



Standard Operating Guideline No. 15

Tasks and Responsibilities of Class Captains

The CRSC currently has eight classes of boats which take part in the weekly races. They are as follows:

1. Firebug / 'A' Class
2. Cadet / Optimist
3. Catamaran
4. Heron
5. Intermediate Spiral
6. Junior Heron
7. NS14 / Tasar
8. Spiral

Every year, the members of each Class appoint a Class Captain to represent them and to help organise the sailing affairs for that Class. Class Captains automatically become members of the CRSC Management Committee and should be regular and committed sailors in that Class. They do not need to be the best sailor but they do need to be responsible and diligent individuals who are capable of leading the Class effectively.

As with all Management Committee positions, Class Captains give of their time voluntarily. It is important, therefore, that they be rotated every year or so and that others who regularly sail in that Class step up and accept their share of this responsibility. Volunteerism is the essence of the CRSC's success.

As a broad guide, the duties and responsibilities of Class Captains are as follows:

- When on Duty Class, which is for two periods of four weeks each, during the season, the Class Captain is responsible for organising members of the Class to carry out the required duties. These duties are listed in SOG 10 but some of the more important organisational tasks specifically for the Class Captain include the following:
 - arrange for a person to be on canteen duty,
 - ensure that competent crews are available for the rescue boats, for both Intermediate and Afternoon races,
 - prepare the start boat for the races,
 - ensure the boat ramp is high-pressure washed at least once per four weeks,
 - at the end of the day's racing, ensure that Class members clean up and pack all equipment away as per the checklist on the Club wall by the canteen (see SOG 10) and lock the clubhouse securely.
- Attend the Club's monthly Management Committee meetings, to represent and be the focal point for the Class.
- Attend the Annual Club Meeting.
- Be on the Race Committee which involves:
 - one pre-season meeting,
 - representing the Class at ad hoc start meetings, when the weather is marginal, to decide if the race should go ahead,



- sit on the Protest Committees as required (this is rare),
- Sell tickets to Club events as required and report numbers sold to the organisers before the event, for catering purposes.
- Organise and run the Class-themed social function once per year.
- Be the communication focal point for the Class as required.
- Organise Class trophies before and on presentation day.
- Three or four times a year, write an article on Class events for “*Up The River*”.
- Act as a point of liaison and communication with the National Class Association. One of the purposes of the Race Committee’s pre-season meeting is to coordinate the National Class Association calendars with planned Club events. This is probably the most important liaison responsibility - obtaining the National Class Association calendar prior to the meeting.
- Be the Duty Officer, starting at 8:30 am, for the Club (see SOG 10) a few time over the season.

*Taking your turn as Class Captain is your chance
to give something back to your sport.*