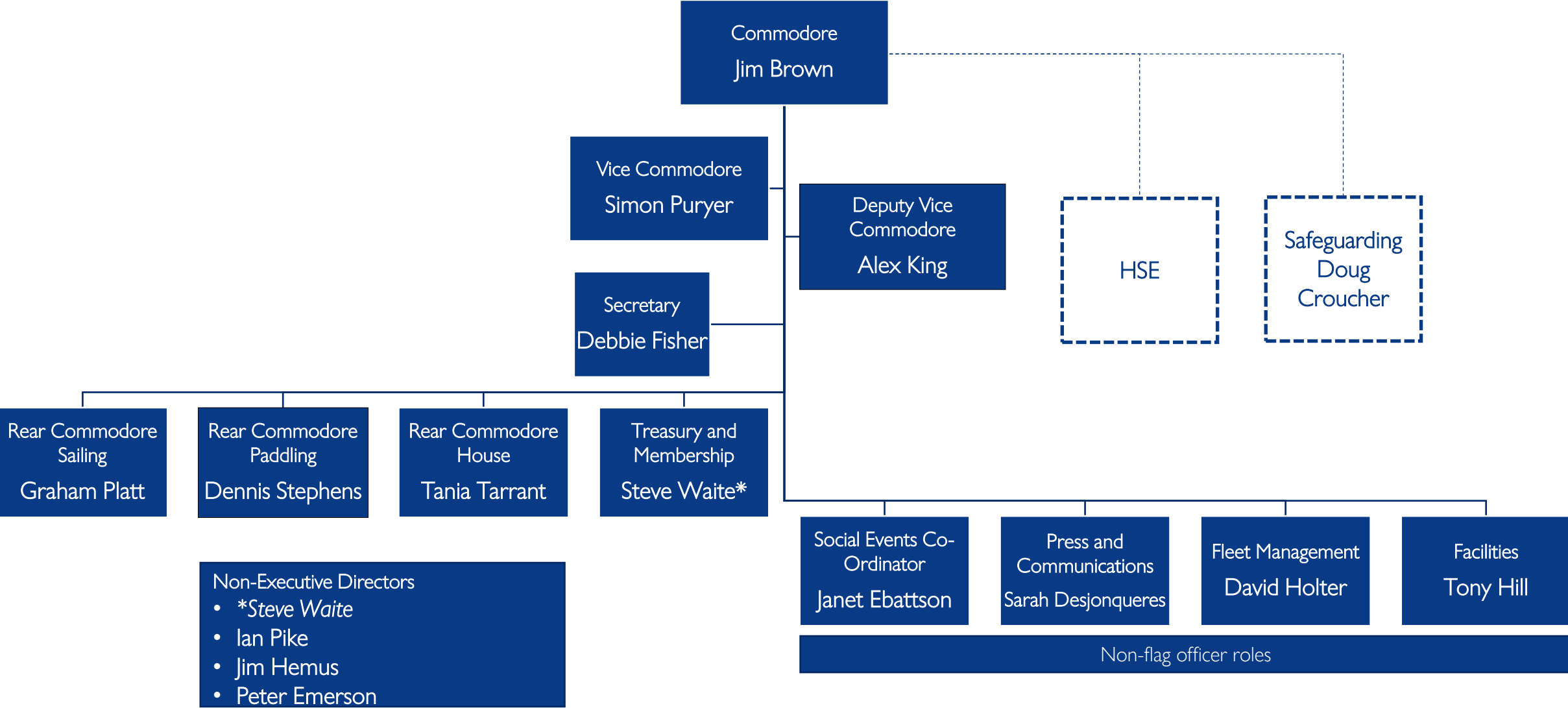




HIGHCLIFFE SAILING CLUB

Organisational Structure – November 2022

CLUB MANAGEMENT TEAM

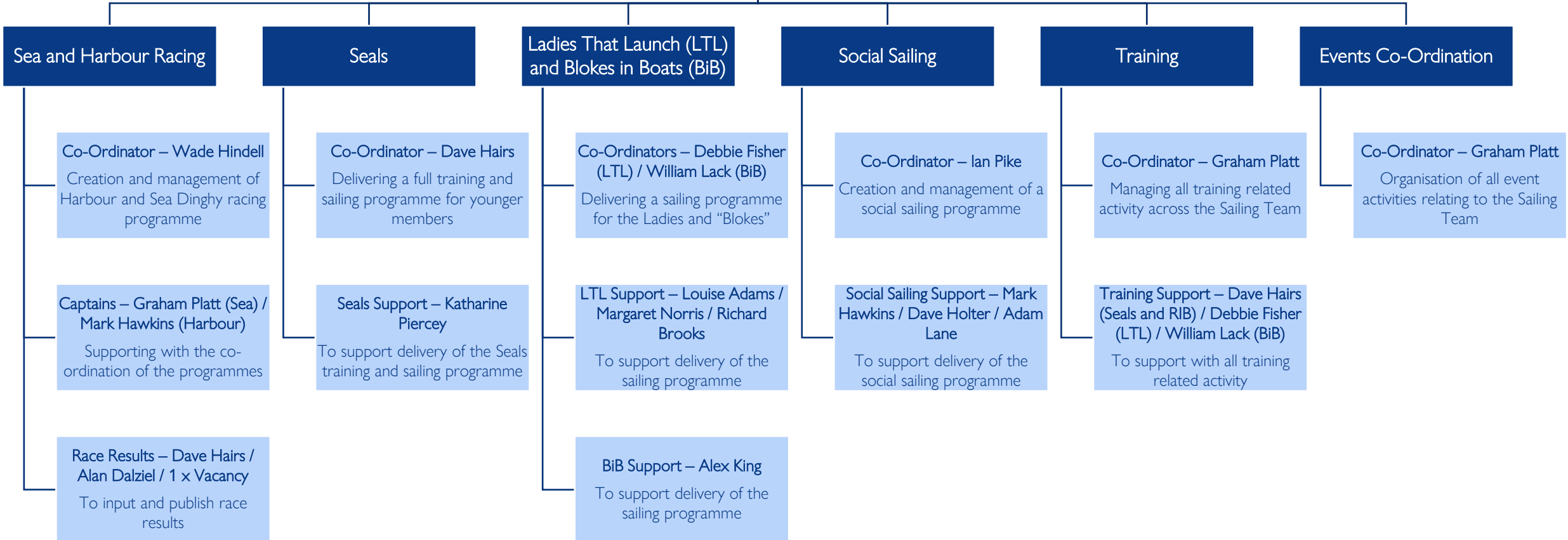


SAILING TEAM



Team Leader – Graham Platt
Overall accountability for the Sailing Team, managing Open Events, assisting in the preparation of the Race Programme and representative Flag Officer for HSC Sailing

Deputy Team Leader – Jeff Warnock
To support the Team Leader in managing the Sailing Team and deputising in their absence

