

BALMORAL SAILING CLUB



2019 – 2020

SAILING PROGRAM

and

CLUB HANDBOOK

balmoralsc.com.au

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WELCOME & INTRODUCTION

Welcome to the Balmoral Sailing Club's 2019-2020 sailing season!

We are extremely privileged to be able to sail in one of the most beautiful bodies of water in the world. In addition, the location of the Club provides grassed rigging areas, sheltered launching, excellent clubhouse facilities not to mention great views from our balcony!

BSC is driven to offer fun, safe and high-quality experiences for all its members, sailors and volunteers. We cater for all levels of experience from the juniors to the novice to the more skilled.

As always, a full racing program is planned for our season which starts in mid-September and finishes mid-May. We cater to a wide variety of classes; 505s, Mirrors, Moths, National Es, Tasars, Contenders, Lasers, RS Aeros and Windsurfers. We are also very proud of our growing Junior Sailing Program!

The Club is run by a dedicated group of volunteers. They do an excellent job at ensuring the Club is run effectively and efficiently. As always, we welcome anyone that would like to join us as a volunteer. There are a wide variety of roles available from administrative activities to being on the Race Committee boat or on one of the Safety boats. It's all free and we provide any training that you may require!

This booklet will provide the information you need to fully enjoy your Club membership. If you have any questions or require any further information, please contact me or any of the Club representatives listed on page 4.

I am looking forward to seeing you during the season!

Heather Forton
Commodore
Balmoral Sailing Club

RISK WARNING

Risk Warning under Section 5m of Civil Liability Act 2002 (NSW) Balmoral Sailing Club Incorporated ("The Club") organizes, administers and conducts a range of activities associated with the sport and recreational activities of sailing, boating and water activities generally; some of these activities are organised in conjunction with other associations or bodies. The Club expects all club members and any other persons who may be participating in these activities to take responsibility for their own safety (and the safety of any persons under their care) by, amongst other things, wearing compulsory safety equipment being aware of and following The Club rules and safety rules in The Club Handbook and by behaving in a safe and reasonable manner towards fellow members, participants in the activities and any officials; and taking care of The Club's equipment, their equipment and that of any other member, participant or official. Whilst The Club takes measures to make the activities (including sporting activities) as safe as possible for all participants, there is a risk that participants can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether in formal races, training or any activity that could have an association with The Club. Injury may result from the participant's action or inaction, the action or inaction of others, or equipment failure, inadequacy, malfunction, misuse or similar, or other causes. It is possible that an injury can be serious, could result in temporary or permanent disability and/or be life threatening. Members or any participants could also suffer loss as a result of their personal property (or any property for which they are responsible) being lost, stolen, damaged or destroyed.

BALMORAL SAILING CLUB OFFICIALS 2019 - 2020

Balmoral Sailing Club (BSC) is registered as an incorporated association in NSW under the Associations Incorporation Act 2009. The club is managed by a Board of up to nine directors.

Executive Officers

Commodore	Heather Forton	Club Captain	Laurie Hoffman
Vice Commodore	Andrew Dent	Rear Commodore	Roly Webb
Honorary Treasurer	Michael Savery	Honorary Secretary	TBD

Directors

Nick Collis-George, Karen Savery, Marco Teering, Murray Freeman

Committees / Contact Details

Position	Convener	Mobile	Email
Commodore	Heather Forton	0422 021 057	commodore@balmoralclub.com.au
Club Captain	Laurie Hoffman	0437 595 455	clubcaptain@balmoralclub.com.au
BSC-BWS Liaison	Nick Collis-George	0421 008 485	nick.collisgeorge@balmoralclub.com.au
Crew Register	Michael Payne	0425 275 398	crew@balmoralclub.com.au
Finance	Michael Savery	0490 852 936	treasurer@balmoralclub.com
House	Roly Webb	0416 611 746	house@balmoralclub.com.au
Information Officer	Michael Payne	0425 275 398	info@balmoralclub.com.au
IT	Marco Teering	0411 814 168	marco.teering@balmoralclub.com.au
Junior Sailing	Andrew Dent	0405 973 519	juniorsailing@balmoralclub.com.au
Key Officer	Paula Cummins	0414 816 688	Pmcummins2@gmail.com
Membership	Murray Freeman	0412 667 934	membership@balmoralclub.com.au
Power Boat	Roly Webb	0416 611 746	roly.webb@balmoralclub.com.au
Race Co-ordinator	Karen Savery	0419 751 764	race@balmoralclub.com.au
Racking	Murray Freeman	0412 667 934	racking@balmoralclub.com.au
Risk Management			race@balmoralclub.com.au
Secretary			secretary@balmoralclub.com.au
Whale's Tales	Boyd Newton	0415 616 316	whalestales@balmoralclub.com.au

