

DUTY DESCRIPTIONS (brief summaries):

RACE OFFICER - RO - (skilled position) 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 - no experience required. 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, and 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 helps tidy 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. No previous experience needed.

ARK HELM/ CREW—this is a small fishing type boat and is suitable for members who may be not be fit enough to be on the RIB safety boat but able to cope with lifting anchors and buoys. A good place to view the races from.

SOCIAL EVENT COORDINATOR. This is a key role in the clubs social events calendar. The Coordinator will:- Prepare pre event publicity—posters, website materials, tickets. Work in conjunction with caterers. On day of the event, decorate the club (with helpers) if a theme. Collect money from those who have not paid in advance. Generally

help with smooth running of the event. Assist with clearing up after the event as necessary.

GARDENING AND MAINTENANCE There are always jobs to be done at Seaford and Piddinghoe and we welcome those with professional or DIY skills. Please contact the Rear Commodore Piddinghoe or Seaford who will allocate a task for you to do in your own time.

WORK PARTIES These are scheduled at various points in the calendar and all members are expected to attend at least one of these. They are usually fun and a chance to meet other members. It is amazing what can be achieved in a day with everybody working together.

GENERAL DUTY NOTES Please do not be worried or put off by these duty descriptions. The club runs update and refresher sessions for the Race Officers and Rescue Boat skippers and crews during the winter - these are open to everybody and the best way to learn is to join in and take part. We were all beginners once.

Duty descriptions revised May 2016