

PHRF-NW Chief Handicapper Job Description

Organization: Pacific Handicap Racing Fleet

Handbook Number: PHRF-1

Administrator: Chief Handicapper

Date of Adoption: 102912

Adopted By: Board of Directors

Date of Revision:

Reports to: Board of Directors

1. SUMMARY

- 1.1 The function of the PHRF NW Chief Handicapper (“CH”) is to oversee execution of handicapping services for members of PHRF NW under the authority of PHRF-NW Articles of Incorporation, Bylaws, Policies, and its handicapping protocol. The CH shall chair the Handicappers Council, and execute all policies and directions from the Board.
- 1.2 The CH shall be a volunteer, and member of a Class A yacht club, nominated by the Handicappers Council and approved by the Board. The CH shall be a dues-paying member of PHRF NW.
- 1.3 The CH shall serve as an Officer of PHRF NW. The CH is an Ex-Officio, non-voting member of the Board of Directors.

2 DUTIES OF CHIEF HANDICAPPER

- 2.1 The CH’s duties are governed by the policies of the organization, PHRF NW by-laws, Chapter II rules, Articles of Incorporation, and Statutes in the Non Profit Corporation Act of Washington.
- 2.2 The CH shall work directly under the supervision of the Board of Directors, to chair and provide oversight to the Handicapper’s Council.
- 2.3 The CH shall oversee the establishment and maintenance of the handicapping protocol, including the rules, policies and procedures for the systems used to handicap the sailboats owned or chartered by Class B members of PHRF-NW.
- 2.4 The CH shall identify potential conflicts of interest amongst the handicapper’s council, and insure that precautions are taken to prevent these conflicts from compromising the ratings given to the sailboats rated by any PHRF-NW handicapper.
- 2.5 The CH shall see that all members of the Handicappers Council operate in accordance with the Articles of Incorporation, Statutes, Bylaws and policies established by the Board of Directors.
- 2.6 The CH shall assist in the preparation and maintenance of a manual for use by its members, which sets out the handicap system.
- 2.7 The CH shall endeavor to take appropriate measures to protect the copyright protected intellectual property of PHRF NW.
- 2.8 The CH shall coordinate with the PHRF-NW administrative office when necessary to facilitate the appointment and replacement, removal, or use of alternate members of the Handicapper Council, or any issues between them and their representative Class A clubs
- 2.9 The CH shall Handicap member boats when other PHRF-NW Handicappers are unavailable or unable to do so.
- 2.10 The CH is responsible to maintain familiarity with the by-laws and any changes to bylaws of the Corporation.
- 2.11 The CH shall provide assistance to handicappers as needed, including coordinating training for new handicappers.
- 2.12 The CH shall chair all Handicapper Council meetings or arrange for an alternate.
 - 2.12.1 The CH shall provide an agenda and other information as necessary in advance of each Handicapper Council meeting.

- 2.12.2 The CH shall insure that handicappers are prepared to present pertinent data to any requests for rating changes for any boat type in the yacht club(s) that handicapper represents, by making sure that they are aware of the substance and support for any requested rating changes.
- 2.13 The CH shall provide updates in a timely manner to the PHRF-NW Administrative office, in order to maintain the accuracy of data that is kept in the PHRF NW main database standards table. Updates shall include new standards and T ratings.
- 2.14 The CH shall ensure observation of the PHRF NW Bylaws, Articles of Incorporation and policies by all Handicappers.
- 2.15 The CH shall be pro-active in identifying and resolving potential conflicts of interest amongst the Handicapper’s Council, and insure that precautions are taken to ensure the members of the Handicapper’s Council act in an ethical manner in managing boat ratings and resolving handicapping issues.

3. KNOWLEDGE, SKILLS AND ABILITIES

- 3.1 The CH shall have the following skills and abilities:
 - 3.1.1 Strong leadership and supervisory skills;
 - 3.1.2 Good communication skills, including the ability to communicate and motivate in writing;
 - 3.1.3 Familiarity with handicap sailboat racing;
 - 3.1.4 Familiar with and competent in basic mathematics; and
 - 3.1.5 Be familiar with and competent in basic computer skills, including a working knowledge of Microsoft Excel, Microsoft Word, (or its equivalent) Adobe PDF, and E-mail, and knowledge of and use of the Internet.
- 3.2 The CH agrees to:
 - 3.2.1 Appreciate and support PHRF-NW’s need for consistency and transparency;
 - 3.2.2 Maintain a high standard of integrity and loyalty;
 - 3.2.3 Understand the need to commit significant time to the CH duties;
 - 3.2.4 Maintain familiarity with sailboat racing and related terminology and technology;
 - 3.2.5 Be accessible to PHRF NW handicappers and the PHRF-NW board by email, telephone, fax or US mail; and
 - 3.2.6 Travel to attend PHRF-NW Board of Director and Handicapper’s Council or sub-council meetings.

4 CONFLICT OF INTEREST

- 4.1 In situations where there is known or potential conflict, The CH shall adhere to the guidelines set forth in the PHRF-NW conflict of interest policy.

5 ACKNOWLEDGMENT OF JOB

- 5.1 The PHRF NW Chief Handicapper has read and agrees to become the Chief Handicapper for PHRF-NW and to execute his/her duties in keeping with the terms of this agreement.

Chief Handicapper

Date

President, PHRF-NW

Date

Business Office – recorded in PHRF-NW records

Date