CONTACT, BANK ACCOUNT & DONATION DETAILS

Correspondence	PO Box 20, Spit Junction NSW 2088
Telephone/Fax	02 9969 8782
Website	balmoralclub.com.au
Email	info@balmoralclub.com.au
Facebook	Balmoral Sailing Club
Bank Account	BSB: 633 000 A/C No: 153560891 A/C Name: Balmoral Sailing Club Incorporated
Tax-deductible Donations	asf.org.au/projects/balmoral-sailing-club/

HOW YOUR CLUB IS ADMINISTERED AND HOW YOU CAN GET INVOLVED

Board

The board of directors is responsible for the running of the club, with each director undertaking particular areas of responsibility. The board, with the support of club members, is currently working towards our strategic goal, developed at the 2017 strategic planning day viz:

Our Goal is to:

Grow our membership base to ensure a vibrant healthy sailing club.

Our Strategies are to:

1. Support and facilitate the expansion of the classes we sail;
2. Develop pathways to membership;
3. Enhance new member mentoring;
4. Increase the number of junior sailors;
5. Use technology to achieve our goal/strategies; and,
6. Provide quality and safe sailing experiences for all.

Dates for Board Meetings

Board meetings are held on the fourth Monday of every month unless otherwise advised. Meetings commence at 8:00pm. Meetings are generally held at the clubhouse, although some are conducted by teleconference. Members are welcome to attend board meetings held at the clubhouse.

Committees

Various committees are formed as the need arises, often with a board member as a convenor. Committees also co-opt club members based on their interest and expertise. This is one way that members can become involved in the running of the club. These committees meet as required, either at the clubhouse or via teleconference or electronic means.

Principal committees and other ways to be involved include:

CLASS CAPTAIN AND STATISTICIAN / HANDICAPPER: Each sponsored class has a class captain who is responsible for the organisation of class matters and reporting to the race committee. The class statistician / handicapper is responsible for calculating class results each week, keeping an on-going record of results for the various types of the events, and setting and adjusting handicaps.

RACE: This committee is responsible for the organisation and running of the racing program and its administration. The committee meets regularly and all class captains report to the board through this committee.

HOUSE: This committee is responsible for overseeing maintenance and repairs around the club. In addition, a working bee is conducted annually. The success of the working bee relies on the active involvement of club members.

IT: This committee is responsible for the development, maintenance and promotion of the club's technology. This includes the club's hardware, the Google G Suite system, website infrastructure and integration with Australian Sailing and other third-party services.

MARKETING AND PUBLICITY: This committee is responsible for overseeing marketing and promotional strategies and activities. This includes the development and distribution of the club's e-newsletter, Whale's Tales.

POWER BOAT: This committee is responsible for the running and maintenance of the club's powerboats.

POWER BOAT CREW / DRIVERS AND RACE OFFICIALS: These are key positions in the club and volunteers are always welcome. Contact race@balmoralsc.com.au if you would like to assist on the club's powerboats in the following positions:

- Race Officer
- Start Boat Assistant
- Safety Patrol Boat Crew

If you are interested in training to become a driver of the club's powerboats you will need a boat licence from Roads & Maritime Services and training on the club's boats. This can be arranged for you and, again, you should contact race@balmoralsc.com.au.

SOCIAL: This committee is responsible for organising the social events for the club.

GENERAL INFORMATION: THE ABC OF BSC

BANK DETAILS

BSB: 633 000 **A/C No:** 153560891 **A/C Name:** Balmoral Sailing Club Incorporated

BAY KEYS

Keys to the clubhouse and boat storage bays are available for \$70.00 from the Key Officer, Paula Cummins. The \$70.00 is refundable on return of the key.

BOATS RETIRING FROM RACE

Any boat that retires from a race must notify the race committee in accordance with the sailing instructions (i.e. sign off on the 'Sign Off' sheet located near the front door of the club).

