
BUSA STANDING ORDERS

- A. BUSA CODE OF CONDUCT**
- B. CONDUCT OF GENERAL MEETINGS**
- C. ELECTIONS**
- D. FINANCIAL**
- E. OFFICER ROLES & RESPONSIBILITIES**
- F. MEMBERSHIP – DESCRIPTION OF CATEGORIES**

A. BUSA CODE OF CONDUCT

1 This Code applies to all Senior Officers, Officers, Personal Members, Member Clubs and their members, whether competing in the Events, attending meetings and functions of the Association or where they are representing the Association, including verbally and in written correspondence.

2 No person or Club shall:

- 2.1 breach the Constitution/Standing Orders
- 2.2 bring the Association into disrepute
- 2.3 bring the sport of sailing into disrepute
- 2.4 commit Gross Misconduct (as defined by the RRS)
- 2.5 injure or damage the property of the Association or venue
- 2.6 disobey the reasonable orders or instructions of race officials officiating at the Events
- 2.7 in the case of Senior Officers or Officers, fail to properly perform their duties.

Failing to adhere to Section 2 of this Code shall be disciplinary offence.

3 Any allegation that a disciplinary offence has been committed shall be sent in writing in the first instance and in full to the Secretary or Chair to the Association who shall bring it to the attention of the Chair within seven days of the incident. The Chair may advise the General Committee of the receipt of a complaint; however, it is at their discretion.

4 No complaint under Section 2.3 or 2.4 shall be accepted if it was considered by the Protest Committee or International Jury of one of the Events or of an event where there is an official BUSA presence and no further action was taken.

5 Where the Protest Committee or International Jury of an Event or of an event where there is an official BUSA presence has found the accused guilty of Gross Misconduct under the RRS, BUSA shall accept that finding of guilt and it may not be overturned.

6 The Chair shall appoint a panel of at least three members of the General Committee, within seven days of receiving a complaint, to investigate the disciplinary offence. The Chair may also appoint a member to the panel from outside of the Association. The Chair may be a member of the panel.

7 The panel must inform the accused person or persons of the allegation and allow them to view all evidence which has been considered by the panel. The accused person or persons must be permitted to make representations to the panel before it reaches a decision.

8 The panel shall determine whether or not the accused person or persons is guilty of the offence, and if so, impose a punishment.

9 The panel may impose the following punishments:

- 9.1 Expulsion from the Association
- 9.2 Suspension from the Association for a specific period of time
- 9.3 Exclusion, permanent or temporary, from the Events or membership of representative teams of the Association
- 9.4 In the case of a Senior Officer or Officer, removal from office
- 9.5 Compensation for damage or loss incurred
- 9.6 A warning
- 9.7 Admonishment

10 There is no right of appeal against the findings of fact of the disciplinary panel. However, the decision of panel may be appealed on the grounds that:

- 10.1 The procedure followed by the panel was improper
- 10.2 The decision was perverse and was not one which a reasonable panel could have reached on the evidence presented to it

11 Any appeal shall be lodged with the Secretary or Chair of the Association within seven days of the decision ~~of the panel~~ of panel being published.

12 The Chair shall appoint a person (who may be from outside the Association) he/she deems to be suitably qualified to hear the appeal. That person shall not be a member of the disciplinary panel or have been involved in the investigation of the offence. If the case requires additional external support in hearing the appeal, it can be forwarded to the SDRP (Sports Dispute Resolution Panel).

13 After hearing the representations of the appellant and the disciplinary panel, the person hearing the appeal may:

- 13.1 Uphold the decision of the disciplinary panel
- 13.2 Quash the decision of the disciplinary panel
- 13.3 Remit the matter back to the disciplinary panel for fresh consideration

14 Where a disciplinary offence involves the Chair, their duties under this Code shall be performed by a Vice-Chair.

Adopted by the General Committee

Karen Thomas
CHAIR 2019-2021

B - CONDUCT OF MEETINGS

1. MINUTES

The Secretary to the Association (or their appointed deputy) shall act as Secretary to the General Meeting and shall keep full and proper minutes of the proceedings of the Meeting. The Minutes shall record all those present.

