

DUTY DESCRIPTIONS

And Volunteering Opportunities

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. If everyone volunteers a little, no one should have to do a lot.

We ask that all members to aim for **3/4 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 - **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.

Life members are also required to do duties unless they have paid for the 'opt out'

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

If you're interested in helping in any of the volunteering areas write to info@nssc.org.uk and we'll get back to you.

The volunteering list below is not exhaustive. If you have a skill not listed and would like to offer it, please get in touch.

Please copy in the Duty co-ordinator to enable the volunteering to be allocated to your name and reduce your duty requirements – dutiesnssc@gmail.com

Duties for Summer Sailing on the Sea

Information for SSSS* (4s) - 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.
- This enables you to be a Safety Boat Helm **please get experience as crew before doing this course** as helm duties are allocated to members who pass.

RACE OFFICER (RO) A skilled duty

- Contacts all duty members on the roster 1-2 weeks ahead of schedule
- Unlocks site
- Co-ordinates the day's racing. Has final decision with race team whether or not to proceed with racing.
- Issues instructions to team re: course, extra jobs, starting procedure etc
- Records times of laps and calculates results while waiting for the safety boat team to return.
- Reports damage to bosun's team
- Records on the result sheet members who turned up / didn't turn up for duties
- Ensures all gates are locked and the site is secure (may delegate this responsibility)

ASSISTANT RACE OFFICER (ARO) Duty with no experience required.

- Duties are as directed by the Race Officer and may include but are not limited to: assisting in opening up the race box, installing horn, preparing signal flags, placing signing on/off sheet in wet area, and erecting triangular transit pole as directed, taking lap times etc.
- ARO may liaise with rescue boats as necessary, collecting signing on/off sheets from wet area, write down finish times for competitors and help tidy up at the end of the 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.

BEACHMASTER Duty with no experience required

The main requirement is to be the eyes and ears on the beach watching for a boat needing assistance and calling for extra help from the decking/other sailors if necessary.

It is not your responsibility to launch or recover boats, or to move all of the trollies.

- To report to the Race Officer, 9 am, Seaford for instructions
- To assist sailors, to the best of your ability, on the beach
- If the tide is coming in to rescue trollies if they are left too close to the waterline
- Sailors should be able to launch and recover their boats with assistance from other sailors
- To learn how to operate the winch – training will be provided
- To learn how to operate the handheld radio – RO will instruct
- To wear High Viz

LEAD SKIPPER (Support Boat Helm) skilled duty (SSSS*)

- Takes instructions from RO.
- Checks seaworthiness of rescue boats, and instructs crew on boat duties.
- Lays course in conjunction with RO.
- Gives assistance to sailors when required
- When racing is completed, collects marks, returns to the 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/ARK SKIPPER (Support Boat Helm) skilled duty (SSSS required*)

- Skipper takes instruction from RO, collects keys and fuel from the clubhouse.
- On the water takes instructions from senior skipper and RO.
- Lays course in conjunction with RO.
- Gives assistance to sailors when required
- On completion of racing, returns to marina, return keys and fuel to clubhouse and reports any damage to RO.

SUPPORT BOAT CREW No previous experience is 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.
- May be in Ark or a RIB
- **Duty needs person to be fit and able-bodied**

Duties for 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.

Winter duties will be allocated to members who need to fill up their duty requirement.

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

SUPPORT BOAT HELM - skilled Duty (PB2)

- To manage the support boat on the water before and during the races
- To move marks as necessary
- Gives assistance to sailors when required
- Minimum age 16.
- If 16/17 must have an adult crew.

SUPPORT BOAT CREW – Duty with No experience needed

- To assist the support boat helm on the water, must be dressed to enter the water if required.

GALLEY no experience needed

must be aware of Health and Hygiene regulations regarding cross contamination, cleanliness and food handling.

- To buy, and claim back, items required. ie milk, bread, bacon
- To serve teas, coffees and bacon sandwiches and to clear up after the racing.
- To clean the galley and clubroom afterwards

OFFICER OF THE DAY PIDDINGHOE no experience needed (for new or elderly members)

- A Saturday Summer duty
- To be in attendance at Piddinghoe for a morning or afternoon on a Saturday to deal with casual enquiries about the club.
- To take instructions from the Rear Commodore Piddinghoe re: extra jobs
- 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.

Volunteering for the Club

The duty requirement is 2-6 duties. Volunteering can reduce the duty requirement.

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.

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ADMINISTRATION

- Nearly all of these areas need administrative support. We do not have enough administrators.

BERTH MASTERS – Seaford and Piddinghoe

- Allocating berths
- Keeping an eye on the berth areas to prompt members to keep their space tidy
- Requesting disposals as and when necessary, boat, trailers and trolleys

BOSUNS - Hire boat / Support Boats / Cadet Boats

- Maintenance of support ribs and Ark
- Maintenance of support boats at Piddinghoe
- Maintenance of hire boats
- Maintenance of cadet boats

CADET EVENING HELPERS and CO-ORDINATOR

- Co-ordinating and running cadet nights
- 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
- Safety boat helm and crews

CLUB DIRECTORS

- Officers
Commodore, Treasurer, Secretary, Vice Commodore, Rear Commodore Seaford, Rear Commodore Seaford, Rear Commodore Newhaven, Sailing Secretary, Membership Secretary
- Directors without portfolio

DUTYMAN CO-ORDINATOR

- Sets up new members on Dutyman
- Allocates duties not selected by members for Summer and Winter Sailing
- Keeps records of duties and volunteering

ENVIRONMENTAL TEAM

- To assist with environmental policy

Duty Descriptions revised June 2024

FUNDRAISING TEAM

- Fundraising for the Clubhouse
- Or for other specialised requirements

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
- Or you can join the Tuesday Team who meet at approx. 9/10am -12/1pm every Tuesday morning at Seaford.

HEALTH & SAFETY TEAM

- To assist with H&S policy

SAILING COMMITTEE

- Organises sailing events

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.

SOCIAL EVENT

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

SAILABILITY

- To rig and de-rig sailability boats
- To assist participants into boats, if required
- To sail with participants, if required
- To operate safety boat

TRAINING TEAM

- All aspects of training : Powerboat, Winch, First Aid etc

WEBMASTER

- To maintain the web page

WORK PARTIES

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.