BOAT INSURANCE

All boats racing at the club must be insured for at least third party. The club receives a rebate when members take out YNSW Pleasure Boat Insurance (www.ynswinsurance.com/c2/).

CAR PARKING

Pay and Display parking is available in the Balmoral Foreshore Reserve. Alternatively, annual 'Saturday' parking stickers, valid from 1 July 2019 to 30 June 2020, can be purchased by non-Mosman residents or are available free of charge for Mosman residents. Go to www.mosman.nsw.gov.au/residents/parking to download the application form. Free, on the street parking, is also available within walking distance of the club.

CHANGE OF ADDRESS

Members are requested to advise the club immediately, in writing, of any change of contact details, including address, email, and telephone number, as well as change of boat. These details should be emailed to the Membership Officer, Murray Freeman.

CLUB BEACH TRAILERS

The club's beach trailers must not be pushed into the water and must be returned to the hard area behind the clubhouse. Please do not wash your boat down on the beach trailer.

CREWING POSITIONS

The club helps link aspiring crew with willing skippers via the Crew Register which is maintained by Michael Payne. To access the Crew Register email crew@balmoralsc.com.au or visit balmoralsc.com.au to add your name to the Crew Register.

DEFIBRILLATOR

The club's defibrillator is located on the wall in the downstairs entry foyer. It is simple to use and no formal training is needed. Take it off the wall (the alarm will sound meaning that the backup power supply has been disconnected) and the unit will literally start talking to you and guiding you through the process.

DONATIONS

To make a tax-deductible donation to BSC: asf.org.au/projects/balmoral-sailing-club/

LEARN TO SAIL

The club sponsors a sailing school, which operates from the club's premises and provides a range of services for children, teens and adults including tuition, school holiday programs, equipment hire and instructor courses. The sailing school also offers the Tackers' Program – an introductory, games-based sailing program designed for children, 7 to 12 years of age.

JUNIOR SAILING

The BSC Junior Sailing group is an open, competitive fleet for young sailors with initial sailing experience (as helm or crew) who are looking to go to the next level within the club. The group sails on Saturday mornings during the sailing season. A coach will be used (coaching fee is \$250 for the season; Note: junior boat owners fee applies towards the coaching fee) and parents are encouraged to be involved with the club either onshore or offshore. For more information contact Andrew Dent, e: juniorsailing@balmoralsc.com.au or p: 0405 973 519.

NEW MEMBERS

The club has developed a mentoring program whereby Class Captains or their nominees take new members under the wing to ensure they are made to feel welcome and helped to understand the way the club operates.

NON-SMOKING VENUE

Balmoral Sailing Club is a non-smoking premises.

PUBLIC TRANSPORT

To find out how to get to the club using public transport: www.transportnsw.info

TRAILERS, BOAT STANDS, ETC

All trailers, trolleys and cradles must be left in the nominated areas when out sailing. Refer to the map on the official noticeboard for details. They should also not be left overnight or for extended periods. Trailers are not to be left in car parking bays.

RULES OF SAILING

ALL club members must abide by the *Racing Rules of Sailing for 2019 – 2020*. Download a copy at: sailingresources.org.au/class-assoc/racing-rules/

SAILING INSTRUCTIONS

Sailing instructions are available in the clubhouse and on the website. It is the responsibility of every person competing in club events to be fully conversant with these instructions.

SECURITY

Security of the club is everyone's responsibility. Please ensure all doors and roller shutters are locked when the club is or will be unattended, such as when you are out sailing. Please be security conscious and aware of any non-members you notice lingering around the club.

USE OF THE CLUBHOUSE

Club members may book the clubhouse for approved events on days sailing is not being held. A very reasonable fee may apply. The clubhouse MUST be booked through the Secretary. The clubhouse is to be left clean after use. An additional fee may apply to any member or class that does not comply with this requirement.

VISITORS

Visitors, who are financial members of another sailing club, may sail in any event conducted by Balmoral Sailing Club. A fee of \$10.00 per race may be charged. Visitors cannot compete for prizes in any club point score or club championship event. Visitors attending for a class association event also pay \$10.00 per race, unless otherwise advised.