2. BUSINESS & AGENDA

2.1 No business shall be discussed at a General Meeting unless it appears on the Agenda.

2.2 Emergency business for insertion in the Agenda shall be submitted to the Chair prior to the start of the General Meeting and he/she shall put the question to the General Meeting "that the business stated be accepted onto the Agenda". The Meeting may accept the business by a two-thirds majority and it shall be considered in the normal manner.

2.3 The General Committee may direct that an item of special business be inserted onto the Agenda prior to the start of the General Meeting.

2.4 The Chair shall determine the order of the Agenda, which shall be ordered as follows:

- Apologies for Absence
- Minutes of the Previous Meeting
- Matters Arising
- Reports of the Officers
- Event Planning
- Elections
- Other Items of Business
- Emergency and Special Business

3. THE CHAIR

3.1 The Chair of a General Meeting shall be the Chair of the Association. Where the Chair cannot preside, a Senior Officer shall take the Chair.

3.2 The Chair shall ~~coordinate~~~~ee-ordinate~~ the proceedings and direct the order of business in accordance with these Standing Orders.

3.3 The Chair shall not move any motion or amendment from the Chair.

3.4 Members shall respect the Chair without question and submit to their authority when called to do so. No Member shall speak when the Chair is addressing the Meeting.

4. SPEAKING RIGHTS

4.1 The Chair shall decide the order of speaking and no Member shall address the Meeting unless called to do so. The Chair may limit the length of speeches. Observers will not have the right to speak at the Meeting.

4.2 The Chair shall not unreasonably refuse a Member the right to speak.

4.3 All comments shall be directed at the Chair.

5. VOTING

5.1 Voting at the Meeting shall be by show of hands unless the Chair otherwise directs. Only those entitled to vote shall vote. This does not affect the right of Members to vote by post or email.

5.2 Once passed, a resolution of a General Meeting shall not be amended or rescinded at that Meeting.

6. EMAIL OR POSTAL VOTING

- 6.1 Once the Agenda has been issued to the Members, any Member may vote by post or email provided that they comply with these Standing Orders.
- 6.2 The General Committee may prescribe the form in which email or postal votes are to be given and make any such form available on the BUSA website.
- 6.3 In the case of a Member Club, the President or other chief officer of the Club shall communicate the Club's votes to the Secretary to the Association no later than the second working day before the Meeting.
- 6.4 In the case of any other Member, the Member shall communicate his/her vote to the Secretary to the Association no later than the second working day before the Meeting.
- 6.5 The Secretary to the Association shall deliver all received postal and email votes to the Chair prior to the start of the Meeting. Prior to the start of the Meeting, all postal and email votes shall be kept secret by the Secretary.
- 6.6 Where the Secretary has reasonable grounds to believe that any vote received has been improperly made or has not been properly authorised by a Member Club, he or she is entitled to make such inquiries as thought fit to establish the validity of the vote. The Secretary shall report the matter to the Chair who shall have the final decision on whether or not the vote is valid.
- 6.7 After any vote has been taken at the Meeting, the Chair shall declare the number of postal/email votes received and their effect on the result.

7. MOTIONS & AMENDMENTS

- 7.1 All motions and amendments shall be proposed by one Member and seconded by another from a different Member Club or Personal Member. Once submitted, a motion or amendment may not be withdrawn except with the consent of the Chair prior to the General Meeting or with the consent of the Meeting once it has commenced.
- 7.2 The proposer of a motion shall have the right to sum up immediately before the vote but may not introduce new material into a summing up speech.
- 7.3 In the absence of discussion, the Chair shall request further speeches before any vote.
- 7.4 Any amendment shall fall within scope of the substantive motion.
- 7.5 Only one amendment may be discussed at a time.
- 7.6 The amendment shall be read to the General Meeting and the Chair shall ask the proposer of the motion if he/she accepts the amendment. If so, the motion is amended and shall be considered as normal.
- 7.7 If the proposer does not accept the amendment, ~~then the General~~ Meeting shall discuss and vote on the amendment in the normal manner.
- 7.8 The Chair of the meeting has the right to curtail the discussion at his/her discretion.

