



## **Completing Club Duty Hours**

### **Introduction**

Tudor Sailing Club (TSC) is a member run club. This means that we do not employ the services of staff to carry out club roles, other than tasks that require specialist companies. Most tasks to maintain and keep the club running are completed by each of us.

To facilitate this, the annual membership cost is reduced in return for completing 15 duty hours per year. Those that do not manage to complete this quota of duty hours will pay extra for membership, based on an hourly rate (an hourly rate for each duty hour not completed at the end of the club year) The 'price per hour' is set by the club's executive committee, and considers the cost of similar labour locally.

A major part of being in a self-help club like ours is the sense of belonging and the friendships made, with a common interest. The club is a huge support network with people always willing to help each other and offer advice and assistance – from lending a bit of rope to advice on boat purchases and repairs. This network becomes richer and more extensive when completing duty hours with other members.

### **Types of Duty**

Broadly speaking, the types of duty available can be split into 4 categories:

- Committee
- Scheduled Bar / Galley / Events – Shore side duty.
- Scheduled on the Water activity (e.g. Race Officer, Patrol Boat)
- Maintenance

This guide will give you more information on each duty available, as well as who to contact to get involved. This guide will not cover every detail, so please email the contact given to find out more or to ask questions.

Please be patient, as everyone is using their own time to assist in running our club. No one is paid. Everyone will have other commitments too and may not reply immediately. If you are having issues getting through to the relevant person, please contact:

Jane Dare – [rearcommodore@tudorsailing.org.uk](mailto:rearcommodore@tudorsailing.org.uk)

## Our committees

TSC is formed of several committees, covering all aspects of the club. You can see what committees there are and who is currently on them in the 'About' section of the club's website. Click on 'Committee & Contacts'. All the committees are led by the executive committee. As the backbone of the club, each committee meets regularly. They discuss any issues arising, as well as making and implementing plans for activities on and off the water that benefit all the club members. Each committee has its own area of expertise, e.g. maintenance committee, social committee, bosun committee, although naturally some areas do overlap on occasion.

As mentioned above, the executive committee has overall control, but it is rare for them to overturn a decision made by other committees, and all committees enjoy a good degree of autonomy.

Working your duty in a committee position can be as diverse as the club itself, with tasks ranging from deciding what stock to buy for the bar, to buying a new club tractor. Roles can be carried out in your own time, at your own pace. We also know each member's circumstances are different, and some committee members put in more hours than others, or may do additional duty. That said, there is usually a commitment to attend a meeting once per month.

Many of our current exec members started out with no previous experience, working their way through various roles at the club. Importantly our committees are in place to represent the club and its members both now and in the future. Because of this, we need committees that represent everyone. We need new people with new ideas, to enable us to keep the club growing and moving forward. So don't be put off if you find the idea initially daunting.

Committee positions do not have minimum time commitments as such (except for the monthly meetings) and while you are on a committee you are considered as having completed your 15 annual duty hours.

Committee positions are elected at the AGM, but if a position is currently vacant and you would like to apply, please contact:

Colin Thorpe – [commodore@tudorsailing.org.uk](mailto:commodore@tudorsailing.org.uk)

## Scheduled Bar / Galley / Events – Shore side duty

This is the way most members complete their duty hours, and it's by far the best way to get to know the club and fellow members.

Bar and Galley shifts require minimal training to get started, and there is a role for everyone. There's a great training programme and support system in place for both.

**Important: To sign up for bar or galley shifts you will need a dutyman login (that's the system we use on our website to allocate shifts) This is provided once you have completed your bar or galley training and is NOT automatically allocated to you as a new member. So, please request the training first.**

**Also Important: The above login is not the same one as the Race Officer/Patrol Boat. It is a different system.**

### Bar

This is a really great way to complete duty hours and socialise with other members at the same time. We have one of the best stocked and equipped bars of any local club, topped off by stunning sea views. It's an enjoyable way to spend a few hours.

It may sound daunting, but the bar manager has a great system in place to make serving and taking payment as simple as possible. It's a relaxed place to complete duty hours.

Full training and ongoing support are given.

Once bar trained, you may also open the bar at any time when you and other members or friends come off the water. Non-member family and friends are welcome to accompany you in the club house, but please remember to sign them in to the visitors book.

Bar duty is generally Friday evenings, Saturday, or Sunday.