SSS – SPRING SPRINT SERIES (START TIME: 1300)

The perfect way to dust off the cobwebs at the start of the season. Usually three to four short races held back to back, on a small course, designed to keep boats close together and the racing tight!

SPS – SPRING POINT SCORE* (START TIME: 1400)

Class racing in the first half of the season, before the end of the year.

APS – AUTUMN POINT SCORE* (START TIME: 1400)

Class racing in the second half of the season, after the start of the new year.

*SUMMER POINT SCORE is a combination of the Spring and Autumn Point Scores

CC – CLUB CHAMPIONSHIP (START TIME: 1400)

The premier series of the BSC sailing program for each class.

MAR – MARATHON (START TIME: 1330)

One of the highlights of the season. The annual Sydney Harbour marathon course normally runs from Balmoral to Quarantine, then via Shark Island to Fort Denison and back to Balmoral. A shorter marathon course is set for the slower classes.

HC – HANDICAP (START TIME: 1400)

Handicap races occur periodically throughout the SPS and APS series. Class handicappers calculate handicaps for each boat in the fleet. Higher performing boats receive a time penalty and start later. First boat to the finish line wins!

WSS – WINTER SPRINT SERIES (START TIME: 1300)

Short informal racing to end the season. Usually three to four short races held back to back, on a small course, designed to keep boats close together and the racing tight!

ASS-B – ASSOCIATION EVENT AT BSC

ASS-A – ASSOCIATION EVENT AWAY FROM BSC

NCR – NO CLUB RACING

CLUB RACING PROGRAM 2019 – 2020

Date	Event	Additional Information	Social Event	Duty Class
14 Sep	SSS			Shared
21 Sep	SSS			Shared
28 Sep	SSS			Shared
5 Oct	NCR		Labour Day w/e	
12 Oct	SPS	Start of Season Moth Interclub ASS-B	BBQ	Mirror/Moth
19 Oct	CC1	Tasar TT ASS-B	BBQ	Tasar
20 Oct	NCR	Manly Junior Teams Race – ASS-B	-	-
22 Oct	NCR	Moth Interclub – Port Kembla SC ASS-A	-	-
26 Oct	SPS		BBQ	RSA/C/L
2 Nov	SPS/HC		BBQ	Nat E/WS
9 Nov	CC2	Moth Interclub Woolhara SC ASS-A	BBQ	Tasar
16 Nov	SPS	505 NSW State Championships Wangi ASS-A, Moth Interclub GRSC – ASS-A	BBQ	RSA/C/L
23 Nov	CC3		BBQ	Mirror/Moth
24 Nov	NCR	Mirror States Leg 1 ASS-A	-	-
30 Nov	SPS		BBQ	Tasar
7 Dec	CC4	Contender Qld States ASS-A	Xmas Party	Nat E/WS
9-18 Dec	NCR	Moth Worlds-WA ASS-A	-	-
14 Dec	SPS	Windsurfer States Day 1 ASS-B, Sail Sydney ASS-A	BBQ	Tasar
15 Dec	NCR	Windsurfer States Day 2 ASS-B Sail Sydney ASS-B	-	-
21 Dec	NCR		Christmas Break	-
22 Dec	NCR	Mirrors Nationals ASS-A	Christmas Break	-
28 Dec– Jan 4th	NCR	Aero Worlds Blackrock VIC ASS-A	New Year Break	-
4 Jan	NCR		New Year Break	-
6-9 Jan	NCR	Contender National Championships ASS-A	New Year Break	-
6-10 Jan	NCR	National E Aus Championship Gosford ASS-A		
11 Jan	APS/HC		BBQ	Tasar
12 Jan	NCR	Windsurfing Narabeen Lakes ASS-A	-	-
15-21 Jan	NCR	505 Nationals RBYC Melbourne ASS-A	-	-
18 Jan	CC5		BBQ	Nat E/WS
25 Jan	NCR		Australia Day w/e	-
1 Feb	APS		BBQ	Mirror/Moth
8 Feb	CC6		BBQ	Tasar
15 Feb	APS/HC		BBQ	RSA/C/L
22 Feb	APS	Mirror States 2 nd Leg ASS-A	BBQ	Tasar
29 Feb	APS		BBQ	Nat E/WS
7 Mar	MAR		BBQ	Tasar
14 Mar	CC7		BBQ	Mirror/Moth
21 Mar	NCR	Sirius Cup	-	-
28 Mar	APS		BBQ	RSA/C/L
4 Apr	APS		BBQ/Easter Egg Hunt	Tasar
11 Apr	NCR	Tasar Nationals ASS-A	Easter Break	
18 Apr	CC8	END OF SEASON		Nat E/WS
25 Apr	NCR		Anzac Day	
2 May	WSS			Shared
9 May	WSS	Tasar Interclub ASS-B		Tasar
16 May	WSS	Presentation Night		Shared
9 Aug	AGM	AGM		