8. PROCEDURAL MOTIONS

- 8.1 The following procedural motions are always in order and shall take priority over all other business, save a point of order:
- 8.1.1. Challenge to the presence of a quorum
 - 8.1.2. Motion of no confidence in the Chair
 - 8.1.3. Motion to challenge the Chair's ruling
 - 8.1.4. That the motion be taken in parts
 - 8.1.5. That the question be now put
 - 8.1.6. That the question be not put
 - 8.1.7. That the motion be referred to a body for investigation
 - 8.1.8. That the Meeting be adjourned

- 8.2 A procedural motion under SO 7.1 shall require a two-thirds majority to pass.
- 8.3 The Chair shall accept a challenge to the presence of a quorum immediately and shall rule on the presence of a quorum.
- 8.4 There shall be one speech for and one speech against in all procedural motion debates.
- 8.5 If the General Meeting votes to adjourn the Meeting, it shall consider the date, time and place of the resumed Meeting.

9. POINTS OF INFORMATION/ORDER

- 9.1 A point of order shall take precedence over all other business and shall be directed to the Chair in the form of a question.
- 9.2 A point of information may be made by any person with speaking rights, provided that the Member addressing the General Meeting at the time gives way.
- 9.3 A point of information is a factual statement, and not a statement of belief or opinion.

C - ELECTIONS

1. NOMINATION

Any nomination for election shall be made in writing to the Secretary to the Association not less than fifteen days prior to the General Meeting at which the election is to occur. It is not a requirement to attend the General Meeting, however attendance is preferred.

2. SPEECHES & QUESTIONS

All candidates shall be entitled to address the Meeting, if in attendance, prior to the ballot for a time specified by the Chair. Members shall be entitled to put questions to the candidates.

3. VOTING

Voting shall be by show of hands, by ballot papers or other method as defined by the Chair at the beginning of elections. Only those entitled to vote shall vote.

4. COUNTING & DECLARATION

The Secretary or Senior Officer shall conduct the count of the show of hands or ballot papers for each position and inform the Chair of the results. Any dispute shall be resolved solely by the Chair. The Chair shall declare the results to the General Meeting and certify the results as true and accurate.

D - FINANCIAL

1. EXPENSES

All bona fide fees and expenses incurred on behalf of Association by the Senior Officers or Officers or its official representatives in the execution with their office shall be reimbursed by the Association. Only in exceptional circumstances shall reimbursement be made without a receipt.

2. TRAVEL CLAIMS

Reasonable travel expenses will be reimbursed on the production of appropriate receipts. The Honorary Treasurer or Secretary may refer any particular claim to the Chair for a decision if either believes the claim may be inappropriate
Travel expenses for BUSA Teams must be authorised by the relevant Captain.

3. ACCOMMODATION

Accommodation costs are only to be incurred with the prior approval of the Honorary Treasurer (for committee expenses) or the General Committee (in all other cases).

4. SPONSORS

The General Committee must ratify all sponsors to ensure that there are no conflicts of interest.

5. TEAM EXPENSES

BUSA Team members (as defined below) may be reimbursed for their entry fees or travel costs in attending events in the United Kingdom. Reimbursement will only be made if:

- 1 Each team member is a student as defined by the BUCS Regulations
- 2 The expenditure is authorised by a member of the BUSA Executive Committee
- 3 A full event report has been submitted to the Secretary in the required format by the team captain within the requested timescale.
- 4 The team member has submitted a media profile to the Secretary.

A BUSA Team is a group of sailors who have been selected through fair and open selections as determined by the General Committee. The Team must compete under the name of "BUSA".

