

# STOKES BAY SAILING CLUB

## CLUB DUTIES 2017

This form is to be completed by **ALL MEMBERS**, except Honorary Members, Social Members and Members who have opted to pay the relevant surcharge. It **MUST** be returned with the membership application/renewal form, together with the open meeting duty form if necessary. In family membership the duty may be undertaken by any capable member of the family.

**PLEASE READ NOTES OVERLEAF BEFORE COMPLETING THIS FORM.**

SURNAME.....FORENAMES.....UNDER 18/18-60/OVER 60  
 ADDRESS.....  
 TOWN.....COUNTY.....POSTCODE.....  
 TELEPHONE NUMBER(S) HOME.....WORK.....MOBILE.....  
 E-MAIL ADDRESS.....

**FAMILY MEMBERS TO BE INCLUDED IN DUTIES:-**

SURNAME.....FORENAMES.....UNDER 18/18-60/OVER 60  
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**PLEASE NUMBER THE DUTIES TO SHOW YOUR ORDER OF PREFERENCE AND THEN INDICATE YOUR EXPERIENCE BY TICKING (✓) THE RELEVANT BOX WHERE NECESSARY.**

<b>PATROL BOAT</b>		RYA QUALIFIED		EXPERIENCED		AVERAGE		LEARNER	
<b>BRIDGE</b>		RYA QUALIFIED		EXPERIENCED		AVERAGE		LEARNER	
<b>OPEN MEETINGS</b>		PLEASE COMPLETE OPEN MEETING DUTY FORM							
<b>CLUB SECURITY</b>		LOCAL MEMBERS ONLY							
<b>CLUB MAINTENANCE</b>		USUALLY UNDERTAKEN DURING WINTER MONTHS							

1. Please list any dates or days of the week when you **WILL NOT BE AVAILABLE**, or give other limitations.

NB: Racing is Wednesday 7.00pm (Apr - Sept), Saturday 2.30pm (Apr - Oct), Sunday 11.00am (All year)

2. Please state **PREFERRED DATES OR DAYS** for duties or if more than one duty at a time to be scheduled. (Eg:- Both races Sunday)

3. Please list any special skills or facilities that you can offer, especially if you have opted to do Club maintenance.

4. Do you hold an RYA First Aid qualification or similar? YES/NO (If yes, please state qualification).....  
 Do you hold an RYA Power Boat Certificate? YES/NO (If yes, please state qualification).....  
 Do you hold a VHF Radio Licence? YES/NO

I (and my family) undertake to perform such duties or tasks that are allocated to me (us) or to organise a suitable replacement. In the event of **FAILURE** to perform any of the allocated duties or to sign the duty log book, I understand that I am liable to pay the relevant fine for each duty missed and will have to undertake the missed duty at another date. I understand that non-payment of any fine could result in my/our membership ceasing in accordance with the Club's rules.

SIGNED.....DATE.....

## **NOTES ON CLUB DUTIES 2017**

**CLUB DUTIES PLAY A VERY IMPORTANT PART IN THE CONTINUOUS AND EFFICIENT RUNNING OF THE CLUB AND IT'S SAILING PROGRAMME.**

**Each membership unit is required to undertake a maximum of four duties annually. You will be advised in writing of your duty dates one month in advance and will be sent a reminder 5-7 days before the duty date. A duty is approximately 3-4 hours duration.**

**If you are unavailable for the duty allocated to you it is YOUR responsibility to organise a suitable replacement. You may only swap your duty with somebody who has the same experience as yourself. You must also advise the Administrator if you swap your duty so that records can be updated.**

### **LATENESS**

**Members arriving so late that a replacement has to be found, or the race has to be delayed, WILL BE TREATED AS MISSING A DUTY. In the event of unavoidable delay, please telephone the Club to explain and ask for this to be passed on to the Race Officer or a Committee Member.**

### **DEFAULT**

**Members must sign the duty log book that is situated in the patrol boat garage under the Clubhouse, to show that they have undertaken their duty. Failure to undertake your duty or to sign the duty log book will result in a fine being issued. Non payment of any fine could result in your membership ceasing in accordance with the Club's rules.**

### **BRIDGE AND PATROL BOAT DUTIES**

Members undertaking these duties MUST arrive at least one hour before the published starting time of the race to ensure that it starts on time. The bridge and patrol boat need preparing and buoys may have to be laid or moved.

Bridge duty finishes when the race has been completed by ALL boats taking part, results worked out and posted on relevant notice boards, all flags and equipment have been packed away.

Patrol boat duty finishes when all boats racing are ashore, patrol boat washed down, engine flushed through, fuel tank returned to fuel locker, radio returned to charging unit and patrol boat put back in garage.

### **OPEN MEETING DUTIES**

One day helping at an open meeting counts as two duties. There is a wide range of tasks to be undertaken including race officer, assistant race officer, committee boat assistants, patrol boat, beachmaster, beach party, boat and car parking, radio, entries and protest committee. Members who own yachts can assist at events by allowing their yacht to be used as committee, mark or 'mother' boats. Please complete separate open meeting duty form if you wish to be considered for these duties.

### **SECURITY**

This duty can only be undertaken by local members. It involves attending the Club every night, for seven nights, between the hours of 9.30pm and 12 midnight to check that the premises and outbuildings are secure, lights are out, windows and doors are closed and the alarm is set. Weekly duties are arranged every thirteen weeks. You will be required to lock up after social events that could occasionally be after midnight. You will be given advanced notice if this is required.

### **CLUB MAINTENANCE**

These duties are usually undertaken during the winter months. Please list any special skills or facilities that you can offer. (Eg:- Builder, Plumber, Electrician, Gas Engineer, Carpenter, Decorator, Etc.)

### **MANAGEMENT, SAILING OR SOCIAL COMMITTEE**

Duties can be completed by serving on the Management, Sailing or Social Committee.

### **CADETS**

Cadets will normally be allocated duties to assist an adult member on the bridge.