



## 7. RESPONSIBILITIES AND DUTIES

### 7.1. Introduction

This document provides definitions of Flag Officer, Committee Member and other formal roles with emphasis on delivering the best possible service and support to Club members along with the care of buildings and property.

The Flag Officers are the primary representatives of Tata Steel Sailing Club, who provide direction on policy and take decisions in the best interests of the Club when required between Management Committee Meetings.

Flag Officers are elected at the Annual General Meeting.

The Club is managed by a Management Committee elected on an annual basis at the Annual General Meeting. It comprises Flag Officers and ordinary members.

### 7.2 Flag Officers

The Flag Officers have the following roles:

#### 7.2.1. Commodore

##### Responsibilities

The Commodore is the principal Flag Officer, sets a direction for the Club and is responsible for the organisation and management of the Club.

##### Duties

The Commodore chairs the Annual General Meeting and Management Committee meetings and oversees the overall direction and management of the Club. This will include the Policies and Procedures for the safe and proper governance of the Club in accordance with the Constitution and best practice.

These include but are not necessarily restricted to: -

- Providing and encouraging leadership for all Club activities
- Chairs the monthly Management Committee meetings
- Provides the casting vote on proposals discussed in Management Committee
- Represents the Club at official functions
- Ensures that the Club is run according to its Policies and Procedures
- Chairs, and provides a report at the Annual General Meeting
- Commissions updates to the Club's Policy Statements and Procedures
- Acts as liaison with Tata Steel plc works
- Has overall responsibility for the Club premises



## 7.2.2. Vice Commodore

### Responsibilities

Vice Commodore is second in command, is the Flag Officer responsible for water-based activities of the Club and is the first deputy to the Commodore.

### Duties

The Vice Commodore will lead on the management of all on-water and related activities.

These include: -

- Attending the Management Committee meetings and Annual General Meetings.
- Representing the Club at official functions in the absence of the Commodore.
- Providing and encouraging leadership in the Club's water-based activities.
- Ensuring that water-based activities are run according to the Club Policies and Procedures and within the boundaries of the Club's insurances.
- Oversees the production of the water-based activities programmes.

## 7.2.3. Rear Commodore

### Responsibilities

Rear Commodore is third in command, is the Flag Officer responsible for all off-water activities of the Club and is the second deputy to the Commodore and first deputy to the Vice Commodore.

### Duties

The Rear Commodore will lead on the management of all off-water and related activities.

- Represents the Club at official functions when both the Commodore and Vice Commodore are absent
- Attends the Management Committee meetings reporting on-off water issues
- Has responsibility for cleaning and decoration
- Acts as the point of contact for use of the Club facilities

## 7.2.4 Honorary Secretary

### Responsibilities

- To ensure the conduct of the Club's formal processes are in compliance with the Constitution

### Duties

- Attend the monthly Management Committee Meetings
- Is the point of contact for Club correspondence from outside agencies



- Sends official correspondence on behalf of the Club
- Sends out notices of the AGM, SGMs and EGMs to Club members
- Produces the agenda for the AGM
- Takes minutes of the AGM, SGMs and EGMs
- Has overall responsibility for membership matters
- Ensures that any disciplinary processes are conducted within the Club's procedures
- Carry out duties stipulated in the Club Constitution

## 7.2.5 Honorary Treasurer

### Responsibilities

- To ensure proper financial management of the Club and compliance with relevant legislation

### Duties

- Attend the monthly Management Committee Meetings
- Maintains all Club accounts to an auditable standard
- Arranges payment of invoices within time
- Raises invoices as required and ensures receipt of payment
- Banks payments received by the Club
- Reconciles the bank account with the accounts on a monthly basis
- Monitors the state of Club accounts
- Presents the annual accounts at the AGM
- Makes recommendations on subscription rates to the AGM
- Carry out duties stipulated in the Club Constitution

## 7.3 General Duties – Flag Officers

- Ensure compliance with the requirements of the Club Constitution
- Lead the Club by example, demonstrating the highest standards of integrity and behaviour. Set clear expectations concerning the culture and values of the Club.
- Promotes the activities of the Club both externally and to Club members.
- Provides support and guidance to Members appointed to the Management Committee to enable them to carry out their roles
- Provides support and guidance to other designated offices and Members
- Ensuring succession planning to facilitate the smooth running of the Club's affairs.