E - OFFICER ROLES & RESPONSIBILITIES

Role	Term	Student (at time of election)/Volunteer	Max term
President	2 years	Volunteer	N/A
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)
Chair	2 years	Student (Past BUSA Committee member preferred)	2 terms (4 years)
Vice Chair	1 year	Student	2 terms (2 years)
Honorary Treasurer	N/A	Volunteer	N/A
Development Officer	1 year	Student	2 terms (2 years)
Fleet Racing Officer	1 year	Student	2 terms (2 years)
Match Racing Officer	1 year	Student	2 terms (2 years)
Keelboat Officer	1 year	Student	2 terms (2 years)
Scottish Area Chair	1 year	Student from Scottish University	2 terms (2 years)
Northern Area Chair	1 year	Student from Northern University	2 terms (2 years)
Midlands Area Chair	1 year	Student from Midlands University	2 terms (2 years)
South-Central Area Chair	1 year	Student from South-Central University	2 terms (2 years)
Western Area Chair	1 year	Student from Western University	2 terms (2 years)
Eastern Area Chair	1 year	Student from Eastern University	2 terms (2 years)
Media Coordinator	1 year	Volunteer or Student	2 terms (2 years)
Honorary Member(s)	N/A	Volunteer – Maximum of 3	None
BUSA Secretary	1 year rolling contract	Non-student contracted by BUSA	N/A

NGB Representative	N/A	RYA Employee	N/A
BUCS Representative	N/A	BUCS Employee	N/A

Role Descriptions:

PRESIDENT

Who will I report to?

I advise the committee and inform the Chair on BUSA relating matters

Who will I be responsible for?

The President's role is to provide institutional memory to a committee with a high membership turnover. They are to dip in and provide expert guidance where required, and support members of the committee as they are invited, or see fit.

- I will provide continuity to the committee, and assist in preserving BUSA's reputation.
- I will provide 'senior guidance' as required and act as the final arbiter in the case of disputes within the workings of BUSA.
- I will support committee members in their roles as required.
- I will mentor the Chair and Vice-Chair in their roles.
- I will assist and push the Committee to meet its agreed targets and deadlines on behalf of the BUSA members, and help to guide the strategic plans of the committee.

What else can you tell me about the role?

Committee meetings happen roughly 6 times per year, which require my attendance.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and 1-2 hrs per month of admin work.

VICE PRESIDENT (2-posts)

Who will I report to?

I will liaise with the President and Chair, and guide members of the committee as appropriate.

What will I be responsible for?

The Vice President's role is to provide short-term institutional memory to a committee with a high membership turnover. They are to dip in and provide expert guidance where required, and support members of the committee as they are invited, or see fit.

- I will take on an advisory role for the rest of the committee.
- I will act as a knowledge base for members of the committee, providing continuity between shorter term roles such as those of the regional representatives.
- [I will support committee members in their roles as required.](#)
- [I will support the Development Officer with their responsibilities as required.](#)
- [I may sit on BUSA sub-committees as appropriate.](#)
- [I will lead sustainability within BUSA.](#)
- [I will lead BUSA's environment activities, this includes working with RYA Green-Blue challenge.](#)

~~One VP will support the Area Chairs.~~

- ~~— I will support the area chairs and be their first point of escalation.~~
- ~~— I will support Area chairs in building and leading area sub-committees.~~
- ~~— I will support Area Chairs in managing area communications and Facebook groups.~~
- ~~— I will work with the development officer and area chairs to bringing together area development plans.~~
- ~~— I will lead communications to BUSA Alumni, including managing the Facebook Alumni groups.~~

~~One VP will support the Discipline offers~~

- ~~— I will lead sustainability within BUSA.~~
- ~~— I will lead BUSA's environment activities, this includes working with RYA Green Blue challenge.~~
- ~~— I will work closely with the chair whilst setting strategy and policies~~
- ~~— I will support committee officers in finalising documentation and policies~~
- ~~— I will sit on BUSA sub-committees~~
- ~~— I will support the discipline and development officers~~

What else can you tell me about the role?