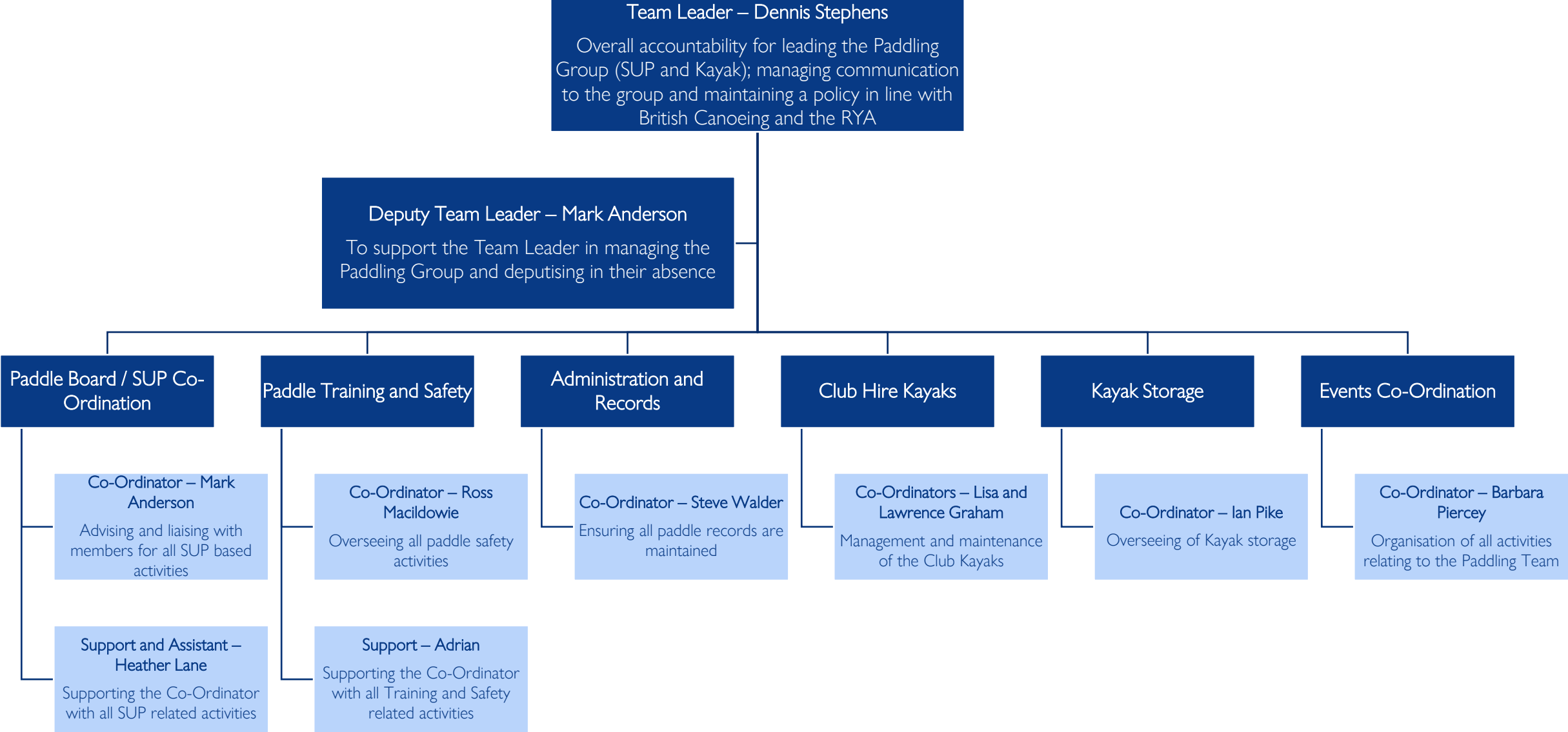


SAILING TEAM – DETAIL



Sea and Harbour Racing	Seals	Ladies That Launch (LTL) and Blokes in Boats (BiB)	Social Sailing	Training	Events Co-Ordination
<ul style="list-style-type: none"> • Creation and management of the Harbour and Sea Dinghy racing programme • Responsible for ensuring the full Race Team are available for every race, assisting with swaps / finding volunteers to fill gaps – liaise with Press / Comms if needed • Communicate changes / cancellations to race programme to Membership (via Press / Comms Team) • Sorting EOY and Interclub Prizes and Prize Giving • Input tracing results into Sailwave and publish on the Trust webpage 	<ul style="list-style-type: none"> • Work with current instructors and TM Racing to deliver a full Seals training / sailing programme • Main contact point for all Seals related questions from members • Ensure hire fleet available for these days • Liaise with Press / Comms Team to ensure accurate information is disseminated to the members • Provide Press / Comms with accurate and up-to-date website / newsletter content • Administer Seals WhatsApp group 	<ul style="list-style-type: none"> • Work with current instructors and TM Racing to deliver a full LTL and BiB training / sailing programme • Main contact point for all LTL or BiB related questions from members • Ensure hire fleet available for these days • Liaise with Press / Comms Team to ensure accurate information is disseminated to the members • Provide Press / Comms with accurate and up-to-date website / newsletter content • Administer LTL and BiB WhatsApp groups 	<ul style="list-style-type: none"> • Creation and management of the Social Sailing programme • Issue e-mail prompt to list, advising of start time of each session • Assist new members with rigging, boat hire and getting afloat • Contact point for all social sailing related questions 	<ul style="list-style-type: none"> • Assist TM Sailing Groups to deliver LTL, BiB and Seals • Main contact point for all Training related questions from members • Support Sailing Team, co-ordinating ad-hoc on the water training sessions • Arrange winter Sailing / Training talks – RO and ARO Training, knots, basic sailing training, etc. • Liaise with Press / Comms Team to ensure accurate information is disseminated to the members • Provide Press / Comms with accurate and up-to-date newsletter / website / WebCollect content 	<ul style="list-style-type: none"> • Liaise and assist with the co-ordination of club events where the Sailing Team is featured • Liaise with outside organisations including the RNLI and other water sports groups • Support Sailing Team at club sessions