- Build and maintain good relations and effective communications with the Tata Steel plc, Tata Steel Sports Club and adjacent businesses and organisations.
- Ensure appropriate financial controls are in place to protect Members' funds and ensure that the Club financial position is sound.
- Regularly attend informal meetings to discuss immediate issues that cannot be left to the next monthly Management Committee meeting. These meetings may also be attended by Management Committee member or others having Club duties.
- Carry out disciplinary actions in accordance with the Constitution
- Consider and respond to complaints from members, external organisations and the public.
- Investigate and determine complaints regarding the conduct and behaviour relating to Management Committee members. Should the complaint regard the conduct and behaviour of a Flag Officer, inform the Vice Commodore for investigating and determining the complaint.
- Ensure that risk assessments are in place for all relevant aspects of Club activities (water and land-based).
- Flag Officers are empowered to and required to halt any activity found to be underway without a valid risk assessment in place.
- Investigate and report on accidents, incidents and injuries at the Club, including RIDDOR reporting, when necessary, liaison and complying with the Police, Health and Safety Executive and any other official organisations.

In normal circumstances, decisions require the approval of at least two Flag Officers and should be recorded in writing and stored with the Club records so providing an auditable record. In exceptional circumstances, decisions can be made by a single Flag Officer when the circumstances require an immediate decision having taken all reasonable steps to contact the other two Flag Officers. If this occurs, the deciding Flag Officer is to communicate the details of the issue and the decision taken to the other two Flag Officers as soon as reasonably practicable after the event.



## 7.4 Responsibilities and Duties of Management Committee Members

### 7.4.1 Training Centre Principal

#### Responsibilities

- To lead the training programme at the Club and ensure that the provision of training matches the needs of the Members and, where appropriate, the needs of the Club.
- To act as the RYA Training Principal for the Club.

#### Duties

- Attend the monthly Management Committee Meetings
- To manage and control all training which takes place at the Club and ensure that training is provided in accordance with Club guidelines and, where stated, RYA Guidelines.
- To act as the RYA Training Principal for the Club.
- To establish and deliver an annual training programme setting out all training taking place at TSSC, including:
  - youth sail training
  - adult sail training
  - powerboat/safety boat training
  - Race Officer training
  - Officer of the Day training.
- To set the training policy and standards and monitor all training provision
- at TSSC to ensure it complies with Club guidelines.
- To provide comprehensive guidelines to instructors to assist and enable instructors to provide training and to ensure those guidelines are updated as appropriate.
- To ensure that appropriate records are kept of training courses which have taken place at TSSC and the outcome of those courses for participants involved.
- To maintain an up-to-date list of qualified instructors at the Club and assist instructors in the provision of training at the Club.
- To support the instructors providing the training and encourage development of instructors and retention of qualified instructors at the Club.
- To liaise with Bosun to ensure there is sufficient Club equipment to deliver the training programme.
- To liaise with the Safeguarding Officer with regard to the Safeguarding Policy and Procedures



## 7.4.2. Young Persons Welfare

### Responsibilities

- To implement the Safeguarding and Child Protection Policy of the Club.
- To ensure that the Club has up-to-date Safeguarding procedures which are available to Members and which are routinely followed by Club Members.

### Duties

- Attend the monthly Management Committee Meetings
- To review and update the Safeguarding and Child Protection Policy of the Club and ensure it is up to date and appropriate for Club activity.
- To ensure that all Members of the Club are aware of and follow good safeguarding practice and the Safeguarding and Child Protection Policy of the Club.
- To be available to Members seeking advice in respect of the Safeguarding and Child Protection Policy.
- To be the first point of contact for any safeguarding concerns in respect of children or vulnerable adults.
- To liaise with the Flag Officers and other members of the Management Committee to ensure that all those involved with both young people and vulnerable adults understand what is required of them.
- To liaise with the Training Manager to ensure that all instructors and rescue boat helms have up-to-date DBS checks.
- To liaise with the Training Manager and the Vice Commodore to ensure that all registration forms reflect the Safeguarding and Child Protection Policy.
- To liaise with the Hon. Secretary to ensure that the Rules and Byelaws of the Club reflect the Safeguarding and Child Protection Policy.
- To ensure that current best practice is implemented at the Club in this area through attending training sessions and updating knowledge as required.
- To participate in appropriate working groups and sub-committees focused on particular tasks.

