



[www.loor.ca](http://www.loor.ca)

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## **LOOR Committee (OA) Member Roles**

### **Registrar and Registration**

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The targeted role on the LOOR Committee is to coordinate and support the online registration all LOOR racing events of LO300 an SHTR

Specific functions and duties include:

1. Be primary handler and responder for the email address [registrar@loor.ca](mailto:registrar@loor.ca)
2. Handle email requests for changes in registration, e.g., changes or deletions
3. Monitor and communicate with those who have made a registration entry without payment using each events' Notice of Race (NOR) for the applicable timeline for payment
4. Directly support, or have Registration Team members support, or provide documentation to Onsite Check-in team to handle registration details and issues during On-site check-in
5. Handle registration refunds according to both LOOR's and PCYC's policies in this area
6. Determine and obtain any outstanding additional registration fees for LOOR
7. Track and report on registration to date during the season so that LOOR can address and handle fluctuations in registration numbers; whether up or down

If it becomes necessary because of the workload and scheduling burden, this role can be expanded into a team with the LOOR Committee Member representing the team on the LOOR Committee.

The general role on the LOOR Committee is to participate in the monthly meetings of the LOOR Committee and support all activities of LOOR and its events, races, check-ins, banquets, Guide, marketing opportunities, etc., as is practicable. Core to LOOR's

success is its communications, marketing activities and social media presence. These can only be sustained and improved upon by the active participation, support, and engagement by all members of the LOOR Committee.

While members of the LOOR Committee (OA) are from many different yacht clubs from western Lake Ontario, LOOR is a sub-committee of the PCYC Fleet Committee and as such will comply with all policies and procedures of the Fleet Committee and Port Credit Yacht Club (PCYC).

**Lake Ontario Offshore Racing (LOOR)** of the Port Credit Yacht Club (PCYC), is dedicated to bringing the offshore sailboat racing experience to Lake Ontario. This is accomplished with the Lake Ontario 300/600 Challenge Races (LO300/LO600), including the Solo Challenge, the Susan Hood Trophy Race (SHTR) and the Lake Ontario Short Handed Racing Series (LOSHRS) offshore sailboat races. This is augmented by LOOR's educational series throughout the Lake Ontario basin and promotion of other activities related to offshore racing. A key focus of LOOR is the safety of offshore racing.