PADDLING TEAM

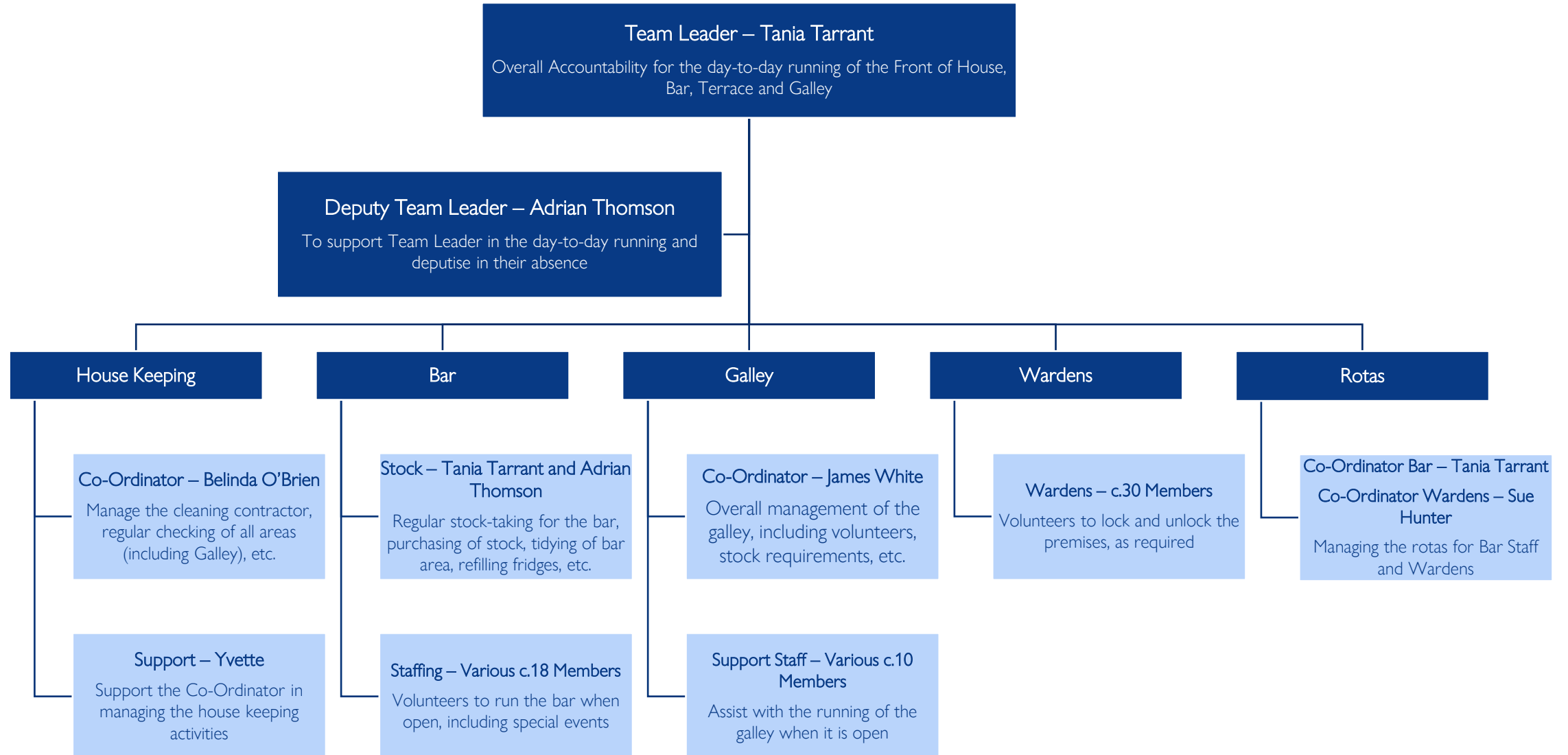


PADDLING TEAM – DETAIL



Paddle Board / SUP Co-Ordination	Paddle Training and Safety	Administration and Records	Club Hire Kayaks	Kayak Storage	Events Co-Ordination
<ul style="list-style-type: none"> • To advise and liaise with club member SUPs • Act as SUP lead during on the water activities • Encourage safety training and provide a link to training opportunities 	<ul style="list-style-type: none"> • To oversee the issues of paddling safety • To supervise the scheduling of training opportunities • Improve access to training • Oversee and liaise with Administrator regarding course records • Arrange theory training sessions • Liaise with Team Leader re training • Assist with risk assessments 	<ul style="list-style-type: none"> • Ensure paddle records are maintained (training and courses) • Liaise with Paddle Support Team • Provide records for annual report • Administer WhatsApp group • Monitor compliance with Data Protection 	<ul style="list-style-type: none"> • Ensure that the condition of club kayaks are regularly checked • Maintain a log of the checks • Report faults / damage to Team Leader or Club bosun • Check padlocks, seats and paddles • Assist with replacement craft when necessary • Monitor usage – cost effectiveness • Assist with kayak trips and events 	<ul style="list-style-type: none"> • Oversee storage of club kayaks • Maintain schedule and photographs of kayak racks • Check storage against club subscriptions • Assist with club organised paddle outings • Point of contact to potential risks of flooding / storm damage • Update storage information 	<ul style="list-style-type: none"> • Liaise and assist with the co-ordination of club events particularly where the paddle section is featured • Liaise with outside organisations including the RNLI and other water sports groups • Support Paddle Team at club sessions

HOUSE, BAR, TERRACE AND GALLEY TEAM



HOUSE, BAR, TERRACE AND GALLEY TEAM – DETAIL



House Keeping

- Liaise with maintenance
- Tidy-up hall/bar furniture
- Stack outside furniture if wind forecast
- Liaise with cleaner, check changing rooms/hall/galley to see if needed each week out of season
- Mopping/cleaning loos etc if necessary
- Ensure supply of toilet rolls/soap in loos
- Wash tea towels, etc
- Try and change boot rinse bucket to help keep floors from being gritty/muddy
- Soak/clean mops in changing rooms
- Liaise for emptying bins on demand
- Check bins are locked after emptying
- Remove wrong items from bins

Bar

- Checking stock/ordering/shopping
- Putting new stock away
- Restock all fridges etc to ensure sufficient cold
- Glass Washer detergent and change salt in machine
- Wash back log of glasses left in between bar openings
- Tidy bar/back bar, etc
- Sort out recycling, glass and DMR
- Liaise with deputy and others on Clubhouse upgrades, as required

Galley

- Manage the galley and volunteers
- Ensure rota is filled for events and volunteers know what to do and when
- Manage stock for galley (food / cleanings and kitchen supplies)
- Ensure regular cleaning of galley takes place as appropriate
- Provide ideas of how the galley could help / run any food based events

Wardens

- Unlock premises and ensure everything is ready for the day
- Lock premises and ensure that all windows and doors are shut, the lights are off and the alarm is set

Rotas

- Checking regularly and chasing up to fill gaps for bar and warden duties
- Checking rota if a warden is on race duty already/edit rota as needed
- Signing up/showing new wardens and bar staff round
- Set-up and manage WhatsApp groups