To find out more or request training please email:

Maggie Hodge [barmanager@tudorsailing.org.uk](mailto:barmanager@tudorsailing.org.uk)

### Galley

Don't worry if you're not the next Heston or Gordon. Many of the galley duties involve prepping veg, serving and clearing tables or taking payment. Even a hand with the washing up or squeezing ketchup on a burger counts as duty time. Of-course if you can, we always welcome members to BBQ and help prepare delicious dishes.

There are so many events at the club to cater for including the annual cruiser launch/recovery days, monthly games and quiz nights, cream tea afternoons, regattas and race days, our annual open day, and during the summer months there's plenty of hungry rowers, dinghy sailors, and paddlers coming off the water. All of this requires a team of people to make it happen, but just like bar duty, galley duty is an enjoyable way to complete the hours and spend time with other members.

If you like the idea of the galley but are worried about the red tape that comes with food preparation, don't worry. We have all the policies, training, and support in place to allow you to create a culinary masterpiece. Of-course any event can be hard work, but there is no better feeling than being part of a successful event at the club.

Galley duties can be mid-week or weekends. Events normally tend to be at the weekends and shifts can vary between 3 and 6 hours. (Or up to 12 if you're keen!)

To find out more or request training please contact:

Sue Elson – [socialsec@tudorsailing.org.uk](mailto:socialsec@tudorsailing.org.uk)

### Events

In addition to the roles mentioned above, some events need extra people (for example traffic marshals, people to set up/clear down, logistics, or just general help). We also sometimes have members hosting talks, or running a specific event that utilises their own area of expertise. These would also count towards duty hours.

Members can also book the club house for their own private event. Helping with bar or galley at these events are normally paid roles, open to trained club members, instead of duty hours.

Contact:

Sue Elson – [socialsec@tudorsailing.org.uk](mailto:socialsec@tudorsailing.org.uk)

### Scheduled on the Water activity (i.e. Race Officer, Patrol Boat)

Both roles would be classed as at least semi safety critical, as decisions made will affect the safety of members on the water, so training is more thorough. Patrol boat is also a more physically demanding role, and does require investment in correct clothing etc, which is not supplied by the club.

These roles are also more specialist, with only a few club members being able to deliver the training, so training for these roles (especially patrol boat) can take up to 12 months. Please, therefore, opt for other duties while you wait for training.

**Important:** In order to sign up to patrol boat or race officer duty, you will need a Sailing dutyman login. This will be provided on completion of the patrol boat/race officer training and is NOT automatically allocated to you as a new member.

**Also Important:** This login is not the same as the galley/bar dutyman login. It is a different system.

### Race Officer

Sounds scary and official. Don't know your Shorten Course Flag from your Preparatory?

Don't worry. Race Officer, like most roles at the club, is about learning a few basic skills, and then practise. It helps to have a good knowledge of sailing, but provided you understand the basic concept of how wind affects a sailing dinghy and are willing to listen to advice from other sailors, this needn't be a barrier.

Full training and support are given,

The role involves pre-race admin/sign on, selecting and setting the race course for the day, giving the correct signals to start the race on time, helping our patrol boat keep an eye on competitors, then recording accurate finish times and allowing our apps to work out handicaps etc.

This role can be demanding and does require an element of physical fitness (and good eyesight). Also, basic time keeping, and numeric/communication skills are a must.

To find out more or request training please email:

Naomi Langford – [training@tudorsailing.org.uk](mailto:training@tudorsailing.org.uk)

### Patrol Boat (Crew & Helm)

The club provides a patrol boat during dinghy racing, and certain other events (e.g. cadets) using our fleet of powered craft. These are manned by trained club members and ensure that those participating are always safe. Patrol boats are manned by 2 people, generally 1 'helm' and 1 'crew'.

A lot of people would say this is the most fun way to complete duty at the club. It is, however, one of the most potentially dangerous. That said, we run a very thorough training program, based heavily on the RYA powerboat syllabus, and delivered by a RYA powerboat instructor with comprehensive knowledge and experience.

Driving a powerboat is like driving a car, except on a road made of jelly, with someone constantly pushing you in a random direction, no brakes, in a harbour full of mud and other things to hit. It's a

skill for life and takes dedication, practise, and the right approach. Signing up for this training does not guarantee success, although with the right support, most people will be able to achieve the required standard over time. As such the powerboat training is split into 4 levels:

- Crew
- Helm
- Towing / Yacht recovery
- Instructor (This level is not taught at the club and requires a self-funded RYA course)

Please note: Patrol boat duty requires appropriate clothing to enter the water dependant on time of year i.e., wetsuit, drysuit, buoyancy aid and suitable footwear. These are not supplied by the club.

