



**The West Australian  
Speed Boat Club Incorporated  
ROLES and DUTIES of OFFICERS**

**(Updated 18th August 2019)**

## **THE WEST AUSTRALIAN SPEED BOAT CLUB**

### **COMMITTEE MEMBERSHIP and COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES**

The committee shall consist of members holding the following positions:

- Commodore
- Vice-Commodore
- Rear Commodore
- Honorary Secretary
- Honorary Treasurer
- Race Controller
- Handicapper
- Social Organiser
- Public Relations Officer
- Publicity Officer
- Scrutineer (Inboard/Outboard)
- Boat Captains (15hp, 25hp, Displacements, Outboards, Hydroplanes)
- WARWSA Delegates (Two club members elected to representing WASBC on Burswood board)
- WA APBA Delegate (Representing WA Speed Boat Club at WA APBA)

Committee members are elected by the club to manage all club activities and make executive decisions as part of the committee. Committee members lead the club on behalf of all members and they are responsible for:

- Providing guidance, support and direction for Club Members
- Actively promoting the Club
- Developing and Maintaining promotion material
- Improving the Club and the way it operates
- Supporting the Committee and Committee decisions
- Working effectively as a team and in the spirit of goodwill
- Being unbiased and impartial on all issues
- Actively encouraging Club Members involvement as Club Officials, on subcommittees and/or providing assistance as needed.

## **THE WEST AUSTRALIAN SPEED BOAT CLUB**

### **DUTIES OF OFFICERS**

#### **1. COMMODORE**

The Commodore shall represent the Club at all functions and if unable to do so they shall arrange for the Vice Commodore - or otherwise the Rear Commodore - to attend in their place. The Commodore shall act as chairman at all meetings of the Club both General and Special and also at any Management or Committee Meeting. The Commodore shall ensure that all meetings are conducted in a proper manner and they shall exercise general supervision over all of the affairs of the Club. The Commodore shall ensure the enforcement of all rules and regulations which are laid down from time to time for the benefit of the Club and will advise the Vice Commodore and the Rear Commodore in the respective duties.

#### **2. VICE COMMODORE**

The Vice Commodore must be prepared to represent the Commodore at any time he is unable to attend any function of the Club or other occasion at which the Commodore is required - but is unable - to officiate. The Vice Commodore shall also act as chairman of any meeting at which the Commodore is unable to be present. The Vice Commodore shall also assist the Social Organiser in the running of social events as well as advising or assisting the Rear Commodore in his duties.

#### **3. REAR COMMODORE**

The Rear Commodore shall attend all meetings of the Management Committee and Exercise general supervision over all races conducted by the Club. They shall be in control of the Committee for the installation of all course buoys and shall be responsible for maintaining their installation and their removal when required. The Rear Commodore shall also ensure that sufficient officials are present to enable races laid down by the Club to be conducted and shall also report to the Club any loss of racing equipment in order that it may be replaced prior to the next race day. The Rear Commodore shall be a member of the Race Committee and assist the Committee to the utmost of their ability and shall if necessary at any time deputise for the Vice Commodore or the Commodore.

#### **4. HONORARY SECRETARY**

To maintain accurate minutes of proceedings of all meetings of the Club in books provided for the purpose and also keep a correct roll and address book of all members of the Club. The Secretary shall have charge of all books, documents, papers and records of the affairs of the Club. The Secretary shall attend with all necessary books and papers, all meetings of members of the Club or of the Committee of the Club and also conduct all correspondence of the Club and generally act on behalf of the Club. The Secretary shall arrange the date and place of all Club and Committee meetings and shall advise club members and committee members of the same as required. The Secretary shall supply to the Handicapper and the Announcer on the day of any race day list of race trophy donors together with their advertising material.