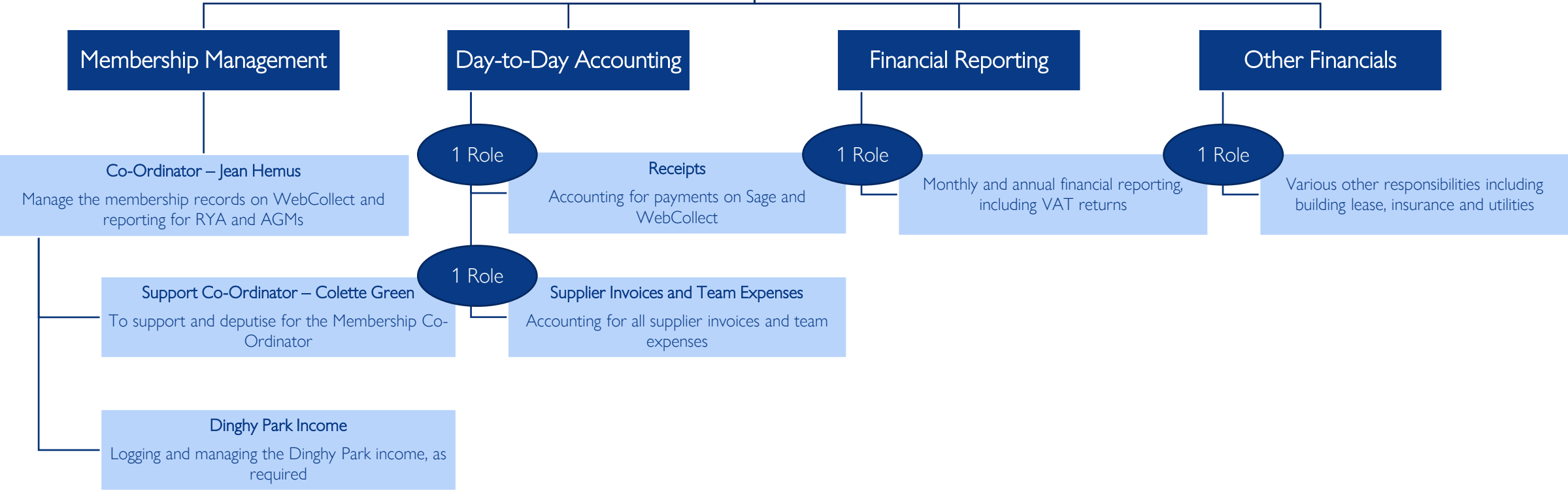
TREASURY AND MEMBERSHIP TEAM



Team Leader – Steve Waite
Manage the Club's affairs, ensuring adequate books of account are maintained and direct the Financial Strategy

Deputy Team Leader – TBC
Support the Team Leader in the day-to-day accounting and membership records

Auditor – Saron Rusden
Carry out an independent accountant's review of the annual financial statement and balance sheet



TREASURY AND MEMBERSHIP TEAM – DETAIL



Membership Management

- Keeping membership records up-to-date
- Add new members and report to Committee
- Monitor Event bookings
- Remove resigning members
- Advising members on the use of WebCollect
- Membership reporting – RYA Census and KPIs for AGM
- Logging and accounting for the Dinghy Park income, with the support of Ian Pike

Day-to-Day Accounting

- Account for receipts on Sage and WebCollect:
 - Bank transfers in HSBC
 - Card receipts – Global Payments
 - Cash and cheque receipts – deposit at bank
- Account for supplier invoices and team expenses:
 - Pay invoices
 - Top-up the debit card account when necessary
 - Transfer to and from deposit account when necessary