SSS – Spring Sprint Series (Start Time: 1300)
WSS – Winter Sprint Series (Start Time: 1300)
CC – Club Championship (Start Time: 1400)
HC – Handicap (Start Time: 1400)
ASS-B – Association Event at BSC

SPS – Spring Point Score* (Start Time: 1400)
APS – Autumn Point Score* (Start Time: 1400)
MAR – Marathon (Start Time: 1330)
NCR – No Club Racing
ASS-A – Association Event away from BSC

CLASS INFORMATION 2019 - 2020

Class	Position	Name	Mobile	Email
505	Class Captain	David Johnson	0448 077 181	505@balmoralsc.com.au
For details of 505 Association events: www.int505.org.au				
Contender	Class Captain	Matt Mulder	0413 422 609	contender@balmoralsc.com.au
For details of Contender Association events: www.revolutionise.com.au/ICAA/home/				
Laser				laser@balmoralsc.com.au
Mirror	Class Captain	Gavin Cooke	0413 740 339	mirror@balmoralsc.com.au
	Vice-Captain	Andrew Dent	0405 973 519	juniorsailing@balmoralsc.com.au
For details of Mirror Association events: www.imcansw.org/mirror-calendar.html				
Moth	Class Captain	Andrew Sim	0402 688 778	moth@balmoralsc.com.au
For details of Moth Association events: www.moth.asn.au/events/				
National E	Class Captain	Peter Nixey	0409 065 299	nationale@balmoralsc.com.au
	Handicapper	Ken Wilson	0412 331 509	frankenzan@optusnet.com.au
For details of National E Association events: www.nationale.org.au/wp/calendar/				
RS Aero	Class Captain	Nick Collis-George	0421 008 485	rsaero@balmoralsc.com.au
For details of RS Aero Association events: www.rsasailing.org/index.asp?p=events&rg=Australia				
Tasar	Class Captain	Boyd Newton	0415 616 316	tasar@balmoralsc.com.au
	Vice-Captain	John Balass	0408 504 829	john@balfor.net
	Handicapper	John Rendle	02 9908 4044	john@rendle.com.au
For details of Tasar Association events: www.tasar.org/regions/australia/new-south-wales/program/				
Formula Windsurfer For details of Formula Windsurfer events: www.stormriderswindsurfingclub.com				
Windsurfer	Club Captain	Mel Webb	0499 998 543	windsurfing@balmoralsc.com.au
For details of Windsurfer Class of Australia events: windsurferclass.wordpress.com/calendar/				

ANNUAL MEMBERSHIP SUBSCRIPTIONS / OTHER FEES

(as at 1 September 2019*)

Annual membership subscriptions and other fees, including racking fees, are due and payable on 1st September each year. Subscriptions and fees must be paid within two months of them becoming due otherwise membership will lapse. A late payment fee may be charged on any subscription or fee paid after the due date. If you intend to cease sailing with the club, please email Membership Officer, Murray Freeman, to avoid fees being charged.

Only financial members of BSC can compete and be awarded points in the club's events.

By becoming a financial member of BSC you will be provided with an Australian Sailing (AS) Number. An AS Number is required to race in any association event.

Membership Type	Annual Fee*	Boat Owner's Fee*
Family	\$510.00	\$165.00 (Senior helm) \$60.00 (Junior helm)
Senior	\$255.00	\$165.00
Junior	\$155.00	\$60.00
Race Official	\$20.00	N/A
Social	\$140.00	N/A

* These fees apply as at 01/09/2019. The club reserves the right to vary these fees at any time.

Membership Categories

The club has five major membership categories. We encourage membership of families and our fees are structured to ensure that all members of a family can afford to participate as members.

To determine which membership category applies please read the definitions below.

