



Sailability Manly

REGISTRAR'S DUTIES.

This is a very important role as YOU are the first and main point of contact.

You will need to arrive by 8.45am and set up the Registrar's Desk on the deck, in line with the door to the Accessible Toilet. Use the small fold up table found in the Accessible Toilet.

On the desk YOU will place:

- Sign in Forms which are a Register of Volunteers on one, and Clients and Carers on the other. Write the date at the top of each registration sheet used.
- Parking permits with book attached
- Booking Book with brown cover
- Concertina File with Forms : Membership: Child Protection Form: New Volunteer Questionnaire: Sailing Day Flyers (these to be placed in the holder provided)
- Silver File with Role descriptions and Sailing Area
- Sunscreen and sun glasses
- Radio with aerial attached

You will welcome members and non-members alike upon their arrival, and ensure that all sailors, volunteers and visitors sign one of the two forms without fail. Draw the attention of newcomers to the small print at the top, which is a disclaimer, and request that photos taken can be used for promotion purposes.

There are NO exceptions to the sign in rule.

You are in charge of allocating the Parking Vouchers which allow parking in the vicinity for more than 2 hours. This includes the buses that are standing on the concrete blocks in East Esplanade Park. They must have one of our permits to enable them to stand there or they're likely to be booked and fined by the rangers.

Please ensure that anyone taking a permit signs for it, and remind them to bring it back when they leave. If they forget, write it in the Booking Book. (Brown Cover)

It is also your responsibility to collect:

- The \$5 fee from Casual Sailors (i.e. non-Members)
- Membership Applications and Renewals (\$30 single, \$45 family) and any other forms and monies. A receipt book is available for those who need one.

Monies that you collect will be held in the front pocket of the folder for handing to the membership secretary.

Encourage Casual Sailors and Visitors to become members and have them complete the Membership Application Form found in the Concertina File.

If new volunteers arrive, welcome them, and ask them to fill in a "New Volunteer Questionnaire" found in the concertina file. Once completed, leave the desk briefly to introduce them to the Sailing Day Coordinator (SDC) along with the completed questionnaire. This will enable the SDC to buddy them with a volunteer to learn the ropes, or just let them watch and see what we do.

Volunteers who are not already members must complete the Child Protection Form, also found in the concertina file.

You are also responsible for communicating with the skipper of the Safety Boat, "Charlie's Chariot" via the radio. Set the radio and aerial up as soon as you can, and turn the volume up. Check the Channel is set to 94.

The safety boat skipper will conduct a radio check after picking up the boat from the mooring.

They will call: "Manly Sailability, Manly Sailability, this is Charlie's Chariot"

You will hold down the button on the side of the microphone and reply: "Charlie's Chariot, this is Manly Sailability, go ahead please"

They will request a radio check so they know you are hearing them loud and clear.

You will reply: "Charlie's Chariot, this is Manly Sailability, you are loud and clear. This is Manly Sailability standing by." If they aren't loud and clear, tell them so, or get someone to help adjust your radio set.

During the morning, you may be asked to relay messages to Charlie's Chariot by the SDC.

Listen that no other traffic is using Ch 94, if it is, wait until clear.

Holding down the button on the microphone and speaking into it, say: "Charlie's Chariot, Charlie's Chariot, this is Manly Sailability." Release the button.

When they reply, speak into the microphone saying "Charlie's Chariot, this is Manly Sailability.....(relay your message finishing with)... Manly Sailability standing by."

If unfamiliar practice until confident. Remember it's an open line.

If you wish to leave the Registration Desk, even for a short while, please advise the Sailing Day Coordinator so that someone else can take your place.

The Registration desk must never be left unattended.

At the end of the day, please pack away the registration table.

- All money taken in Casual Sailing or Membership Fees to be given to the Membership Secretary (Helen Hendry) or the Secretary (Eli Demeny) with relevant documentation.
- The Sign in forms must be given to the Secretary or Sailing Day Coordinator.
- Any incidents or maintenance matters, fuel used, to be written in Booking Book

Once these items have been removed, all the rest of the registration table equipment is to be stored in the Office Cupboard (left lower shelves) this includes the Parking Permit Folder which must only be put away when all Parking Permits have been returned.

Make sure there is a team of four to take down tents, pack them up and store, so that by the time all boats are stowed, the rest of the equipment has also been placed in the boat-room.

Thank you. This is a very important role, and you have helped make our sailors welcome.