

**Birmingham Sailing Club
Vice Commodore Duties
11-16-2006**

- Develop annual racing schedule
 - Coordinate with other regional schedules (GYA, Thistle, J22 Southeastern Circuit)
 - Coordinate with Fleet Captains
 - Coordinate with other local conflicts (Talladega, Iron Bowl)
 - Obtain Event Chairman for major club regattas
- Staff race committees
 - Double Committees for Ironman and Leukemia Cup
 - Schedule extra committee for Fall Fleet Regattas
 - Ensure PROs are qualified
 - Notify/remind RC members when scheduled
 - Reschedule when members resign
- Obtain racing permit from state authorities
- Promote participation in racing
 - Email the club to promote club events
 - Establish and communicate Club Championships
- Ensure all race results are scored
 - Post race results to the web site
- Submit articles for the Hornblower
- Ensure equipment and supplies needed for race committee is available and in working order
 - Coordinate with Power Boat Chairman
- Maintain current race instructions, protest forms, handicap tables in the club
- Attend board meetings and represent the racing program
- Coordinate with the Jr Program as needed
- Acquire the necessary trophies and update perpetual trophies
- Support the Commodore as requested