

DUTY DESCRIPTIONS

We are a volunteer club, and we rely heavily upon members to volunteer in whatever way they can to help with the running of the club and events in the club. None of our officers are paid for the work that they put into the daily running of the club. We would like all members to aim for **2-3 duties** a year, for the very active sailors who race on the sea and pond we would like them to qualify and volunteer for the skilled positions and to volunteer for **5-6 duties** a year.

There is a duty opt out and for an extra fee, where members are not expected to do duties, although some will step up to do some if they are able to. **The duty opt out is not intended for members who are part of the very active racing memberships.** Typically, members who take up this option may

- Live or work a distance from Seaford
- Have young children or family commitments
- Often work at weekends
- Do not have the flexibility in their work to plan ahead
- Maybe elderly or have disabilities that make duties difficult
- Only able to use the club facilities infrequently.

For those members that volunteer we try to reduce the duty requirement as much as possible

SUMMER SAILING ON THE SEA

RACE OFFICER - RO - skilled duty

- Co-ordinates the days racing. Makes the decision whether racing is viable to start the race or to abandon if conditions dictate.
- 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 – Duty with no experience 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)
- May be required to go on ARK boat (a large fishing type boat) if committee boat start is required.

LEAD SKIPPER skilled duty (SSSS*)

- 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.

Duty Descriptions revised January 2022

RIB/ARK SKIPPER **skilled duty** (SSSS*)

- 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.

SAFETY BOAT CREW **Duty need to be fit and able bodied**

Duty with No previous experience needed.

- 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.
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ARK CREW— **Duty with no experience needed**

- 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.

WINTER SAILING AT PIDDINGHOE **(Sunday Mornings November to March)**

We expect all those taking part in the winter series to volunteer for at least one **duty** in each of the three series regardless of whether they are temporary winter members or have paid the duty opt out.

RACE OFFICER – **Skilled Duty**

- To organise the course and the races - this is a good opportunity for people wanting to have a go at RO - there is always help on hand to advise.

ASSISTANT RACE OFFICER – **Duty with No experience needed**

- Assists the Race officer and records the lap times/

SAFETY BOAT HELM - **skilled Duty (PB2)**

- To manage the safety boat on the water before and during the races

SAFETY BOAT CREW – **Duty with No experience needed**

- To assist the safety boat helm on the water

GALLEY - Volunteer

- To serve teas, coffees and bacon sandwiches and to clear up after the racing.

OFFICER OF THE DAY PIDDINGHOE - Volunteer

– no experience needed (for new or elderly members)

- To be in attendance at Piddinghoe for a morning or afternoon on a Saturday to deal with casual enquiries about the club.
- To have a general tidy up of the clubroom and galley areas.
- To assist any club officers if required.
- To help making teas and coffees for visitors.

SOCIAL EVENT COORDINATOR (Volunteer)

- 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.

SOCIAL EVENT - Volunteers

- Work with the event co-ordinator to help as directed. Maybe before, during or after the event.

CADET EVENING HELPERS - volunteer

Mainly for parents of Cadets to fulfil duties when they are there to look after their children but also good for social members wanting to help at Cadets.

- Registration persons - to register children as they turn up
- Officer of the day to act as a central reference person on the shore if there are issues on the water - will be on walkie-talkie network
- Galley Helpers - to help cook, prepare and clear up the children's supper
- Helpers to rig and de rig the safety boats

GARDENING AND MAINTENANCE - volunteers

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 - volunteers

These are scheduled at various points in the calendar usually mid March and the end of October, 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.

SSSS* - stands for Seaford Sea Safety Skipper - members who have passed their PB2 (RYA Powerboat handling course) are required to spend a couple of hours with one of our SSSS instructors to hone particular skills needed for our local racing on the sea.