1. Family

A **family** comprises the spouse and immediate children of the applicant. The children need to qualify as 'Junior' members in terms of the description below.

2. Senior

A **senior** is a person over 18 years of age.

3. Junior

A **junior** is a person who is 18 years or under as at the 1 September of the year in which the subscriptions and/or fees are due and payable.

NB. A junior member under the age of 16 years must have at least one associated adult member in any of the other membership categories: family, senior, race official or social.

4. Race Official

A **race official** is usually a volunteer who donates his or her services to the club (i.e. Race Control, Safety Patrol, etc.) and does not sail regularly.

5. Social

A **social** member is a person who does not sail in club races or events, is not a race official and is not involved in the administration of the club.

Boat Owner's Categories

The Boat Owner's fee is an annual charge, payable for each boat you intend to register and race with the Club. It covers all your weekly Race Entry fees. There is a Senior and Junior Boat Owner's fee.

The correct fee to pay is determined as follows:

1. If the boat to be registered is helmed by a person who qualifies as a Senior member, then the Senior Boat Owner's Fee is payable.
2. If the boat is helmed by a person who qualifies as a Junior member, then the Junior Boat Owner's Fee is payable.

General

Fees may be halved for new members joining the club on or after 1 February in any season and reduced to zero if joining after 1 April.

Australian Sailing

Australian Sailing (AS) is the governing body for the sport of sailing in Australia responsible for the administration, promotion and development of sailing. BSC is a member of AS and through this membership receives the support of AS including personal accident cover for club members and course participants. BSC pays an annual membership fee to AS. By becoming a financial member of BSC you will automatically be entitled to the benefits available from AS including personal accident insurance and will be provided with an AS number.

Membership Enquiries

Membership Officer, Murray Freeman, e: membership@balmoralsc.com.au or p: 0412 667 934

Bank Details

BSB: 633 000 **A/C No:** 153560891 **A/C Name:** Balmoral Sailing Club Incorporated

RACKING FEES

Racking	Annual Fee*
Senior Dinghies by Rack Level	
4th Level	\$250.00
3rd Level	\$250.00
2nd Level	\$385.00
Ground Level	\$620.00
Junior Dinghies and Other Craft	
Junior Boats: MJs, BICs etc	\$150.00
Windsurfers	\$150.00
Kayaks, Surfskis	\$700.00
Canoes	\$500.00

* These fees apply as at 01/09/2019. The club reserves the right to vary these fees at any time.

The Balmoral Sailing Club Incorporated Boat Storage License Agreement (of 1st September 2017) can be downloaded at www.balmoralsc.com.au/racking.html.

The following addresses the key points of the racking license and fees:

1. Each racking application must be accompanied by a Racking Application Fee of \$50.00, (non-refundable) for each boat. The fee is payable for each racking application made, including applications from new owners of boats already racked at the club.
2. Racking fees are payable annually in advance. Fees become due on 1 September each year. A late payment fee may be charged for fees paid after the due date.
3. Boats racked with the club MUST compete at least one week in three in the club's sailing program. The board may grant an exemption to this rule in extenuating circumstances. Applications for exemption must be made **IN WRITING** (via email: board@balmoralsc.com.au) to the board. Failure to comply with this condition may result in your boat being either re-allocated to another rack or removed from the clubhouse.
4. Racking spaces are **NOT TRANSFERABLE**.
5. Should you wish to remove your boat from the clubhouse, you must advise the club in writing or via email (racking@balmoralsc.com.au) . All outstanding fees, including the current fee, must be paid prior to the boat being removed.
6. Keys to the boat storage bays are available for \$70.00 from the Key Officer, Paula Cummins. The \$70.00 is refundable on return of the key.
7. Bays are to be kept locked when you are rigging on the beach or out sailing. Don't rely on other people to lock up! Please be security conscious at all times as equipment has gone missing from the boat storage bays as a result of carelessness.
8. All boats are racked at the owner's own risk. The club is not responsible for any boats or equipment that are damaged or removed from the clubhouse. Security of any boats and equipment is the owner's responsibility.
9. Any boat stored on the club premises, for which racking fees have not been paid, is liable to be removed from the club premises. The club reserves the right to recoup outstanding racking fees by selling boats for which racking fees have not been paid.
10. Ensure all equipment is clearly marked with your name and sail number and is stored in your rack with your boat. Masts for certain classes may be stored elsewhere as directed by the Racking Officer. Again, make sure the mast is clearly marked. If not clearly marked your goods may be mistaken by the board as not authorised and you run the risk of them being moved, removed or impounded.

