



Newhaven & Seaford Sailing Club Ltd

Club House, Marine Parade, Seaford, East Sussex BN25 2QR

☎ 01323 890077

🌐 www.nssc.org.uk



Club Duties ~ Policy, Descriptions & Form

Please complete and return the attached duty form with your membership form if you have elected to take the duty discount

Remember:

- Our club cannot function without the voluntary support from all its members.
- Events, sailing and non-sailing, are disrupted if people do not do their duties.
- Duties help us all, to become involved with the Club and feel part of it..
- It is after all our Club ~ as an amateur club the Management Committee are also volunteers.

DUTIES POLICY

It is a Membership condition that:

- 3 Duties per Member are carried out (4 for Family Membership; between partners)

Plus Attendance on one advertised Working Party

Variances:

- ⇒ Senior Citizens and Social Members are generally required to carry out up to 3 non-skilled duties eg. Bar or Assistant Race Officer. Student members are generally rostered for their summer break.
- ⇒ Cadets and registered disabled persons are exempt from Duties (but can if trained or able to) Senior cadets participating in the training programmes will have the chance to assist in the duties, and they may be rostered but this is an opportunity for them not an obligation.
- ⇒ New Members are not obliged to carry out Sailing duties in their first year (but they can if they have the skills)

Exemptions:

There may be exemptions made but these are at the discretion of the Management Committee, these will normally only be for life members who have moved away from the area or for senior citizens. Carrying out other activities within the club not included in the description herein does not constitute a reason for exemption (this includes supporting cadet training)

Process:

Please read the following Duty Descriptions, and indicate on the Form **2 preferences** together with preferable dates, also dates that are defiantly not available. Return Duty Form with Membership Form.

Tick preferred Duty Days Wednesday Saturday Sunday Monday

	First Member		Second family Member		Please either tick choice or enter preferred dates
Name:	1st Choice	2nd Choice	1st Choice	2nd Choice	
Race officer					
Boat Skipper					
Boat Crew					
Bar, ARO					

Dates unavailable:			
Membership Type:	Powerboat II qualified	Yes / No	

Profession / skills of benefit to the club ?	
Senior Cadet Forenames	

Full Name: Phone No.

(Please PRINT)

Signed: Date:

If you fail to return a completed duty form we will assume that you are happy to do any duties and have no preference with regard to dates etc. Preferred dates can only be used for forms that are returned promptly, and cannot be guaranteed.

Club Duties ~ Descriptions

RACE OFFICER (skilled position) RO

Co-ordinates the days racing. Contacts all duty members on the roster during previous week to ensure attendance, advises when to attend (2 hours prior to event) and where. RO instructs assistant Race Officer on duties. Sets racecourses, briefs rescue teams, assigns rescue boats. Post course on wet area notice board. Arranges required flag signals, although normally would use electronic starting system. RO records race results and final positions, completes race box log. Reports damage to bosun's team, informs vice Commodore of any members failing to turn up for duty (e-mail).

ASSISTANT RACE OFFICER (ARO)

May be required to go on rescue boat if committee boat start is required. Duties are as directed by Race Officer and may include, but are not limited to: Assist in opening up race box, installing horn, preparing signal flags, placing signing on/off sheet in wet area. Erecting triangular transit pole as directed. ARO may liaise with rescue boats as necessary, collecting signing on/off sheets from wet area, writes down finish times for competitors and tidies up at end of day (ARO learns how to become RO)

SENIOR SKIPPER (skilled position)

Takes instructions from RO. Checks sea worthiness of rescue boats, instructs crew in boat duties. Lays course in conjunction with RO. Acts as safety rescue. Takes full responsibility for safety at sea of all members, including RIB. When racing completed, collects marks, returns to marina, returns boat equipment to clubhouse and reports damage / incidents to RO. Whilst conditions are appropriate may brief boat crew on helming and allow them to become acquainted with helming of the rescue boat when their services are not otherwise required.

RIB SKIPPER (skilled position)

Skipper takes instruction from RO, collects keys and fuel from clubhouse. On the water takes instructions from senior skipper and RO. Acts as safety rescue craft. On completion of racing, returns to marina, returns keys and fuel to club house and reports any damage to RO.

BOAT CREW

Assists skipper and must be dressed appropriately for getting wet!! May be given the opportunity to learn the basics of boat handling by a senior skipper, if the conditions are safe to do so.

BAR (non-sailing)

Serves behind the bar at Seaford Clubhouse. Expected to open the bar at midday on Sundays and bank Holiday Mondays, and 8pm on Wednesday nights. It is recommended that new bar staff should come the week before either on the Wednesday night or Sunday to be trained on the duty. The float and keys for the bar will normally have been left with the Race Officer or Galley staff. (more details are available on club web site)

DUTY CADET

This post is to try and get the older cadets involved in and experience of sailing at Seaford. The role is voluntary. The idea is that the cadet is a 'spare' who could be involved in the running of the racing, as rescue boat crew or even as crew for one of the dinghies or yachts racing. WE have tried to coordinate a cadet duty with a duty of their parent. If you are coming down as duty cadet please bring your sailing gear. It would also be useful for you or your parent to contact the race officer in the week to get an idea of when you should arrive at the clubhouse.

Duty descriptions revised 17th Feb 2008

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Registered no. 1290424

Affiliated to the Royal Yachting Association