The role is best suited to people who have experience on the BUSA committee or have been a senior member of a USC committee, and have a broad knowledge across the different sailing disciplines. Final year and postgraduate students are best suited for the role, as they are likely to have had the most exposure to BUSA, its events, and may have sat previously on the committee. ~~. The two VP's should aim to have an update call frequently (minimum once per term) to delegate workload between them~~

How much time will I need to give to the role?

Minimum of 4 meetings a year, and 1-2 hrs per week of admin work, varying.

CHAIR

Who will I report to?

I advise the committee and inform the President

What will I be responsible for?

The Chair's responsibilities extend from compiling the agenda and chairing committee meetings, to providing the central point of contact from BUSA to organisations including ICSEA and the RYA.

- ~~I will oversee all BUSA activities, delegating actions and supporting committee members as needed.~~
- I will compile the Agenda for each committee meeting with the Vice-Chair, and send to the Secretary. I will direct the Secretary as to the location, date and time of meeting venues to be booked.
- I will chair each committee meeting, or invite the Vice-Chair to chair in my absence.
- I will compile the executive summary of each committee meeting.
- I will communicate with administration organisations. Principally ICSEA and the RYA.
- I will represent student sailing at the appropriate forums.
- I will compile the agenda for each annual general or extraordinary general meeting, as directed by the committee. I will work closely with the administrator and vice-chair to compile and carry out an annual ~~calendarealender~~ of BUSA activities.
- ~~I will oversee all BUSA activities, delegating actions and supporting committee members as needed.~~
- I will ensure that the committee application procedure is run fairly.

What else can you tell me about the role?

The role requires a high level of diplomacy and clarity. It can be quite challenging at times. There is a high frequency of emails and small jobs which need tending to ~~more often than you think~~ however this role enables you to implement visions and ideas of your own and your committee's to create lasting change within UK university student sailing.

How much time will I need to give to the role?

Minimum of 4 committee meetings per year, BUSA AGM plus representative activity
1 day of admin before each committee meeting and 3- 5 hours a week of admin

VICE CHAIR

Who will I report to?

I will report to the chair and Executive Committee

What will I be responsible for?

The Vice Chair's responsibilities largely mirror the Chair's, in that they are to support the Chair in their duties. Specifically, they are to liaise with major stakeholders [and partners](#) which BUSA engage with, [and to help ensure all BUSA projects, partnerships and policies are accompanied with appropriate and up to date paperwork.](#)

The Vice Chair will also sit on the Fixture sub-committee.

- [I will support other committee members with their duties as required.](#)
- I will compile the Agenda for each committee meeting with the chair.
- I will liaise directly with any additional organisations, such as SSS or regional committees which may arise in future.
- I will chair committee meetings when invited by the chair.
- I will communicate with major stakeholders: [Sunsail, including](#) sponsors, and host clubs/[organisations](#) as required.
- I will represent student sailing at the appropriate forums alongside the chair.
- I will assist in compiling the Agenda for each annual general or extraordinary general meeting, as directed by the committee.
- [I will ensure that the committee application procedure is run fairly.](#)
- [I will lead communications to BUSA Alumni.](#)
- ~~[I will sit on any Fixture committee which may be created for event delivery.](#)~~

What else can you tell me about the role?

The role requires a high level of organisation, and requires an effective working relationship with the [Chair, VPs and President Committee members and administrator.](#)

How much time will I need to give to the role?

Minimum of 4 committee meetings per year, BUSA AGM plus representative activity.

3- 5 hours a week of admin

HONORARY TREASURER

Who will I report to?

The committee

What will I be responsible for?

The Treasurer's role is to maintain the financial position of BUSA, through allocating achievable budgets, invoicing member clubs, and administering expenses. [They do not have to be a current university club member.](#)

- I will maintain and present accounts for each meeting and the AGM.
- I will set appropriate affiliation fees in line with the wider financial picture.
- I will invoice member clubs for affiliation fees.
- I will provide the fixtures committee with a budget for BUSA teams each year- [and the Development Officer with a budget for the BUSA Development Fund, following liaison with the Chair.](#)
- I will scrutinise and pay committee expenses where appropriate.
- I will ratify each championship budget, as provided by the treasurer of the host organisation.
- I will set and manage the BUSA budget each year to ensure BUSA are self-sufficient. I will report on progress for this action to the RYA when required, as set out in the Contract.