### Crew

The crew training is achievable for most people and covers the basics of preparing the boat and yourself to go on the water, safely launching and recovering the vessel, how to drop and recover buoys etc, and basic manoeuvring at slow and high speeds, including navigation and man overboard recovery.

This is a one-day course, taught on a 1 instructor to (max) 3 student ratio.

This allows you to crew during patrol boat sessions. You are encouraged to drive the boat during routine parts of the duty (launch, recover, set out buoys) and this is where you will gain your experience. The helm will be ready to take over in a rescue situation or if you require assistance.

Patrol boat duties are generally weekday evenings and Saturday / Sunday (3 hours)

To learn more please contact:

Naomi Langford – [training@turdorsailing.org.uk](mailto:training@turdorsailing.org.uk)

### Helm

Prerequisites: This 2-day course is only suitable for those with previous experience (RYA PB2 or equivalent) or having completed the crew course and had 12 months experience (at least 3 sessions as crew).

We take the knowledge and skills acquired during your initial training/crew sessions and put it to the test. No more coming alongside a nice steady soft pontoon, we're now rescuing boats and people.

How do I approach a capsized dinghy and help right it? How do I tow a trapeze boat with racks? How do I rescue someone trapped under their boat? What about a capsized kayak?

You will learn how to manipulate the boat and turn it into a tool for rescuing. This course is intense and looks for three things:

- Precise Control
- Situational Awareness
- Safety, Safety, Safety

Taking this course does not guarantee a pass, and the course may not be suitable for all members due to the physical nature of the tasks.

Patrol boat duties are generally weekday evenings and Saturday / Sunday (3 hours)

Contact:

Naomi Langford – [training@tudorsailing.org.uk](mailto:training@tudorsailing.org.uk)

### Towing

This course is open to experienced helms only and requires considerable experience of driving a RIB and rescuing other vessels. You will learn how to use a RIB/powerboat to manhandle a yacht that weighs 5 times as much, in adverse weather, and place it on a hoist with only inches of clearance each side.

This level has only limited duty hours during cruiser launch/recovery. The hours do not count as duty if you own a cruiser.

Contact:

Naomi Langford – [training@tudorsailing.org.uk](mailto:training@tudorsailing.org.uk)

## Maintenance

Certain jobs need regular attention, and these can be covered as part of your duty hours.

Examples include:

- Weeding
- Mowing grass
- Legionella/PAT/Fire Alarm testing and other skilled jobs (if qualified)
- Bar Gas replenishment
- Painting fences etc
- Bar line cleaning
- Accepting deliveries

Events such as the annual cruiser launch and recovery and the compound re-organisation can also provide duty hours; cruiser owners are required to attend for the weekend of launch and recovery outside of the duty system, but other sections may be asked to help with specific duties and accrue hours.

There are often other projects or jobs that surface during the year, and these will be advertised.

If you'd like to stay up to date on which maintenance duties are currently available and as they arise, please contact:

Bill Jones – [maintenance@tudorsailing.org.uk](mailto:maintenance@tudorsailing.org.uk)

## Ad-hoc maintenance tasks

Think of all the housework and DIY needed to keep your house in order. The club is just the same. From washing tea towels to disposing of cardboard responsibly, broken pipes, electrical issues, leaky gutters. They all need fixing.

Club boats need checking and fixing. The slipway needs cleaning. Shower heads de-scaling. If you see something that needs doing and you're able to do it, just contact the maintenance committee on the below address.

Have specific skills? Again, please drop the committee an email or join their WhatsApp group (email for details) and they will let you know what's available.

Contact:

Bill Jones – [maintenance@tudorsailing.org.uk](mailto:maintenance@tudorsailing.org.uk)



### In summary

Completing duty hours keeps your membership fees lower and there are so many ways to do this at the club. You'll learn new skills and make lifelong friends. Many people end up doing more than their 15 hours, and although there is no 'extra' reward for doing more, knowing you are a pivotal part of the club's success and being able to have fun out on the water is rewarding and enriching.

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Last updated March 2023

Next update due February 2024