## 5. RACE CONTROLLER

The Race Controller shall be the judge of all racing matters unless a special judge is appointed by the Committee for a special occasion. The Race Controller shall be in complete charge of the race stewards, comprising the handicapper, timekeepers, starter, flag waver, course stewards, and assistant handicapper/s. The instructions of the Race Controller regarding racing matters shall be obeyed by all competitors - but the Race Controller shall have no control over the Officers of the Club or Club Members unless they are competing in a race. All complaints shall be conveyed by the Race Controller to the Boat Captain of the respective class and if the Boat Captain is not able to satisfy the same then the Race Controller shall submit such complaints to the Committee. The Race Controller and the Crash Boat Driver/s - each of whom shall be equipped with a red flag - shall be empowered to stop any race. The Race Controller or other person appointed shall conduct the Breathalyzer test on race drivers on submission of their race license and payment of any nomination money prior to the start of racing. Any driver exceeding the 0.000 limit will be disqualified from competing in any events on that day.

## 6. HANDICAPPER

The Handicapper may time all boats around the course before their respective first day's racing in each season as well as any boat which may have been absent for at least two (2) consecutive race meetings. The Handicapper may time any boat over one or more laps of the course as they shall think fit. The Handicapper shall be entitled to require any boat to complete any further lap or laps of the course if they are not satisfied. During the course of any race day the Handicapper shall have the right to make such adjustments to the time and handicap of any boat which shall have been timed around the course for handicapping purposes as the Handicapper shall see fit. The Handicapper shall be entitled to amend the handicap of any boat for the next race day. All handicaps shall be calculated in accordance to the rules laid down by the Club from time to time for the handicapping of boats. The Handicapper shall hand to the Secretary a full report of points scored on the day of the race. The Handicapper shall keep a master record book which shall contain details of each race meeting including the name of the boat, its driver, the events raced and times and points allocated in respect thereof. All points shall be recorded in respect of consistency and reliability each season.

## 7. HONORARY TREASURER

The Treasurer shall have custody of all funds of the Club which they shall lodge in the bank at which the Club transacts its business. By order of the Club they shall pay all debts due by the Club and for that purpose shall draw and sign cheques which must be countersigned.

The Treasurer shall also keep correct account of all receipts and payments and prepare correct Balance sheets to be presented to the Club annually or at any other time upon the request of the Management Committee.

At the Annual General Meeting in each year the Treasurer shall produce a balance sheet for the year showing the financial position of the Club, all receipts and payments and other necessary information.

#### 8. SOCIAL ORGANISER

The Social Organiser shall be in charge of the Social Committee which shall organise socials, dances and other functions necessary for promoting and maintaining friendship and rapport between Club Members and other persons interested in the future of the Club. The Social Organiser shall attend all meetings of the Management Committee and offer the assistance of themselves and their Committee to the Secretary and the Management Committee in arranging the annual Trophy Night and shall publish details of functions on printed or typed forms to distribute the same to all members. The Social Organiser shall compile a Balance Sheet of all functions held and deliver it together with all money collected to the Treasurer as soon as possible after each function. They shall also arrange for all permits and authorities necessary for the holding of each function from necessary authorities.

#### 9. COURSE BUOY COMMITTEE

The Course Buoy Committee shall be composed of the Rear Commodore and Vice Commodore and if required the Commodore and the Boat Captain/s. The Course Buoy Committee shall ensure that the course is always in position and shall also install special courses for championship events, special regattas and any other type of event which may be held.

#### 10. ANNOUNCER

The Announcer shall carry out the duties pertaining to such position as set out for their guidance by the Committee or as requested by the Race Controller and/or Handicapper. No other announcements need be accepted by the Announcer unless the same have been authorised in writing by a member of the Management Committee.

#### 11. PUBLICITY OFFICER

The Publicity Officer shall authorise and advertise proposed race functions of the Club and for the purpose of fostering and improving our sport to solicit the assistance by whatever means available including free advertising of newspapers, radio, television, etc. and to publicise the activities of the Club by the publication of articles, stories and features whenever possible in magazines and other media forms.

#### 12. STATE APBA REPRESENTATIVES

Representatives shall attend and represent the Club at all meetings of the State APBA and support the Clubs views on all matters for debate. They shall also report to the Club on all resolutions of the Council pertaining to the Club.