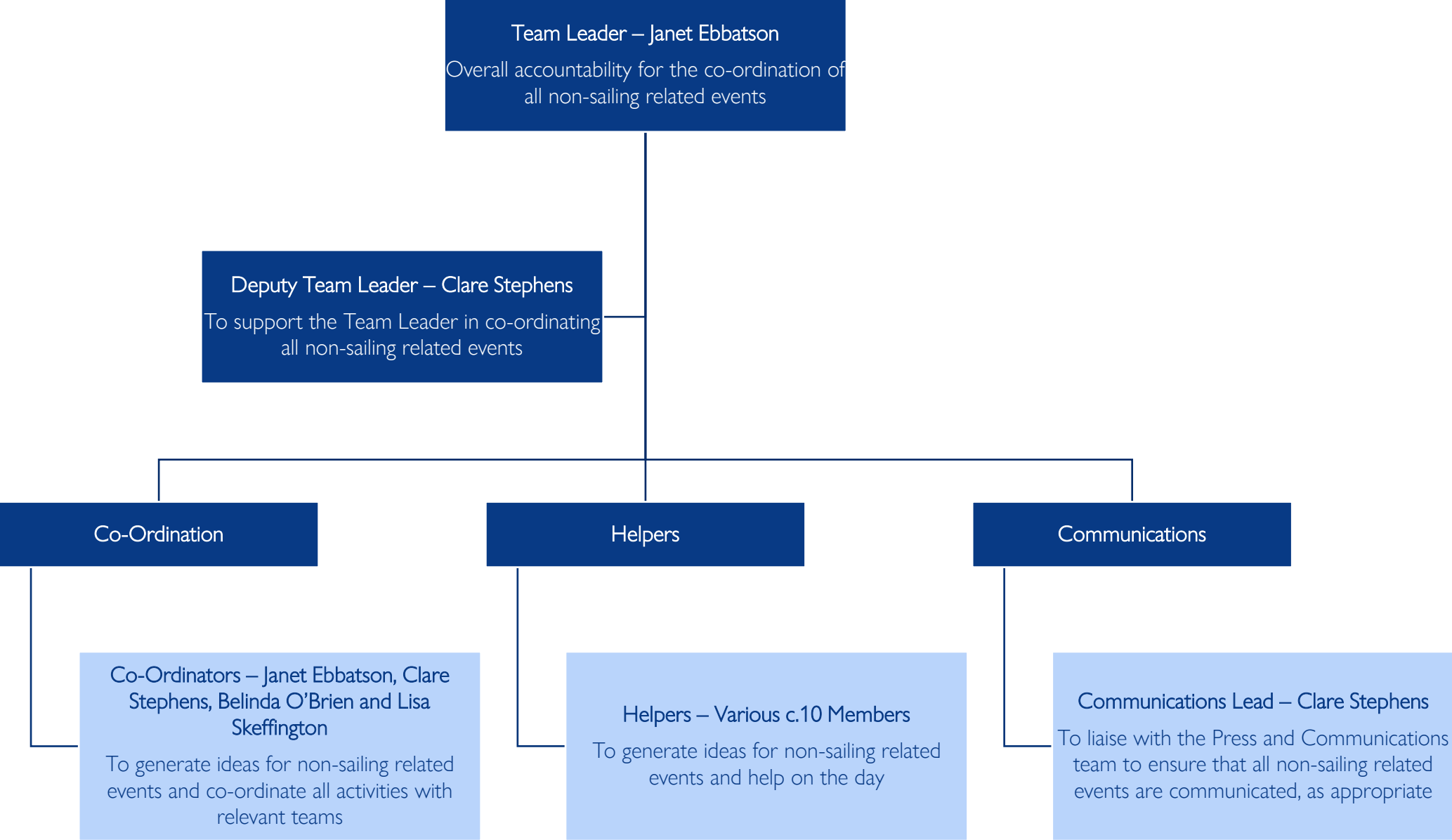
Financial Reporting

- Prepare monthly management accounts
- Prepare annual budgets and periodic forecasts with Team Leaders
- Prepare VAT returns
- Prepare annual financial statement and balance sheet for audit
- File annual financial statements with Companies House, make annual statutory declarations and notify changes in directors, etc.
- File and agree Corporation Tax returns with HMRC and settle any liability
- Ensure compliance with Companies Acts and Financial Reporting Standards
- Maintain banking arrangements
- Ensure licenses and supply contracts are renewed when due

Other Financials

- Insurance – Renew insurance policies when due and ensure the cover is adequate
- Mineral Oil Duty – claim for safety boat fuel
- Valuation Office Agency – supply information for rate valuation
- BCP – rent review 2023 and lease renewal 2028
- Marine Management Organisation – licence for laying harbour marks
- Electricity Supply – Renew contract November 2023

SOCIAL EVENTS TEAM



SOCIAL EVENTS TEAM – DETAIL

Co-Ordination

- To generate ideas for future events
- To plan and book events with the Social Team Leader
- Liaise with the House Manager and Galley co-ordinator, as required
- Enlist helpers, as required

