



Fixtures Co-ordinator Role Description

Time Commitment:

- Work from home at times to suit you
- Build a network of club contacts whilst your sailor is competing at events and meet up with representatives at the Dinghy Show in early spring.
- Participate in the monthly committee meetings (as and when required) and AGM

What the role involves:

- Working with the Committee to select venues for National Series events (generally booked at least 1 year in advance) and the GBR Nationals (at least 2 years in advance) considering the following criteria:
 - ✓ Enthusiasm of venue to host
 - ✓ Sailing area available
 - ✓ Tides and safety
 - ✓ Balance between geographical areas and sea/inlands
 - ✓ Facilities available (on & off the water)
 - ✓ Ability to host motorhomes
 - ✓ Price/added value offer
 - ✓ Ability to handle 200 boats on the sea for GBR Nationals
- Collaborate with the Committee on an event schedule to avoid clashes where possible (with major holidays, Youth Nationals, squad weekends etc)
- Co-ordinate with RYA to avoid clashes with major sailing/coaching events eg. CPD, race management seminars & team racing events.
- Negotiate with venues for resources and costs.
- Recommending new venues ... building a calendar for the future.
- Share your knowledge with the team, through a central calendar.

Skills/experience needed:

- Well organised and able to work to deadlines
- Good negotiation skills
- Tenacity
- Good communication skills
- A tough skin/sense of humour (you will never please everyone!)