

PHRF BC Handicapping Committee

Club Representative Job Description

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- Overall position description and general areas of responsibility
 - A Club Representative is appointed to the PHRF Handicapping Committee following formal endorsement by his or her Fleet Captain and approval by a 2/3 majority of the members of the Handicapping Committee (see Club Representative Appointment Procedure)
 - A Club Representative is expected to assist members of his or her club's fleet in understanding PHRF BC and its Rules.
 - A Club Representative is expected to monitor the race results of his or her club's fleet in order to help ascertain the relative fairness of their fleets' handicaps.

- General responsibilities of the PHRF BC Club Representative are:
 - Liaison with club members on behalf of PHRF BC. This can include:
 - assistance in understanding PHRF ratings of individual boats,
 - interpretation of PHRF BC Rules and
 - assistance in correcting erroneous rating certificates
 - Monitor the race results of their club's fleet.
 - Advise other committee members with unbiased information regarding their club's fleet during Appeals
 - Advise and assist owners with measurement of sails, rig and boat
 - Be open and encouraging to non-PHRF members who may want to start handicap sailing
 - If asked, issue fair and reasonable rating assignments to members of their club fleets for use in casual /introductory/cruising class club racing
 - Participate in semi-annual Handicapping Committee and Appeals Meetings and such other Handicappers meetings as may be called by the PHRF Chairman.

- Required knowledge, skills, and abilities:
 - Representatives are expected to be familiar with the PHRF BC Rules and be able to interpret them to the members of their club fleets as well as assisting their members with appeals
 - Representatives are expected to keep their own PHRF BC Certificate up-to-date and accurate at all times as well as monitoring and encouraging their fleet to do the same - good communication skills are essential
 - Representatives are expected to follow the Handicapping Committee Representative Code of Conduct at all times. Representatives are further expected to be respectful in all their communications