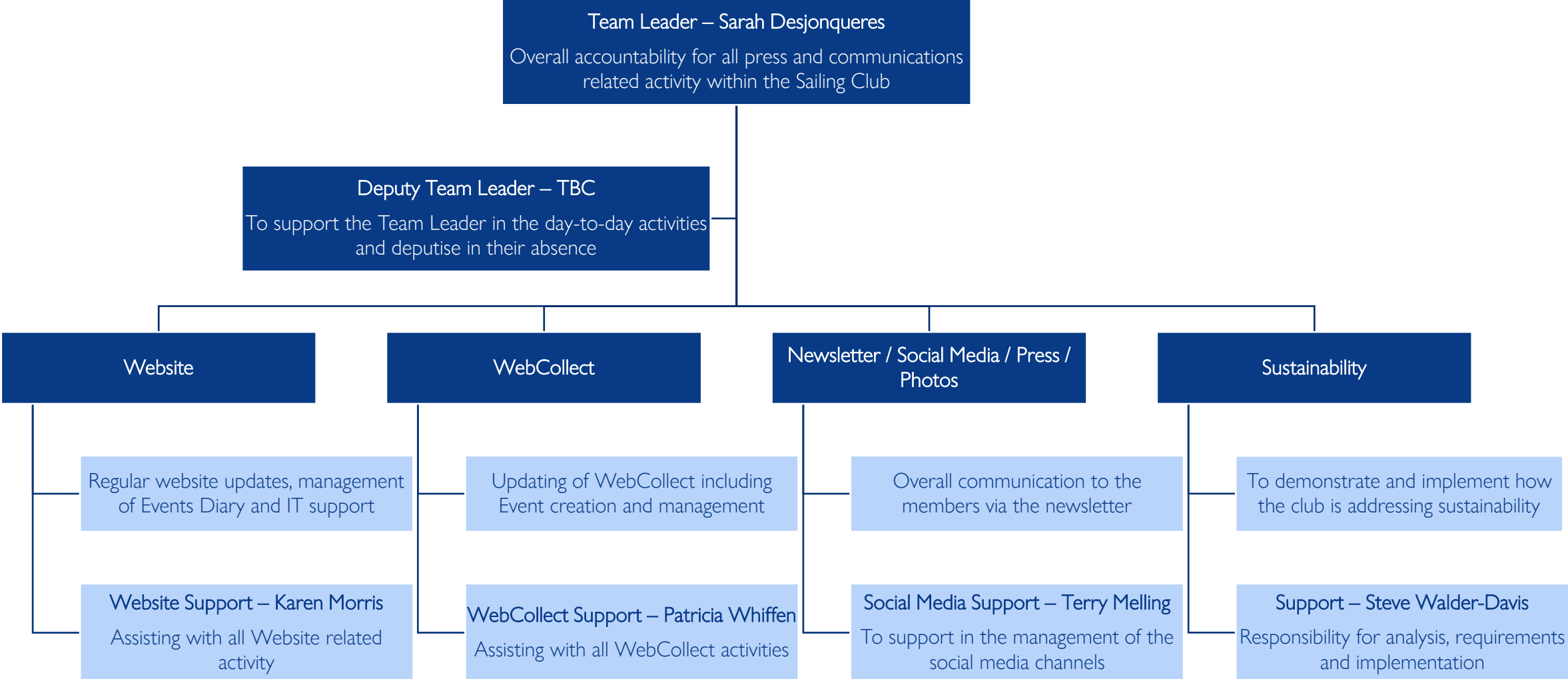
Helpers

- To generate ideas for future events
- To meet and greet guests
- Help set-up and clear away at events
- Help with anything else required by the event co-ordinator

Communication

- Communicate with the Social Events Team
- Point of contact for WebCollect events
- Liaise with the Press and Communications Team to ensure accurate information is disseminated to the members
- Provide Press and Communications Team with accurate information to include within the newsletter / website