#### 13. PIT STEWARDS

Pit Stewards shall have control of all activities within the pits enclosure and the slips area and shall ensure that at all times the slips area is kept free for quick access. They shall also

ensure that authorised vehicles are permitted to enter the enclosure and shall direct the parking of such vehicles. If any private vehicle is required in the enclosure it shall only enter with the authority of the Pit Stewards who shall direct the parking of any such vehicle. Pit Stewards shall wear official identification armbands at all time when on duty.

#### 14. BOAT EXAMINER

The Boat Examiner shall be appointed by a majority vote at a General Meeting of the Club and where practical shall wear official ... dress whenever on duty. The duties of the Boat Examiner shall be:

- a. To examine all boats prior to racing on each race day. However they may examine boats on days prior to the actual race day if convenient.
- b. To enter the date and details of the examination in the Drivers Log Book and notify the Race Controller as soon as possible of the boats which have been examined and are eligible to race.
- c. In the event of a dispute between the examiner and the owner of a boat or their representative the parties concerned may make written notice of appeal to the Race Committee and on any such appeal the decision of the Race Committee shall be final.
- d. In the event of a dispute regarding the capacity of an engine the Examiner shall receive written application signed by three (3) competitive drivers. The disputed engine shall immediately be sealed and the capacity of the engine will be measured within 48 hours. The examiner shall prepare a report .... Which shall be handed to the Race Committee prior to the next succeeding General Meeting.
- e. If the Boat Examiner owns a boat such boat shall be examined by a senior Race Official or the Assistant Boat Examiner. The Management Committee may at its discretion amend, rescind or add to any of the duties and/or inspections of the Boat Examiner. The Club Members at a General Meeting of the Club may add to or delete any of the items listed in the Log Book.

#### 15. ASSISTANT BOAT EXAMINER

The Assistant Boat Examiner shall assist the Boat Examiner in the execution of his duties and at any time when the Boat Examiner is unable to be present to stand in their stead and carry out the duties of the Boat Examiner.

#### 16. BOAT CAPTAIN

A Boat Captain shall be a member of the Management Committee and shall attend Committee Meetings. A-Boat Captain shall:

- a. Act on behalf of drivers of boats in their respective classes.
- b. Ensure that boats are in the pits in time for the start time on race days in accordance with race program.
- c. Give advice to drivers, regarding the conduct of races and if necessary approach the Race Officials and inform them of any problems.

- d. Act as liaison officer between drivers and the Race Committee.
- e. Do all in their power to ensure that racing is conducted in a sportsman like manner and that scheduled start times are maintained.
- f. Report to Race Officials on any hazard or obstruction which may cause delay or interference in the conduct or running of a race.

#### 17. COURSE STEWARDS (RESCUE BOAT DRIVERS & DIVERS)

A Rescue Boat shall be equipped with suitable gear and crew to deal with any emergency arising during and relating to racing and shall be positioned stationary or near stationary within or around the course during the running of every event except when called upon to act in an emergency.

A Rescue Boat shall assist in retrieving personnel, debris, and other hazardous matter from the water, go to the assistance of, and when required take in to any disabled craft; keep the course free from members of the boating public who may encroach upon the same and may also act in accordance with the rules and stop any race when the circumstances shall warrant such action. Course Stewards shall report to the Race Controller any driver found infringing race rules or suspected of foul play and shall assist the Course Committee with any matter relating to the course whether before, during or after racing.

Divers must hold a minimum of "Open Water" diver qualification and are to participate in the Club rescue training days to meet the satisfaction of senior divers.

#### 18. FLAG STEWARD

The Flag Steward shall display from the tower the various coloured flags which (by their code) instruct and inform competitors and officials of the directions of the Race Controller throughout the race program.

#### 19. WARWSA DELEGATE

Club Delegates to the West Australian Recreational Water Sports Association (WARWSA) shall attend and represent the Club at all meetings of the WARWSA Board and support the views of the Club on all matters. They shall report to the Committee and the Club on all resolutions the WARWSA Board hears and are proposing. The Club shall appoint two Delegates to WARWSA at the Annual General Meeting with the Commodore being a Co-delegate.