

# **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 **5/6 duties** a year, for the very active sailors who race on the sea and lake we would like them to qualify and volunteer for the skilled positions. With volunteering this requirement will be reduced.

**The membership fee is reduced for those members wishing to do duties.** Please select Membership 'with Duties'

**Membership 'without duties' 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.

**You are still required to join in with Sailing Week duties if you participate.**

**Life members are also required to do duties unless they have paid for the 'Without Duties'**

**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](mailto: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](mailto:dutiesnssc@gmail.com)**

**Scroll down for duty and volunteering descriptions**

- Duties for Summer Sailing on the Sea and at Piddingtonhoe
- Duties for Winter Sailing at Piddingtonhoe
- Volunteering for the club

## **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)**

### **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**

### **(Only required for special events)**

**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.**

- To assist with launch and recovery of boats
- To assist with trolleys

### **LEAD SKIPPER (Support Boat Helm)**

### **skilled duty ( PB2 + SSSS required )**

- 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 ( PB2 + 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 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.
- May be in Ark or a RIB
- Duty needs person to be fit and able-bodied

**WINCH OPERATOR SEAFORD  
(For new or inexperienced members)****No experience needed**

- You are the eyes and the ears on the beach.
- Be ready to call for assistance if incoming boats require help, radio the RO who can call the beach via loud hailer.
- You will be given instruction on how to use the winch and how to use the hand held radio

**OFFICER OF THE DAY PIDDINGHOE – Summer Duty :  
(for new or inexperienced members)****no experience needed**

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

**PIDDINGHOE – ASSISTANT BOSUN AND PATROL BOAT :****PB2 required**

- To operate safety boat as required to give assistance on the water
- To assist the Bosun as required

## **Duties for Winter Sailing at Piddingtonhoe**

**(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**

### **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**

### **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, vegetarian option
- To serve teas, coffees and bacon sandwiches etc and to clear up after the racing.
- To clean the galley and clubroom afterwards, including mopping the floor.
- There is a detailed description in the clubroom at Piddingtonhoe

## 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 Piddington**

- 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 / FLEET MANAGER - Hire boat / Support Boats / Cadet Boats**

- Maintenance of support ribs and Ark
- Maintenance of support boats at Piddington
- Maintenance of hire boats
- Maintenance of cadet boats
- Assessment of fleet for repair or renewal

### **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

## **FLEET MANAGER**

- Is responsible for the hire fleet and training fleet
- With Piddington bosun repairs and maintains the fleet

## **FUNDRAISING TEAM**

- Fundraising for the Clubhouse
- Or for other specialised requirements

## **GALLEY – winter only at Piddington**

- To buy sausages, bacon, vegetarian
- To buy bread for sandwiches
- To buy 2 pints of milk
- To cook and serve sandwiches
- There is a card reader, float and signing on sheet for sandwiches available in the clubroom.
- Cater for 20 sandwiches.
- Please buy fresh so it can be frozen if not used

## **HEALTH & SAFETY TEAM**

- To assist with H&S policy

## **MAINTENANCE and GARDENING**

- There are always jobs to be done at Seaford and Piddington and we welcome those with professional or DIY skills.
- Please contact the Rear Commodore Piddington 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.

## **RECORDER**

- Every week checks results
- Publishes results
- Requests the return of trophies
- Arranges for engraving of Annual trophies
- Arranges trophy presentation at prizegiving

## **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.