PRESS AND COMMUNICATIONS TEAM



PRESS AND COMMUNICATIONS TEAM – DETAIL



Website

- Monitoring and updating the website
- Keeping the site fresh and correct
- Management of Events Diary
- IT Support

WebCollect

- Updating of WebCollect
- Creating and managing Events – including social, training, sailing, paddling & open events and all dinghy hire
- Updating of duty rota
- IT Support

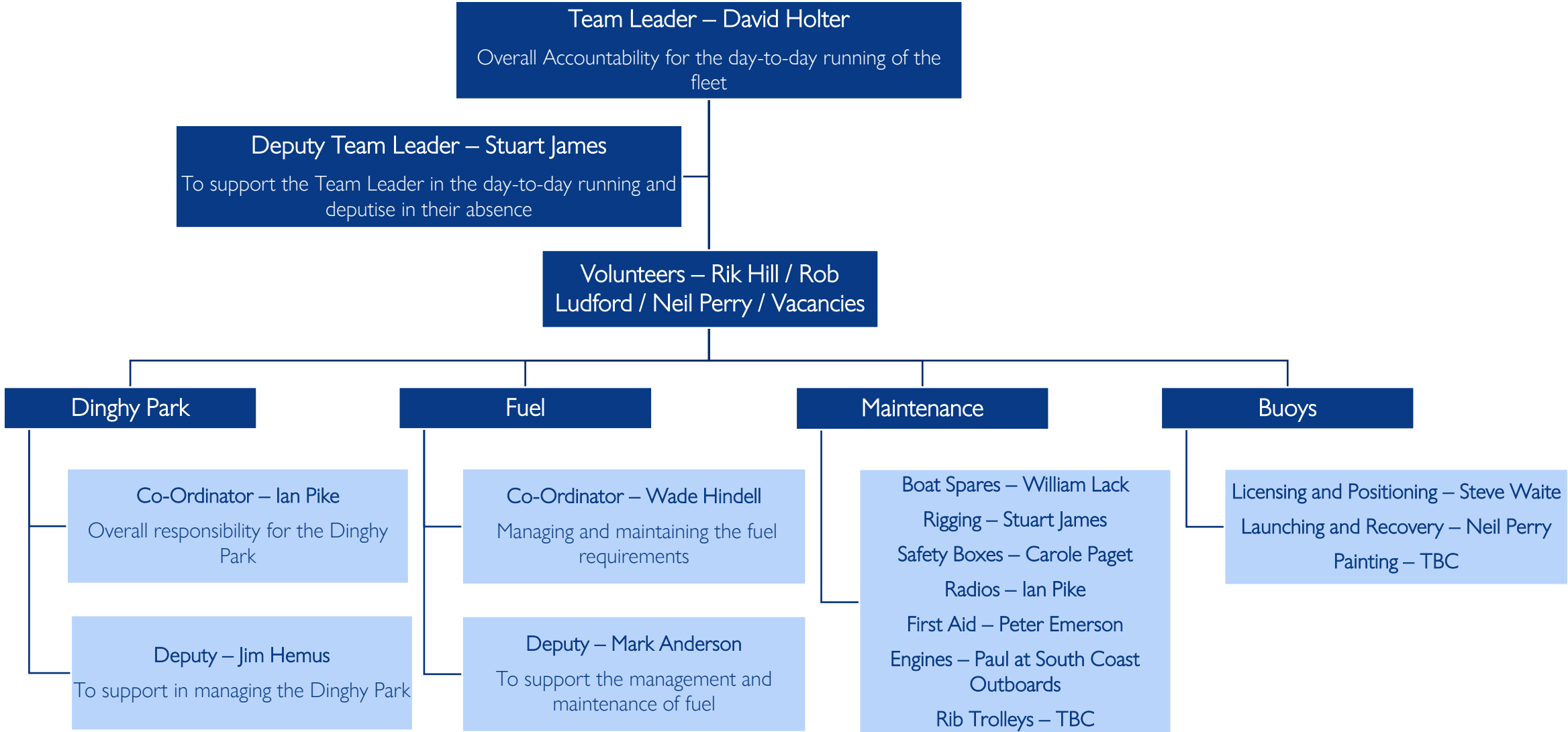
Newsletter / Social Media / Press / Photos