What else can you tell me about the role?

[This individual often fills an advisory role for other matters. They should be certain they will have sufficient time to complete time critical tasks during busy periods of the year, including October when membership fees must be invoiced and paid, and before each BUSA Championship.](#)

How much time will I need to give to the role?

Minimum of 4 meetings a year, and in general, it varies between 1-2 hours per month to 1-2 hours every fortnight.

DEVELOPMENT OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Development Officer takes responsibility for overseeing the development of student sailing through BUSA. This role is a development role, with a view to grow the BUSA provision of student sailing, through both training opportunities and membership consultation.

- I will identify the key areas of development needed within student sailing, with the help of the Area Chairs.
- I will communicate feedback from development events and consultation to the committee.
- I will inform the committee of the key development areas needed within student sailing.
- I will produce a development plan with the area chairs, which is achievable.
- I will identify areas of funding needed to further student development, and to put together funding requests with the help of the Treasurer.
- I will look to improve BUSA provision for all experience levels, including beginners.
- I will look to improve diversity and inclusivity within University sailing.

What else can you tell me about the role?

This role depends on what universities will benefit from year on year so focus may vary depending on the needs of students at the time. [This is also a role where you get out what you put in, so is suited to an individual with clear ideas and motivation for change.](#)

How much time will I need to give to the role?

Minimum of 4 meetings a year, and 2-3 hours per week.

TEAM RACING OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Team Racing Officer takes responsibility for overseeing the provision of team racing for BUSA, principally: the area qualifiers, the playoffs and the BUCS Team Racing Championship-, [with the Championship Technical Delegate\(s\)](#).

They also form part of the fixtures committee, [considering the competitive and development goals of BUSA](#) to select [representative](#) BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will oversee the bidding process for:
 - Team Racing Finals
 - Team Racing Playoffs
 - Area Qualifiers
- I will act as the liaison between the committee and the host club for all stages of the Team Racing Championship.
- I will communicate feedback from Team Racing events to the committee.
- I will sit on the fixtures committee with the FRO, MRO, KBO, VC, [and TDs where appropriate and VP](#).
- I will [support the administrator to](#) co-ordinate and distribute the pre-event race documentation for the Team Racing Championship.
- I will attend the Team Racing Finals as Event Director or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or [I am](#) competing.

What else can you tell me about the role?

This role requires knowledge from competing in Team Racing events prior to becoming an officer. [It also requires clear and concise communication with multiple clubs/individuals](#).

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 2 hours per week. This will increase substantially in the run up to events.

FLEET RACING OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Fleet Racing Officer takes [responsibility](#) for overseeing the provision of fleet racing for BUSA, principally the BUCS Fleet Racing Championship, [alongside the Championship Technical Delegate\(s\)](#).

This role is a development role, with a view to grow the BUSA provision of Fleet Racing

They also form part of the fixtures committee, [considering the competitive and development goals of BUSA](#) to select [representative](#) BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will oversee the bidding process for the BUCS Fleet Racing Championships.
- I will act as the liaison between the committee and the host club for the BUCS Fleet Racing Championships.

- I will communicate feedback from Fleet Racing events to the committee.
- I will develop the provision of Fleet Racing for students.
- I will sit on the fixtures committee with the [TFRO](#), MRO, KBO, VC, [and TDs where appropriate](#) and [VP](#).
- I will [support the administrator to](#) co-ordinate and distribute the race documentation for the Fleet Racing Championship.
- I will attend the Fleet Racing Championships as Event Director or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or [I am](#) competing.

What else can you tell me about the role?

