

Pender Islands Yacht Club Race Committee

Terms of Reference updated March 13, 2025

1. Purpose

- 1.1 The purpose of the Race Committee is to organize, administer and report on sailboat racing in support of the Pender Islands Yacht Club ('PIYC'), in alignment with its Charter, and under the direction of the PIYC Board.

2. Membership

- 2.1 The Committee will consist of the following members appointed by the PIYC Board. Members will include at least one PIYC Board member and one who participates in PIYC racing. More than one role may be held by the same committee member except that the chair may not also be the vice-chair:

- A chair
- A vice-chair
- A race statistician
- A course director
- Up to four other members

3. Remit

- 3.1 The remit of the Committee is to organize, administer, and report on:

- Race schedule
- Race rules
- Race fleet lists
- Handicapping
- Race organization
- Race prizes and trophy management
- Race results, scoring and reporting
- Dispute resolution
- Start-Finish Buoy maintenance
- Communication and promotion of PIYC racing
- Creation and administration of a crew bank
- Race skipper and crew meetings and social events

4. Authority

- 4.1 The role of the Committee is to organize, administer and report racing within its Remit only. It does not make decisions on behalf of the PIYC Board except as permitted by the Charter or any minuted decision of the PIYC Board.

5. Procedures

- 5.1 The Committee must meet at least four times per year. Meetings may be in-person or virtual at the discretion of the Chair.

- 5.2 Committee meetings may not coincide with the dates of PIYC Board meetings or the PIYC AGM.
- 5.3 Committee meetings are convened by the Chair. The Chair may also be directed to convene a meeting by the Commodore, or under the instruction of at least two-thirds of the Committee. The quorum for a meeting of the Committee is one third of the total number of members.
- 5.4 If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.
- 5.5 The agenda for Committee meetings is set by the Chair in consultation with the Vice-Chair. The agenda for Committee meetings will be collated and issued to members by the Chair at least 24-hours in advance and will normally include:
- apologies for absence;
 - amendments to the minutes of the last meeting;
 - any items of business proposed by the Committee members
 - a review of the Committee's annual race schedule and events
- 5.6 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Decisions will be made by a simple majority of the quorum present. In the case of a tie, the Chair will have the casting vote. Members must respect the Committee's decisions. As a guide:
- Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).
 - Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.
 - Remarks must be kept short and relevant to the item of business.
 - Members must not interrupt other members whilst they are speaking.
 - Members should not expect to speak more than once on any item of business.
- 5.7 Notes of decisions and actions will be issued by the Chair within one week of the meeting and posted on the PIYC website. The Chair may redact certain items from meeting notes that relate to legal privilege, personal privacy, or commercial sensitivity. In such circumstances, the Chair will report these items privately to the Board. Committee members must not disclose any confidential information they receive without permission from the Chair.
- 5.8 Any member of the Committee may circulate an email for an urgent decision on a matter within the Remit. Emails must include all Committee members and provide details of the request, a recommendation, and a deadline for responses. A simple majority received by the deadline will provide the decision. If a simple majority

cannot be reached, the Commodore may provide a decision. Any decision made in this way must be reported to the next meeting of the Committee.

- 5.9 The Committee may determine its own procedures but must always comply with the Charter of the PIYC and must report changes to these Race Committee Terms of Reference to the PIYC Board.

6. Reporting

- 6.1 The Chair shall provide a report to the Board after each meeting.
- 6.2 The Committee must prepare an annual race schedule aligned to the PIYC calendar. The race schedule must be reported to the Board for information and publication by the Signals Officer.

7 Terms of Reference

- 7.1 The PIYC Board may amend these Terms of Reference from time to time and the Committee may propose amendments for the Board's consideration.
- 7.2 The Committee must review these terms of reference at least once every two years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.
- 7.3 These Terms of Reference will be published on the PIYC website.