

# PAPERCOURT SAILING CLUB

## New Members - Introduction to Duties

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### Welcome to Papercourt Sailing Club

One of the aspects of Papercourt, which make it so special, is that it is run by the members for the members. We have no paid staff and under the terms of our membership all members over 18 years are expected to help by volunteering for a minimum of two duties per year. The duty year is split into two parts – January to June and July to December, this is to equalise the demand on personnel. The duties have a strong social element so most people enjoy their duty days and many volunteer for more, which additionally helps the Club. As the Duties Officer I am responsible for overseeing the duties programme on [Sailing Club Manager \(SCM](#) - our computerised system), and keeping a record of all duties.

**Volunteering** for duties is easy. When SCM posts newly available duties there will be notifications in our fortnightly newsletters asking you to volunteer for dates that are suitable to you. All you need to do is to sign in to <https://members.papercourt-sc.org.uk/login> (Using the log-in and password which is notified to you by Membership) to pick your date and duty. Often families will work together at the same time to make a social day at the club. However, if you do not volunteer and your last duty was longer ago than others of the same duty type, SCM will allocate you a duty. It is best to keep ahead of your duties to avoid being automatically allocated to a date you may not be able to do.

**Finding substitutes:** If you cannot manage your duty date (whether volunteered for, or allocated) it is **your responsibility** (not mine) to make sure that **your** duty is covered. SCM is excellent at facilitating date swaps, and also contains the email and phone numbers of other members. If you don't get a suitable response within a few days via SCM you will need to telephone or email others who have a similar duty type near to yours to agree a swap, and then follow the swap procedure on SCM so that others can see who is actually on duty for each day.

**Which duties and how many?** On each weekend sailing day and most bank holidays we have a team consisting of a Principal Race Officer (PRO), an Assistant Race Officer (ARO), two Safety Boat Officers (SBO) and two Safety Boat Crew (SBC), plus an Officer of the Day (OOD). New members generally begin as OOD, or if you prefer to be out on the water you can begin as SBC. We also have SBO, SBC and OOD duties for Wednesday evenings during the summer. However, please note that a Wednesday evening counts only as 0.5 of a duty, so you will need to volunteer for two Wednesday evening for an equivalent of one full duty. Also, if you are a non-sailor and prefer to be rostered only for duties on land (OOD) please indicate on your membership application/renewal. OOD, SBC and ARO do not require prior qualifications, however a PRO does require racing experience and SBOs need an RYA Powerboat Level 2 qualification. If you have experience or qualifications then please get in touch with me as there is always a demand for these duties.

**Guidance and Training** is available for all the roles. Generally new members come along to the club and help out another member doing the duty so they can shadow and learn from experience. At the beginning of the summer season we have a duties induction section during the New Members' evening(s) to discuss what is involved in the various duties and to familiarise new members with the Club layout. Another benefit of this meeting is that you meet other members of the Club, both new and long-standing.

**Guidance Notes** which cover all you need to know about a particular duty, are available in the Duties section of our website <http://www.papercourt-sc.org.uk/duties-guidance-notes> In addition SCM will send you an email reminder prior to your duty giving you clubhouse security codes and any other important information. Duties administration and emails from Sailing Club Manager will come from, [duties@papercourt-sc.org.uk](mailto:duties@papercourt-sc.org.uk) **so please add to your address book.**

**No-Shows:** There is an OOD log behind the tea bar to sign when you come in for your duty. Please remember to sign in for your duty or you will be counted as a no-show. To be fair to all members I make a point of following up with anyone who appears not to have turned up. This is not a common occurrence at Papercourt, but if there isn't a good reason for a no-show and we cannot sort things out we will consider whether that member should remain with the Club, as it may be that they are more suited to a club with no duties but paid staff and higher fees. To exonerate yourself for a no-show you will be required to do two other duties, so please ensure you turn up and sign in.

**Email Newsletters** give us the ability to communicate regularly with our members to let you know about anything special happening at the Club, such as racing, training and social events, as well as new duty availability. If you are not already receiving these emails then please get in touch with our Newsletter Editor [newsletter@papercourt-sc.org.uk](mailto:newsletter@papercourt-sc.org.uk) so you can be added to the distribution list (and also add to your address book)

I hope this helps. If you have any questions then please get in touch by email [duties@papercourt-sc.org.uk](mailto:duties@papercourt-sc.org.uk)

Happy Sailing, Jill