

## Fleet Captain

<b>Department:</b>	Fleet Captain	<b>Reports To:</b>	Commodore / Sailing Committee / Board of Directors
<b>Location:</b>	Office	<b>Direct Reports:</b>	N/A
<b>Salary Range:</b>	N/A	<b>Position Type:</b>	Volunteer

### **Position Summary**

The Fleet Captain is responsible for organizing, coordinating, and promoting sailing activities within the yacht club. This role serves as the primary liaison between club members, race committees, and sailing leadership to ensure safe, enjoyable, and well-run on-the-water events, including races, cruises, and fleet-specific activities.

### **Key Responsibilities**

#### ***General Responsibilities***

- Assist the Commodore and Vice Commodore in the discharge of their duties;
- Act in the Commodore's and/or Vice Commodore's stead in their absence;
- Assist the Commodore and Vice Commodore with the management of the club as outlined in the Bylaws; Uphold the Code of Conduct of Board members as set out in the Bylaws;
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike;
- Monitor Fleet Captain emails and address issues as they arise;
- Actively be involved in and promote SYC events, races and cruises and encourage other social and senior members to participate;
- Attend all Board meetings, and any other meetings called at SYC as required to fulfill responsibilities of the position;
- Participate in the annual strategic planning process and the annual budgeting process including development of budget for area of responsibility;
- Carry out such other duties as the Commodore and Vice Commodore may delegate from time to time;
- Act as a point of contact for fleet members;
- Represent fleet interests at club meetings as needed; and
- Assist in the selection of a successor for the Fleet Captain role and provide incoming Fleet Captain with relevant transition information to assist with following year's activities.

#### ***Fleet Management & Coordination***

- Encourage participation and growth within the fleet; and
- Maintain communication with fleet members regarding events, schedules, and updates.

#### ***Racing & Sailing Events***

- Organizing and Running Giants Head Regatta;
- Assist in planning, organizing, and executing club races and regattas;
- Coordinate with the Race Committee on courses, schedules, and logistics;
- Ensure compliance with club rules, sailing instructions, and safety standards; and
- Promote fair sailing and good sportsmanship.

### **Safety & Seamanship**

- Promote safe boating practices and adherence to maritime regulations;
- Assist in safety briefings and ensure proper on-water support when required; and
- Report incidents or safety concerns to club leadership.

### **Training & Development**

- Support member education through clinics, practice sessions, or mentoring; and
- Encourage new member involvement and skill development.

### **Administration**

- Assist with maintaining fleet records, participation logs, and results; and
- Support budget planning and resource needs related to fleet activities.

### **Qualifications**

#### **Qualifications & Skills**

- Strong knowledge of sailing and boating practices;
- Experience racing or cruising sailboats (fleet-specific experience preferred);
- Leadership, organization, and communication skills;
- Ability to work collaboratively with volunteers and club staff; and
- Commitment to the club's mission, safety, and sportsmanship values.

### **Work Environment & Schedule**

- Primarily office-based within the clubhouse;
- Varies by season; increased involvement during racing and sailing season, including evenings and weekends;
- Interaction with club members, leadership, staff, and outside vendors is routine;
- Attend:
  - Board meetings (1/month); and
  - Social functions (1/month).

<b>Version Number</b>	<b>Date</b>	<b>Modified By</b>	<b>Changes Made</b>	<b>Status (Approved, In Review, Finalized)</b>
1.0	5-Feb-2026	Joanne Sproule	Creation	In Review
1.0	17-Feb-2026			Finalized