

## **OGA Boat Register Editor: Job Specification**

### **Day to Day Work**

1. Entering new boats onto the database from boat register forms.
2. Following up members who have not returned their boat register form.
3. Helping members to update details of their boats.
4. Replying to requests for more information on boats on our register.

### **Other Regular Work**

1. Writing a report for each Gaffers Log.
2. Writing a report for the Association Committee/Association AGM.
3. Working with Log Editor to produce a slip that goes into the Yearbook asking for any changes in boat ownership.
4. Contacting areas for up to date information on:
  - a. The boats regularly attending their events.
  - b. Boat data, especially measurements for handicap calculation.
5. Calculating handicaps for racing.
6. Calculating handicaps for the Island Sailing Club for their Round the Island Race.
7. Going through the old paper records and updating data on boats, then making them public if they are not already.

### **Development of the Register**

1. Converting and loading paper record to the online register.
2. Cooperation with other organisations with a view to sharing data, to include:
  - a. Gathering information from manufactures of production gaff-rigged craft.
  - b. Dialogue with magazines, clubs and organisations where information about gaff-rigged vessels may be found.
3. Cooperation with organisations who could assist with the development of the register by supply of information and effort.

### **Publicity**

1. Dialogue with magazines, clubs and organisations with a view to establishing the reputation of the register as the only such source in the world.

To find out more, please contact Pat Dawson: [boatregister@oga.org.uk](mailto:boatregister@oga.org.uk)

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