Secretary;
- c. Upload Club Policy documents;
- d. Maintain the annual Events Calendar on the website;
- e. Maintain a regular series of Blog Posts promoting and reflecting club activities;
- f. Promote and encourage website activity via the Club Facebook page;
- g. Identify a member with expertise or interest in creative media to create promotional materials, improve our use of images, branding etc.