Racking Enquiries

Racking Officer, Murray Freeman, e: racking@balmoralsc.com.au or p: 0412 667 934

Key Enquiries

Key Officer Paula Cummins; e: pmcummins2@gmail.com or 0414 816 688

Bank Details

BSB: 633 000 **A/C No:** 153560891 **A/C Name:** Balmoral Sailing Club Incorporated

DUTY CLASS – RESPONSIBILITIES

Checklist for Class Captain of the Duty Class

The Class Captain of the Duty Class takes on the role and the responsibilities of Officer of the Day

These duties should be performed prior to duty day (say by Wednesday):

- Ring Race Coordinator for an update regarding any likely problems.
- Ensure at least THREE class members are rostered to attend to duties.
- Your class will be responsible for making lunch rolls and running an after-race barbeque, if scheduled. Make sure your class representatives have been allocated to purchase supplies and attend as required. Also check via the Club Racing Program how many classes will be absent and the nature of the racing at BSC so you can estimate how many lunch rolls to make.

Duty Day – Before Racing

Ensure that the clubhouse is unlocked by 11:00am.

Assign the duties set out below.

- Before noon, ring Boating Weather or Yachtline (number in office) and write the forecast on the white board in the main clubroom. Ensure Race Control Officer, Duty Class Captain and Race Committee are aware of the forecast.
- Take the A-frame sign (*Ask us about Sailing at Balmoral*) to the rigging area and ensure at least one member of the Duty Class is in attendance to answer questions from members of the public.
- Liaise with Club Captain, Race Committee and Race Control Officer as to any actions that may be required in accordance with the Sailing Instructions in the case of adverse conditions. Also obtain any information required for the Information Session.
- Organise and hold an Information Session preferably a minimum of 1 hour and 15 minutes before the first scheduled race start. (*Additional sessions may be arranged by Class Captains to pass on special class news.*)
- Check class members perform duties allocated.
- Ensure that the canteen monies are locked away, urn and pie warmer are turned off and the clubhouse is locked, prior to going out to race. Alternatively check that someone is available to supervise the clubhouse during the race and is prepared to accept that responsibility.

Duty Day – After Racing

- Ensure someone is allocated to fire up the barbeque ASAP, if one is scheduled.
- Monitor the radio as soon as practicable after the first boat of the Duty Class returns to the beach on completion of racing. There must be someone at the radio to answer requests from the club's powerboats if required. Check that the 'Sign Off' sheet, from outside the front door, is brought to the radio area once all boats have finished.
- Check with Start Boat that all boats are accounted for.
- Check that rostered members from the Duty Class have completed **all** the duties assigned to them.
- Ensure the club is locked up and all equipment is stowed.
- Ring or email the Club Captain, Laurie Hoffman, to advise of any problems.

General

- If any one wishes to stay in the clubhouse after 6:00pm, an accountable person must accept the responsibility of completing the class duties that are handed over to them.
- It is the responsibility of the last person leaving to ensure all duties have been completed and the lights are turned off.

DUTY CLASS – CHECKLIST

Checklist for Members of the Duty Class

Performance of class duties is the responsibility of all members of the class. Don't just leave it up to others.

Before Racing

- Take A-frame sign to rigging area at 11.00am and be available to answer questions until briefing starts. Place the sign near external door to clubhouse when heading up to briefing.
- Ensure food preparations meet requirements.
- Set up chairs in the clubhouse and on the balcony.
- Check toilet paper, paper towels, soap etc in change rooms (stock in cabinets under whiteboard).
- Hoist National Flag to highest hoist and hoist Club Flag on southern hoist.
- Unlock boat storage bays and put out the club's trolleys.
- Put out hoses with trigger handles. Hoses are located in Bay 'A'.
- Take club dinghy and oars to the beach, as required by Race Control Officer.
- Turn radio on. Channel 91 is the usual channel.
- Set up club tablets to be used for 'Sign On', Boat Log Book and Volunteer Roster.
- Hang **dated** 'Sign Off' sheet, on wall near the external door to clubhouse, for boats that retire.
- Ensure that the canteen monies are locked away, the urn and pie warmer are turned off and the clubhouse is locked, prior to going out to race. Alternatively check that someone is available to supervise the clubhouse during the race and is prepared to accept that responsibility.

