

Bristol Yacht Club is looking for an independent, roll-up your sleeves Race Director. This position is part time during the sailing season and requires a motivated, affable, and confident person to facilitate event programming and support Bristol Yacht Club Race activities.

Interested candidates should contact the Race Committee Chair at BristolYCRace@gmail.com

Job Summary (Essential Functions):

The Race Director plans and executes regattas, including but not limited to: race publicity, race documentation, volunteer personnel coordination, and equipment management. They also coordinate with all other staff and volunteers at the club for club race operations, including all needs for club race events. Must be able to work a flexible schedule with occasional extended hours based on needs of the club and regattas. Event support of 10-30 hours a week for weekend events and weeknight racing (Monday, Tuesday and Thursday) during the season is needed. Candidates should possess a high degree of diplomacy, personal integrity and discipline while working with a private club membership in a variety of formal and informal settings at the club, off-property, and on the water.

Education and/or Experience:

- a. High School diploma or higher education required. College degree preferred.
- b. At least 5 years sailing experience. Involvement in racing preferred.
- c. US Sailing Race Management Certification desired
- d. Proficiency in Microsoft Office (Outlook, Word, Excel) and Google Suite applications.
- e. Ability to operate powerboats (outboard and inboard propulsion).

Core Competencies and Expectations

- a. Highly organized, enjoys building and orchestrating teams, creates and manages an extensive library of race documents.
- b. Ability to facilitate collaborative review of racing documents (Notice of Race, Sailing Instructions, amendments, and other notices).
- c. Coordinate and support race committees, judges, umpires and racers in their respective roles prior to, during, and following regattas.
- d. Familiar with various sailing formats: one-design, inshore, offshore, handicap fleet, and team racing.
- e. Drive to develop expertise and experience to participate in leadership of race management at the local/regional/national level.

Tasks:

- a. Maintain the BYC Race schedule in coordination with BYC Race Chair.
- b. Participate in the Monthly BYC Race Meetings.
- c. Coordinate with event organizers to document event needs.
- d. Prepare and publish Notice of Race and registration information, Sailing Instructions, Amendments, and race results.
- e. Organize volunteers/staff and participate in running Bristol Yacht Club Race Committee for Weeknight Race Series, Weekend Race Events, Fall Race Series, and Winter Frostbiting Series at Bristol Yacht Club.
- f. Assist with on-the-water execution of regattas and perform whatever RC positions are needed for any event – PRO/APRO/Signal Boat/Markset/Scorer.

- g. Train and facilitate training for RC Volunteers.
- h. Maintain BYC Race equipment and supplies, ensure race committee boats are properly outfitted and provisioned during events.
- i. Promote BYC Race activities through social media, website, and other communication channels.
- j. Recommend and solicit race events attracting major regatta's (North American, Worlds, National Championships) that support the Bristol Yacht Club Membership and the Yachting Community.
- k. Coordinate and support the BYC Chief Steward and the Waterfront Director in the execution of activities at BYC.
- l. Coordinate with the East Bay Sailing Foundation Program Director for shared assets and resources.
- m. Other actions agreed to with the BYC Race Chair, BYC Flag Officers, and BYC Chief Steward.