- Updating Facebook
- Sending and responding to WhatsApp
- Answering e-mails received through the website
- Newsletter creation and content gathering, liaising with all Teams
- General dissemination of information so that members are kept totally up-to-date
- Press – race reports, local adverts, leaflets, magazine articles, Yachts & Yachting, etc.
- Taking and gathering photographs, as required

Sustainability

- Demonstrating how the Club is becoming more focused on sustainability, on a day-to-day basis
- Implementing any changes

FLEET MANAGEMENT TEAM



FLEET MANAGEMENT TEAM – DETAIL

Dinghy Park

- Be on standby to remove the masts and store away, if stormy weather is forecast
- Assist any club member in the rigging of the rental fleet

Fuel

- Ensure portable fuel tanks are in good condition and refilled after use

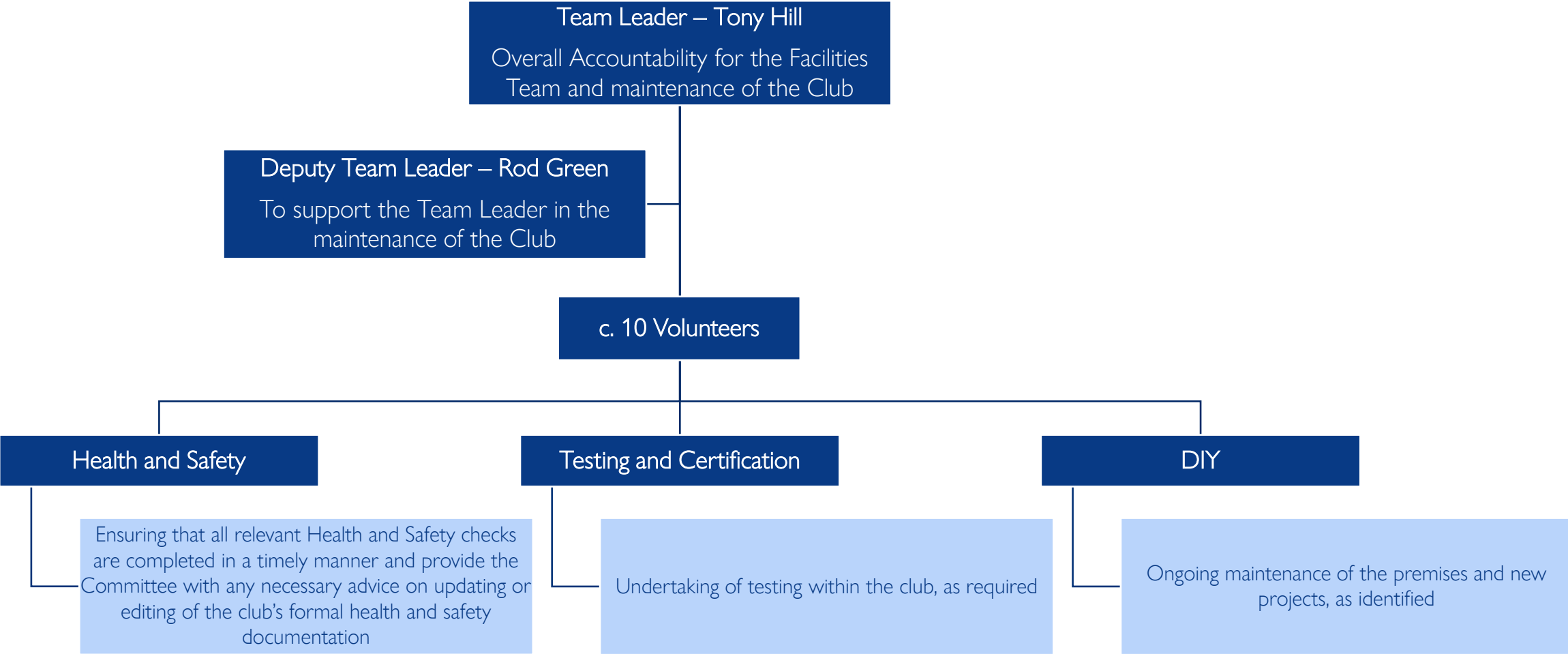
Maintenance

- Keep the hire boats, two ribs and the plastic Rigiflex in a safe and ready state
- Ensure all removable boat parts are returned in good condition and are stored away appropriately
- Ensure the Bosun's locker contains sufficient supply of spare parts, as required
- Keep the support boat safety boxes complete and up-to-date
- Ensure the club radios are serviceable at all times
- Arrange the annual maintenance of the Ribs and Rigiflex engines

Buoys

- Position and license the buoys, as required
- Arrange for recovery and repair of the harbour marker buoys
- Ensure the sea markers are always in good condition

FACILITIES TEAM



FACILITIES TEAM – DETAIL

Health and Safety

- Risk Assessments
- Fire Risks
- Safety Policy
- Monitoring on an ongoing basis
- Advisory to Committee

Testing and Certification

- PAT testing
- Fire checks
- Water tests

DIY

- Routine maintenance
- New projects
- Upgrades