

Job Title: Regatta Manager

Scope of Job: A professional position that oversees the successful planning and execution of club hosted sailing activities for adults and juniors and that will foster and encourage all aspects of yachting and club's reputation of sailing excellence.

Principal Functional Responsibilities:

1. Prepare annual race budget. Provide input on annual sailing event budgets.
2. Collaborate with Calendar Chair to develop calendar of sailing events for club.
3. Insure proper maintenance and registration on all R.C. vessels and race management equipment.
4. Approve equipment and supply purchases for regatta activities within budget.
5. Establish supervision and management of all club racing activities in collaboration with RC Chair and PRO for event.
6. Encourage and promote widespread member involvement in race committee activities.
7. Responsible for dissemination of notice of race and registration information, sailing instructions, and publish race results in a timely fashion.
8. Manage Competition Funding applications, documentation and process funds for completed events.
9. If requested, provide management guidance and support for Junior program staff, structure, discipline, events, curriculum, equipment and facilities.
10. Oversee and contribute website content for all regatta events hosted by club
11. Develop training programs and material to keep all phases of the volunteer Race Committee educated.

Reports to: Club Manager, Race Committee Chair and Club Commodore