



# Chelmarsh Sailing Club

## DUTIES

In previous years this space featured the duty list. We now use the DutyMan software system – **[www.DutyMan.biz](http://www.DutyMan.biz)** and any printed list inserted here would almost certainly be out of date by the time you receive it! We have therefore decided to use the space for information covering the various types of duties.

Each adult sailing member of the club is expected to do several duties each year.

For up to date information on your duties please go to DutyMan.biz, click on "Find Your Duty Roster" and type "Chelmarsh" in the search button, this will bring up the latest list (or follow this link: <https://dutyman.biz/dmmain.aspx?id=C0001802>). You should also receive emails from DutyMan with information, reminders, and you also have the ability to change dates and volunteer for other duties.

Please ensure you confirm your duties within DutyMan as soon as possible or the requested dates may change. For those who cannot access this, you can email Matt Thursfield on [matt.thursfield@btinternet.com](mailto:matt.thursfield@btinternet.com) for help with the system. It's important we also have a working email address for everyone if possible, so if you do not receive Newsbytes or DutyMan info regularly or have changed your email address please let Matt know. You can find more information on the Chelmarsh Sailing Club website: <http://www.chelmarshsailing.org.uk/duties.html>

Can all team members ensure that if they cannot be available for their allocated duty, that they contact another member, further on in the duty calendar, to swap their duty or inform the OOD. Please do not just fail to turn up as this can affect both sailing & stomachs!

Contact details for members, either e-mail or phone numbers are on DutyMan. Can you also confirm your attendance on DutyMan via the link it sends (this is important because the OOD and Matt can see who will be there). If in doubt about what your duty entails, please contact your OOD ASAP. There's more information on the following pages.

Please ensure you arrive at least 45 minutes before duty time and if on the water please wear appropriate clothing. If there is a staff shortage then the AOD can be the assistant in the safety boat. Aim for two persons in the safety boat (borrow sailors if short).

Contact  
Duty Officer





## types of duty

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**OOD:** Officer Of the Day, an experienced racer who sets the race courses and manages the day's racing.

Before the duty day:

- organise racing and safety cover- preferably two weeks in advance - please ensure that all your team are available for duty
- ensure that there is sufficient fuel for the committee and safety boats or arrange for that to be done the previous week
- view OOD supporting documents at OOD Duty List link on the Club Website, including new Sailing Instructions

On the day:

- prepare the committee boat and pack away at the end of the day (flags for the race, race format "idiot" guide, result recording sheets and a first aid box are stored in the cupboard in the signing-on-desk unit resp. in the drawer cabinet next to it)
- set a course for each race\*
- decide on whether to postpone or cancel races due to severe weather conditions\*
- record race finishing positions, possibly times if needed
- advise inexperienced sailors in severe weather conditions for their safety\*
- organize protests if any
- on a Wednesday evening light the BBQ half way through or after the race
- at the end of the day hand the result sheets to the Sailing Secretary or, if not in attendance, post the results in the letter box next to the signing on desk
- ask the bar secretary whether help is needed behind the bar after racing

\*the OOD may consult with a Sailing Captain for advice. A list of these are available on the website (<http://www.chelmarshsailing.org.uk/officers.html>) or in the diary.

**AOD:** Assistant Officer of the Day, helps the OOD - no experience is required

**Rescue:** in-charge of rescue on the water

- preferably holds either an RYA safety boat certificate, Powerboat level 2, or a Coastal Skipper qualification. A very experienced powerboat driver without a qualification will also be allowed\*\*
- is in-charge of preparing the safety boat(s), manning it throughout the day and packing it away
- drives the safety craft
- must drive the craft to any incidents
- report any incidents to the OOD
- report any defects in the Log-book
- check there is sufficient fuel for the next sailing day and notify the OOD if there is a shortage

\*\*We offer courses to members wishing to gain either their RYA Powerboat level 2 or RYA Safety Boat certificates- please contact Derek Richards

**Rescue help:** helps the Rescue person- no experience is required expected to enter the water if needed and help recover people and craft



# Chelmarsh Sailing Club

**Galley:** is in charge of the galley

- provides and serves Cold Galley in summer or Hot Galley in winter & early spring
- decides on the menu but needs to liaise with Galley Help on what food to bring and prepare

