

## **JURISDICTION AND RESPONSIBILITIES OF J.S.C.A. COMMITTEES**

- A. Executive
- B. Operations
- C. Programmes
  - C1. Racing Coordinator
  - C2. Centreboard Editor
- D. Planning
- E. Safety
  - E1. Senior Safety Officer
- F. Finance
- G. Personnel

## EXECUTIVE COMMITTEE

### PURPOSE AND TERMS OF REFERENCE

1. To assist and oversee the harmonious operation of the J.S.C.A., the Board of Directors, and associated committees.
2. To directly oversee the Financial and Personnel Committees.
3. To assist and advise the J.S.C.A. General Manager in resolving administrative problems.
4. To ensure that all J.S.C.A. commercial contracts are assigned to a committee for negotiation or re-negotiation and presented to the Board for Approval.
5. To act on the behalf of the Board in the event of immediate urgency, provided the reasons for the action are reported to the Board immediately subsequent to the decision of the Executive.
6. To ensure the Board, committees, volunteers, and staff properly utilize and protect J.S.C.A. assets.
7. To plan the date, place, and agenda of the J.S.C.A. Annual General Meeting, and notify the Board of Directors at the September board meeting.

## **OPERATIONS COMMITTEE**

### PURPOSE AND TERMS OF REFERENCE

To develop/revise and bring before the Board policy and procedures for jurisdictions listed below:

1. To serve as J.S.C.A.'s Technical Maintenance Committee.
2. To receive and consider requests for annual allocation and restricted use of club/meeting rooms, craft storage, and locker space--make recommendations in writing to the General Manager.
3. To be responsible for recommending the use of the hangar.
4. To receive and consider members' appeals of administration decisions in reference to storage and space allocation, and make recommendations in writing to the Board.
5. To take charge of the Centre's repair, maintenance, renovation and safety for the building, site, and equipment, unless assigned to another committee by the Board or Operations Committee.
  - a) Building 13 in entirety
    - operating systems: plumbing, electricity, heating
    - physical structure
    - fire suppression devices
    - security alarm systems
  - b) Beaches and Ramps
  - c) Compound (enclosed by fencing)
    - perimeter fencing
    - roadway paving
    - ground conditions
    - operating systems: water lines, electrical system, fuel lines
    - caretakers trailer
  - d) Construction and renovations (e.g., Phase III, clubrooms racks etc.).
  - e) Building security
    - general security for daily operations
  - f) Construction and placement of all signage in Building 13 and compound area including fencing.

## PROGRAMMES COMMITTEE

### PURPOSE AND TERMS OF REFERENCE

To develop/revise and bring before the Board policy and procedures for jurisdictions listed below:

1. To develop policy for all J.S.C.A. Special Events, including:

- i) Room bookings
- ii) Compound bookings
- iii) Race equipment bookings (including Marks and Albatross)
- iv) Food and beverage requirements (see Schedule "G")
- v) Fee structure of boat rental in consultation with the Safety Committee
- vi) Fee structure of room rental
- vii) Security
- viii) Insurance

To ensure that existing policies regarding special events are maintained.

To consider and recommend approval of specific major events to be held in future years.

To coordinate and provide adequate volunteers for all J.S.C.A. sponsored events such as Opening/Closing Day, Jericho Classic, etc.

2. To oversee all aspects of racing at J.S.C.A.

To coordinate and ensure training for an adequate number of volunteers for Tuesday and Sunday Series racing (i.e., Race Management Team (RMT)).

To coordinate all racing events at J.S.C.A. (see "Racing Coordinator")

To work harmoniously with the J.S.C.A. Rescue Team.

3. To oversee the production of the J.S.C.A. newsletter

To ensure that the Centreboard newsletter is produced and distributed with reasonable frequency.

To ensure adequate quality of the Centreboard is maintained.

## **RACING COORDINATOR**

1. To promote, establish, maintain, and help facilitate racing programmes/events for J.S.C.A. members.
2. To establish and post racing dates/times/instructions for:
  - regular Tuesday/Sunday training races
  - special race events
3. To post race results for regular Tuesday/Sunday training races.
4. To coordinate race committees for Tuesday/Sunday training races.
5. To provide Race Management and judging courses.
6. To organize and maintain the J.S.C.A. racing bulletin board.
7. To coordinate equipment and staff requirements with J.S.C.A. General Manager for all J.S.C.A. racing events.
8. To seek programmes committee approval of all J.S.C.A. Race Coordinator's proposals before enactment.
- 9a. To form and chair an adhoc committee to solicit racing input from interested individuals, clubs, co-ops, and fleets.
- b. To present adhoc committee information to the programmes committee in order to formulate recommended policy to the Board.

### **CENTREBOARD EDITOR**

1. To publish a minimum of four issues per year.
2. To select the Production Manager.
3. To solicit input from all areas of the J.S.C.A. Community.
4. To meet the publishing deadlines as assigned by the Programmes Committee.
5. To operate within the Programmes' Centreboard budget.
6. To present a final draft of the Centreboard to the Programme's Committee Chairman prior to printing.

## **PLANNING COMMITTEE**

### PURPOSE AND TERMS OF REFERENCE

To develop/revise and bring before the Board policy and procedures for jurisdictions listed below:

- 1) To provide a structure for the on-going function and development of physical plant of Jericho Sailing Centre Association.

## **SAFETY COMMITTEE**

### PURPOSE AND TERMS OF REFERENCE

To develop/revise and bring before the Board policy and procedures for jurisdictions listed below:

- 1) To oversee the operation and maintenance of all J.S.C.A. power craft and accessory equipment.
  - a) Set minimum qualification levels for all operators of J.S.C.A. power craft.
  - b) Set training and testing guidelines related to the operations and maintenance of J.S.C.A. power craft and accessory equipment.
  - c) Be responsible for training and testing all operators of J.S.C.A. power craft.
- 2) To oversee J.S.C.A. safety and rescue operations and equipment.
  - a) Be responsible for the purchase and maintenance of J.S.C.A. safety and rescue equipment, including but not limited to VHF radios, first aid supplies, foul weather gear, PFD's and other safety related equipment. Safety equipment is defined as all equipment and supplies associated with the areas under the jurisdiction of the Safety Committee (including J.S.C.A. power craft and the First Aid room).
  - b) Set training and testing guidelines for J.S.C.A. rescue personnel.
  - c) Be responsible for the training and testing of J.S.C.A. rescue staff and volunteers according to the guidelines outlined by the Safety Committee.
  - d) Assist the General Manager in defining the duties and qualifications of paid J.S.C.A. Safety Staff.
- 3) To maintain a safety conscious atmosphere for J.S.C.A. users, both on the water and in/around the compound.



## **SENIOR SAFETY OFFICER**

1. To oversee the operation and maintenance of all J.S.C.A. power crafts, the training and qualifications of J.S.C.A. power craft operators and rescue personnel, and other related duties.

PURPOSE AND TERMS OF REFERENCE

1. To report directly to the Executive Committee.
2. To assist the Treasurer in financial planning.
3. To assist the Treasurer in the preparation of the J.S.C.A. Budget.
4. To monitor J.S.C.A. Committee budget compliance.
5. To monitor compliance of the reporting of commercial sales at J.S.C.A.
6. To monitor the payment of Club, Fleet, and Co-op membership fees.

## **PERSONNEL COMMITTEE**

### PURPOSE AND TERMS OF REFERENCE

1. To report directly to the Executive committee.
2. To develop and recommend personnel policies.