

## **ASSISTANCE AVAILABLE TO AREA & SAILING COORDINATORS**

New Area and Sailing Coordinators receive a pack containing a variety of useful information to help them to do the job.

It contains:

- Guidelines that may help them fulfil the Coordinator role. (See below)
- A current list of members in their area.
- A Traders Directory: that can provide relevant services / products.
- The list of manuals held by Jane Wall. (Copies are free to paid up members.)
- A sample of the information pack we send to enquirers.
- A sample of the pack we send out to members when they join.
- Some Seamaster Club brochures you may like to drop on non-member Seamaster boats that you meet.

If this is insufficient to deal with a query coordinators are reminded that the committee is there to assist so they should feel free to contact Paul Killick, Mike Benson (Sailers) or Brian Rowland or, indeed, any member of the committee.

In addition, and in recognition of the work they do, they receive a complimentary copy of The Seamaster Story and, if they let Brian know their size, a complimentary Seamaster Club polo shirt.

They are also welcome to attend committee meetings, provided they let the Secretary know in advance. If they cannot attend in person they can always tell a committee member what they would like discussed and he/she will represent them.

We can also provide Colour Headed paper, Compliments slips, Expenses Claim Forms, etc or these can be supplied as computer files (in Microsoft Word or Excel as appropriate) for them to print as they need them.

They are given the ASAP Club Discount Number for members to quote for up to 15% discount. ASAP Supplies are a mail order company who have vast experience of most of the engines that are fitted to Seamaster boats..

Should they require anything else to make their they are very welcome to contact the committee.

## **GUIDELINES FOR AREA AND SAILING COORDINATORS**

### **PROVIDING ADVICE TO MEMBERS**

The primary purpose of the Club is to help owners maintain their Seamaster craft and to get maximum enjoyment out of them. To help fulfill this aim we attach the following information:

- The Traders Directory: listing useful traders known to the Club categorized by the type of facility / products they offer. This is one of the cornerstones of our support and needs to be maintained as current as possible. If you find a good supplier or a good marine engineer then please let me know so that we can add them to the directory of suppliers issued in this pack. New pages will be issued periodically as new names are added or removed.
- A list of Handbooks, Workshop Manuals, etc., that we hold and can make available to members. If you find you, or a member, has a handbook or manual not listed here, it will help if you can lend it to us for a short while.

- Details of committee, Coordinators and members available to give advice and what their specialisms are.

Ideally, if we are doing our job properly, each Coordinator will be given sufficient support to enable him / her to advise their local members on the best supply and expertise outlets or to know who to pass them on to for that help.

You provide the first line support to the members.

If for whatever reason this is not feasible don't worry just ask me or someone on the main Committee. If an owner has a problem concerning his/her boat which you cannot answer then help is not far away. Just ask me and I'll find the answer.

Feedback

The Coordinator should advise the committee on the views of the members in their area. If someone has a grievance regarding the Club we want to know. Conversely if someone has an idea that could benefit all the membership we want to know. The main Committee can only do its job properly if it has all the facts.

Expenses

Unfortunately the Club cannot reimburse you for your time. You, like the main Committee are volunteers, and we welcome you aboard!

However, the Club will reimburse you for telephone / Internet charges, stationery, postage and travel. If you use a computer and print out a lot for the Club then you can claim for printer materials.

All claims must be accompanied by receipts / invoices and submitted on the forms enclosed.

I suggest you have a Club book in which you make a note of the time spent on the Internet / telephone and with which you keep all receipts etc so that it is all ready for when you make a claim.

## **ORGANISING A RALLY**

Whilst Coordinators do not have to organise any rallies at all if they don't want to, our experience has been that these are a good way of engaging with the Members in your Area, in a social and light-hearted way. If you decide you would like to get involved with rallies we hope these notes will help.

Successful rallies come in the following main flavours:

- Social get-togethers in a local pub, restaurant or hotel
- Afloat rallies
- Cruises

It may not be easy to suddenly be expected to organize a meeting or rally. For the first one or two keep it simple. It is easier on the Thames, Broads and Fens where many members are located close to each other but more difficult in very scattered areas such as the North East, Scotland and Ireland. Perhaps start by having a meeting in a kindly hostelry or a boat rally at a well known location before attempting anything more ambitious. Later you can expand the activity with attractions such as raffles, games, simple competitions, etc. Dinghy races, fishing contests, rope throwing etc all prove most amusing / enjoyable.

### **Finding a venue.**

If it is shore based, at a pub for instance, ask for a menu that you can copy to your members. Some people may have to travel a fair distance so perhaps expect an overnight stay. In that case ask for a price list of rooms and when you send out the invitations don't forget to give route directions.

For a waterside afloat venue, such as pub or marina moorings, check whether you can hold a rally there and how many boats may attend. Enquire if you can have a barbecue. Some marinas will allow a rally if enough notice is given and often marinas have a restaurant or the like where you could arrange an evening meal - if possible ask for a menu you can copy to your members so they can order in advance. This is usually popular with restaurants and the

like as it makes the catering easier for them. Each person should pay for their own mooring, refreshments, accommodation and travel. The only "free-bee" to the membership is the AGM at which coffee/tea and biscuits are provided and a buffet. However, drinks are not paid for, neither is the accompanying social evening, nor accommodation where applicable.

Some extra assistance may be provided, such as a Seamaster Club banner and a gazebo, if regular bankside events are organised.

Cruises are a different matter. Do not organise an official Club Cruise, only arrange to "cruise in company" with each skipper entirely responsible for all aspects of his / her involvement. Again try to keep it simple. Fresh water cruises should not present any particular problems but cruises on the lumpy stuff are a different proposition. Each skipper must ensure his boat is "seaworthy" and has all the required safety gear, that he and his crew are competent, and that he has a proper sail-plan and undertakes his own navigation. There is no short cut to safe cruising at sea or even in estuaries. If you wish, consult Paul Killick for advice. Again, each skipper is responsible for all his expenses.

Whatever you choose to do the main thing to remember is ENJOY IT. After a rally or meeting or two you will find that your members will start to ask you for another one and suggest venues. Generally speaking we have found, after attending several rallies and meetings, that Seamaster owners are a friendly crowd.