## 7.4.4. Windsurfing Representative

### Responsibilities

- To represent the windsurfers
- To ensure windsurfer compliance with Club Policies and Procedures

### Duties

- Attend the monthly Management Committee Meetings



## 7.4.7. Management Committee Members

### Responsibilities

To assist with the management of the Club by carrying out duties allocated

### Duties

- Attend monthly Management Committee meetings
- Carry out duties as prescribed by Flag Officers or the Management Committee
- Provide proactive support and assistance to Flag Officers and other Management Committee members

## 7.5 Responsibilities and Duties of Other Appointed Roles

### 7.5.1. Safety Officer

#### Responsibilities

- To oversee the Club's H&S Policy and Procedures
- Ensure adequate H&S Inspection and Reporting
- Advise the Management Committee on H&S matters

#### Duties

- Responsible for reviewing and updating the Club's H&S Policy and Procedures
- Responsible for reviewing and updating the Club's Risk Assessments
- Carrying out inspections and reporting to the Management Committee
- Advising and assisting with the management of H&S incidents
- Advising on changes to H&S Regulations, HSE advice and best H&S practice
- Liaising with Tata Steel plc works H&S Officers as required

### 7.5.2. Membership Secretary

#### Responsibilities

- To promote the Club and support the Commodore through the promotion of the vision for TSSC and expectations of culture, values and behaviours of the Club.
- Be responsible for the Membership Applications and Renewal processes

#### Duties

- To welcome new members and act as the first point of contact with regard to membership enquiries.
- To maintain a database of members and their contact details and to distribute Club information and emails to the Members.
- To respond to enquiries about membership of the Club.



- To manage the Club's subscription renewal process and to receive and process membership applications.
- To monitor membership numbers to ensure they remain within the Club's insurance terms as well as noting key trends and reporting such to the Management Committee with recommended actions.
- To liaise with the Compound Manager as required to facilitate smooth operation of duties and management of the boat park.
- To maintain a list of those Members who do not consent to photography.
- Keep the Management Committee advised of all membership matters.

### 7.5.3. Bosun

#### Responsibilities

- Reports directly to the Vice Commodore
- Responsible for the safety, maintenance and correct operation of the Club power/sailing boats and equipment relating to sailing to the required standard

#### Duties

- Attend monthly Sailing Committee meetings
- Maintains stocks of fuel, and spares to the recommended and necessary levels
- Carry out or supervise work necessary for the safety, maintenance and correct operation of the Club power/sailing boats and equipment relating to sailing to the required standard

### 7.5.4. Compound Manager

#### Responsibilities

- Reports directly to the Rear Commodore.
- Responsible to the management of the dinghy compound.

#### Duties

- Allocate dinghy locations to the Apex Oracle system as annual memberships are renewed each January.
- Record changes of boat ownership and update the Oracle system accordingly, as changes occur within the membership year.
- Monitor the incidence of 'Abandoned Boats' and attempt remedial action.
- With the cooperation of committee members qualified in welding, maintain an adequate stock of tie-down stakes which are sold as required for £10 per pair.
- Try to ensure that all boats are adequately secured. (This can be difficult because some members are only occasional visitors and seem to think that their boats are immune to wind damage).





- Maintain an Excel spread sheet of boats and locations to supplement the Oracle system. Maintain accurate records of the compound layout and the boats therein together with the boat owners' details.

## 7.5.5. Results Officer

### Responsibilities

- Reports directly to the Vice Commodore.
- Responsible for accurate reporting and storage of club race results.

### Duties

- Request competitor race timings or positions from the duty team.
- Enter the results into the appropriate software and upload to the club website.
- Notify availability through the club Facebook page.
- Upload the result data to RYA's PYOnline database.
- Assist in developing Club Portsmouth Numbers from the PYOnline database.

## 7.5.6. Webmaster

### Responsibilities

To maintain and update the Club website

### Duties

- To manage the Club website and ensure that the content is up to date and relevant to Club Members.
- To improve and develop the Club website to provide a useful tool to Members to enable Members to participate fully in all activities at the Club.
- To ensure the website is clear and easy to navigate.
- To liaise with members appointed to the SC and the GC to ensure that up to date and relevant information is submitted for publication to the website.
- To monitor, in conjunction with the Membership Secretary, any Members who do not wish to have their photograph used on Club information or the Club website and ensure that no photographs of such Members are uploaded to the website.
- To allocate and manage the official Club email accounts.
- To liaise with the Club webmaster to ensure that changes required by Club activities are made to the website Code.
- To advise the Management Committee in respect of all matters relating to the website and cyber-security as required.
- To liaise with the website hosting company as necessary.



- Keep the Management Committee advised of all website related matters.

## 7.6 Responsibilities and Duties of Club Members

### Responsibilities

It is the responsibility of all Club members to comply with the Constitution, Policies and Procedures of the Club.

Note - Further specific Responsibilities and Duties are set out in Sub-section 5.6

### Duties

- Carry out Officer of the Day (OOD) duties at least three times each year
- Assist in fostering a welcoming, caring and friendly environment at the Club
- Race in a sporting and fair manner
- Assist with Club activities as far as possible in accordance with the requests of Flag officers