After Racing

- As scheduled, fire up the barbeque and prepare food as necessary.
- Monitor the canteen ASAP after coming ashore.
- Collect dinghies with oars and any marks (if used). Wash and stow in boat storage bays.
- Check beach and grassed area. Store any equipment and any lost property that has been found.
- Store hoses in Bay 'A' and turn off external taps.
- Obtain race results and phone to Associated Press on 9322 8000 prior to 6:00 pm.
- Scan and email race results before 6:00pm as per procedure (*in office, near scanner*).
- Lower flags and store in clubhouse.

- Stack fridges and advise appropriate person (or Secretary) if any items need to be purchased.
- Tidy up clubhouse, including wipe tables then fold and store, wipe down canteen area, wash and put away any crockery, glasses, cutlery etc., stack chairs and sweep floor.
- Switch off radio (**NOT** at main switch).
- Empty rubbish bins from canteen, lobby and boat storage bays. Recycle bottles and cans into council bin. Place general rubbish in the bin at rear of building.
- The Officer of the Day must secure all but a small float in a secure box in the office. Place the float in the drinks' fridge and lock all fridges, freezers and cupboards.
- Secure clubhouse by closing windows and locking upstairs doors including sliding doors and door to balcony near stairwell.
- Turn off all upstairs clubhouse lights.
- Lock office, kitchen, stair door, lost property and roller shutters.
- Check front door is locked and secure by trying handle. If it is not secure, press the small button in the edge of the door to activate the lock.

SOCIAL CALENDAR 2019 - 2020

While we pride ourselves on our high-quality racing program, socialising is equally important to club members. Social events are held throughout the year and are typically combined with sailing events. These include our sausage sizzles, held after club racing, and pizza nights, scheduled throughout the year. There's also our annual marathon race, taking in the spectacular sights of Sydney Harbour, from Balmoral to Fort Denison and back, as well as the increasingly popular Easter Egg Hunt. Family and friends are welcome at all social events.

BBQ – Following sailing each Saturday in the Season (except for day of Christmas Party).

CHRISTMAS PARTY – Saturday 7 December 2019 held at the clubhouse after sailing.

MARATHON – Saturday 7 March 2020 (NB Start Time: 1330)

EASTER EGG HUNT – Saturday 4 April 2020 held at the clubhouse.

PRESENTATION NIGHT – Saturday 16 May 2020 held at the clubhouse after sailing.

WORKING BEE and ANNUAL GENERAL MEETING – Sunday 9 August 2020

We welcome your feedback about what we are doing right and where we can improve our social calendar. Inquiries and suggestions can be directed to: secretary@balmoralsc.com.au.

Our Vision and Values

Balmoral Sailing Club aspires to be... an open and friendly club that encourages competitive sailors of all ages and abilities.

At Balmoral Sailing Club we value...

- **Community**

We welcome people of all backgrounds, ages and abilities and foster a sense of camaraderie and connection in all that we do.

- **Enjoyment**

We enjoy the adventure of taking on a challenge, sharing knowledge and socialising.

- **Friendly Competition**

We strive to achieve our best while displaying sportsmanship and sharing our experiences and knowledge.

- **Personal Growth**

We grow by teaching and learning new skills; challenging ourselves on the water; volunteering; and, working as a team to create an extraordinary club.

- **Safety**

Safety is paramount. We look out for each other, on and off the water, so we can all come back to enjoy another day.

Donate to help BSC

In 2015, we celebrated the 70th anniversary of the formation of Balmoral Sailing Club, by launching a fund raising appeal for two major projects to ensure we remain a vibrant, healthy sailing club:

1. to renovate the clubhouse to meet the needs of our growing membership base and to comply with current building codes;
2. to replace our aging power boats to allow us to continue to provide quality and safe sailing experiences for all.

In the past two years the club has received \$15,000 in donations, either directly or via the Australian Sports Foundation. We thank all those who have donated.

To find out more or to make a tax-deductible donation go to:

asf.org.au/projects/balmoral-sailing-club/