This role requires knowledge from competing in fleet racing events prior to becoming an officer.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

MATCH RACING OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Match Racing Officer ~~take~~ responsibility for liaising with the [host club/organisation RYA](#) in the provision of the [BUCS Match Racing Championships](#). This role is a development [and competition](#) role, with a view to grow the BUSA provision of Match Racing. [This may include facilitating the integration of Match Racing Development events-](#)

They also form part of the fixtures committee, [considering the competitive and development goals of BUSA](#) to select [representative](#) BUSA teams, identify events to attend, and facilitate the attendance at them.

- [I will oversee the bidding process for the BUCS Match Racing Championships.](#)
- [I will act as the liaison between the committee and the host club/organisation for the](#) ~~liaise with the RYA as to the provision of the BUCS Match Racing Championships.~~
- [I will communicate feedback from Match Racing events to the committee.](#)
- I will [work to](#) develop further opportunities for student match racing ~~with the RYA.~~
- I will sit on the fixtures committee with the [TRO](#), FRO, VC, KBO and [TDs where appropriate](#) ~~VP~~.
- I will [support the administrator to](#) co-ordinate and distribute the race documentation for the [BUCS Match Racing Championship](#).
- I will attend the Match Racing Championships as Event Director [if required](#) or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or [I am](#) competing.

What else can you tell me about the role?

This role requires knowledge from competing in match racing events prior to becoming an officer.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

KEELBOAT OFFICER

Who will I report to?

The committee

What will I be responsible for?

The Keelboat Officer takes responsibility for overseeing the provision of keelboat racing for BUSA,

principally the BUCS Yachting Championships. This role is a development role, with a view to grow the BUSA provision of Keelboat sailing.

They also form part of the fixtures committee, [considering the competitive and development goals of BUSA](#) to select [representative](#) BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will act as the liaison between the committee and [host organisation-Sunsail](#) for the BUCS Yachting Championships.
- I will communicate feedback from keelboat events to the committee.
- I will [work to](#) organise keelboat training opportunities for students.
- I will sit on the fixtures committee with the FRO, MRO, [TRO](#), VC, and [TDs where appropriate](#)VP.
- I will [support the administrator to](#) co-ordinate and distribute the race documentation for the [BUCS Yachting-Racing](#) Championship.
- I will attend the [BUCS Yachting-Racing](#) Championships as Event Director [if required](#) or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or [I am](#) competing.

What else can you tell me about the role?

This role requires knowledge from competing in keelboat/yachting events prior to becoming an officer.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

MEDIA Coordinator

Who will I report to?

The committee

What will I be responsible for?

Ideally the Media Officer will have some media experience and a good standard of written English for event report editing.

- I will manage and moderate BUSA's social media channels, principally Facebook, Instagram, Twitter, and YouTube.
- I will present and promote the championship events on social media.
- I will obtain event reports from University sailing events throughout the year which can then be published by the Secretary onto the BUSA website
- I will proactively promote BUSA activities, both to student members and externally.
- I will proactively source media material for publishing.
- -I will manage and update a media [calendar](#)~~alendar~~.
- I will create and distribute media plans before each BUSA event.
- I will endeavor to attend BUSA major championships in person.
- I will [coordinate](#)~~co-ordinate~~ the BUSA Instagram story take-overs throughout the year.

What else can you tell me about the role?

May be required to attend some BUSA events for media related duties.

How much time will I need to give to the role?

Minimum of 4 meetings a year, and approximately 3hrs/week.

Tour Manager

Who will I report to?

The committee

What will I be responsible for?

The Tour Manager is a co-opted role. A member of the selected BUSA Tour team must volunteer for this role to lead in ~~coordinating~~~~ee-ordinate~~ the Tour event. The role requires flexibility from the post holder and is subject to change as the tour requirements are finalised.

- I will act as the liaison between BUSA and ICSEA with regards to the BUSA Tour.
- I will ~~coordinate~~~~ee-ordinate~~ and manage the BUSA Tour.
- I will ~~coordinate~~~~ee-ordinate~~ and distribute the race documentation for the Tour.
- I will create a Tour budget which is approved by the BUSA Treasurer.
- I will create an extensive schedule and program for the Tour.
- I will gather feedback following the tour from the team members and organise a call with the ICSEA representative to ensure necessary changes can be made.

