

OCEAN RACING CLUB VICTORIA

Job Description

Job Title	Race Director
Location	Varies – One or more of ORCV office, from home, in transit, race start, race finish
Reports to	Sail Captain
Direct Reports	Assistant Race Director, liaises with Event Champion

Type of employment	Type of position:	Hours:
Volunteer	<input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor	Months prior to event – ad hoc, typically 2hrs (planning) Week prior to event – ad hoc, typically 4-6hrs (prep) During event – typically an 8hr+ day Post event – ad hoc, typically 2hrs (wrap up)

GENERAL DESCRIPTION

The Race Director has overall accountability during the race for the safe running of the race. They are the identifiable representative of ORCV, the main contact and escalation point for issues and risks. The Race Director role aligns heavily with Incident Management should an incident arise. It is the Race Director who initiates the Incident Management team.

The person will interact with competitors so must reflect the culture and values of the club.

JOB REQUIREMENTS

Communication with ORCV Event Champion, Sail Captain, office staff, competitors and volunteers as well as external stakeholders (eg Coast Guard, Victorian Ports Corporation, Search and Rescue Authorities (VicPol and AMSA) Australian Sailing, Host Clubs etc)

An ORCV Race Director is someone who:

- Has been appointed by the ORCV Sail Captain
- Has completed ORCV Incident Management Training and has been an Incident Team member for events over several years
- Is recognised as an experienced offshore sailor (eg 10 years ocean racing experience)
- Is a proficient Radio Operator
- Has been an assistant ORCV Race Director more than once and is familiar with and able to operate the ORCV's IT systems and race management processes
- Is at all times while on duty unimpaired by alcohol (<0.05)

A driver's license is handy but not essential. Experience as an Event Champion is handy but not essential.

COMPETENCIES

Strong communication skills

Ability to work autonomously and at times alone

Strong PC skills incl Microsoft Office, TopYacht, basic web site editing, Sharepoint

DETAILED JOB DESCRIPTION

PERFORMANCE CRITERIA

Primary role – Risk Management with a focus on competitor safety	Absence of Issues arising
Race documentation and compliance paperwork oversight – liaising with office and Event Champion	Absence of missed documentation
Competitor compliance oversight – liaising with office	Absence of missed documentation

Handicapping oversight – liaising with Handicapper and office	Absence of handicap issues
Conducting the Race in accordance with NoR and SIs	Absence of incidents or protests against the OA
Results collation and posting	Preliminary results published within 2hrs of finish of the race, ready for presentation
(Unless delegated if required) Organise and conduct the results presentation ceremony	Well run presentation, absence of complaints
Marketing / Comms/ Media liaison, working with assistants and volunteers – ensuring an event preview is posted to web site 1 day prior, updates are done during the race and an event review is posted within 1 day of the race. May be done in conjunction with Event Champion.	Posted articles on Web site and Facebook, absence of complaints

REVIEWED BY Committee
APPROVED BY
DATE APPROVED