**Galley Help(only for open meetings etc.):** assists Galley person

- may be asked to contribute with the food preparation
- liaise with Galley person on what food to bring and prepare

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## galley guidelines

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### General information

- The galley is stocked with tea, coffee, sugar, milk, chocolate bars, canned drinks & squash.
- The cash tray with the day's float is in one of the drawers behind the galley counter.
- Milk is in the food fridge on the right hand side of the cooker.
- Cans of pop are chilled in the drinks fridge on the left hand side of the cooker.
- Tea, coffee and sugar are kept in the first cupboard behind the galley counter.
- Chocolate bars, bottles of squash and extra cans of pop are kept in the galley store (chocolate bars are in the blue cupboard to keep away from rodents).
- There's a list of prices on the wall. NB: people on duty (yourself included) get free hot drinks.



The break at lunch time is mostly selling sandwiches and cooked meals whereas the afternoon break is more focussed on cake, teas and coffee. You provide the food: sandwiches and cakes, also cooked meals if the duty is Hot Galley but please use some discretion when purchasing sandwich fillings etc, the galley needs to make a profit and the purchase of overly expensive fillings and cakes will not enable this outcome to be achieved. It is generally best to prepare cooked food the day before and bring the makings to prepare sandwiches on the day and don't forget to bring cakes!

The water heater is switched on at the wall (takes 10 mins to heat), and is ready to use when all the lights come on. The water heater is ideal for individual cups and occasional coffees. Most people prefer tea, so it's better to boil two kettles to make a large pot of tea as they come off the water by putting 8 tea-bags in a large pot and filling over half-way, this can then be topped up once before making a fresh brew without the brew becoming unpalatable. The water heater will run out of hot water if you try to fill the large tea-pots.

The first race usually finishes about an hour after the start and lunch should be ready by then. Please ask one of the rescue team or the OOD / AOD to help serve.



After lunch, when the second race is on, you load up the dishwasher. The dishwasher tablets are kept in the unit under the sink. An economy wash 50 mins is adequate. Then prepare for afternoon tea.

After the tea break, you clear away and refill the dishwasher and turn on, wipe tables, turn off the water heater and generally leave everything in a tidy, healthy state. Any leftover sandwiches and cake can be put in the bar for hungry sailors staying after the last race. Please restock the chocolates display and the drinks fridge at the end of the day.

Take your expenses from the till. Then, unless you want to stay, you can get away before the third race finishes.

## **Cold Galley**

The Galley from **May to September** provides cold food only.

Favourite sandwiches are egg mayonnaise, ham & salad, cheese & tomato, beef & horseradish and tuna mayonnaise.

We suggest bringing four loaves (a mix of white, brown/ granary/seeded bread) preparing the fillings and making half the sandwiches, before looking at how many people there are to cater for. Please check the opening dates before using any leftover spreads and mayonnaise in the fridge.

You can buy very nice cakes if it's not convenient to bake them. A small cake should cut into 6 pieces whereas a large cake cuts into approx 10 pieces. Suggestions are carrot cake, chocolate, coffee & walnut and light fruit cake. Flapjacks, tiffin and millionaire's shortbread are welcome alternatives.

You are not expected to provide hot food, however, if the weather is unseasonably inclement a hot soup is always welcome. If the day is very warm remember that a lot people will prefer cold drinks, squash or glasses of water, to hot drinks.

## **Hot Galley - new for 2016**

The Galley from **October to December** and during the months of **March and April** provides both hot and cold food (There is no Galley during January and February).

Popular hot meals are pasta & bolognese sauce, curry & rice, shepherd's pie & peas, baked potato & chilli sauce and pizza & salad. From 2016, the making of hot meals is voluntary. Hot soup and bread rolls can be a successful alternative - carrot & coriander or leek & potato for example - the cost will be less. Tinned is acceptable.

## **Open Meetings**

Visitors travelling a long way appreciate a morning snack such as bacon sandwiches and sausage baps – please liaise with the Fleet Captain(s) as they sometimes organise this.

Whatever you do, enjoy the day!