What else can you tell me about the role?

Maintaining good contact with ICSEA is useful. The role requires knowledge of all the BUSA disciplines. Good ~~coordination~~~~ee-ordination~~ and a ~~proactive~~~~pro-active~~ approach is required. A working understanding of finances and spreadsheet management will be useful but not compulsory. The treasurer can help where needed.

How much time will I need to give to the role?

A Tour update report will be required prior to the BUSA committee meetings. You may attend the meetings if you wish, however this is not compulsory. Around 2 hours a week of admin time are required, which will increase substantially in the run up to the Tour.

AREA CHAIR (65 posts – Scottish/Northern/Midlands/South-Central/Western/Eastern)

Who will I report to?

The committee

What will I be responsible for?

The Area Chairs are to act as the BUSA point of contact in their area, providing the structure to ensure a link between the BUSA committee and the affiliated University Sailing Clubs in that area.

- I will set up and facilitate discussion in my respective area.
- I will communicate the actions of the committee to those in my area, and feedback the views of affiliates in my area. This may be via the maintenance of an area Facebook group.
- I will ~~support the Team Racing Officer in running the bidding process for my area qualifier~~ oversee delivery of BUCS Championship events in my area, which may include supporting the Team Racing Officer in running the bidding process for the BUCS Team Racing area qualifier. The post-holder will NOT be required to direct the event/s.
- ~~I will act as the liaison between BUSA and the host of their area BUCS Team Racing Qualifier. I may also be required to be the Event Director at the Qualifier event.~~
- I will work to create inter-regional training partnerships and organizational affiliations, with the aim of improving overall regional performance.
- I will support the Fleet Racing, Match Racing and Keelboat Officers with the promotion and delivery of their events (if required).
- ~~I will support the Development Officer by informing them of my area's Development needs and facilitate the provision of development opportunities.~~

- POTENTIAL GROWTH: These roles have been given the title of Chair to encourage regional committee development if desired. [This has begun with each area electing an Area Development Officer in 2020-21.](#)

What else can you tell me about the role?

Maintaining good contact with USCs in the region is extremely useful. [There will be opportunities to get involved with other projects during the individual's time on committee.](#)

How much time will I need to give to the role?

Minimum of 4 meetings a year, and depending on regional events, and any extra roles undertaken, around 1-2 hours a week. This can vary during times of peak activity.

HONORARY MEMBER(S)

Who will I report to?

The committee.

What will I be responsible for?

- I will assist with BUSA matters, [depending on my area of specialty.](#)
- I will provide advice [to committee members.](#)
- I will help out at BUSA events [where appropriate.](#)

What else can you tell me about the role?

The honorary member's role is to provide the committee with the ability to invite those with expertise in certain areas onto the committee, to aid with the provision of service, governance, or development. **How**

much time will I need to give to the role?

Varied, on average 1 day a month

Addendum E – Description of Categories

BUSA Member Clubs shall belong to one of three proposed categories: BUSA Competitive Member Clubs, BUSA Developmental Member Clubs and BUSA Participation Member Clubs.

BUSA Competitive Member Club

- All benefits of BUSA Developmental Member Club.
- Members may represent BUSA on teams (e.g. tour events).
- May enter BUCS team, match, fleet and yacht racing events to the maximum number of entries permitted by the event notice of race (subject to entry deadlines).
- May bid to host BUCS events (Team racing finals, playoffs etc.).

BUSA Developmental Member Club

- All benefits of BUSA Participation Member Club.
- Members may compete in BUSA yachting, with no more than two members per team.
- RYA Affiliation included in Subscription.
- Full voting rights at AGM.
- Members eligible for committee positions.
- Club details published on the BUSA website.
- Member club can request BUSA funding for support with training.
- Support from BUSA in finding race officials for events.

BUSA Participation Member Club

- Members may enter BUCS team & match racing events with no more than one team per event.
- Members may compete in BUSA fleet racing events, entering no more than two boats.

The Subscription Fee will be determined each year by the BUSA General Committee