

FEE COLLECTION PROCEDURE 2020

Thank you for helping with fee collection. If you have not collected the fees before then we hope the following will be of some assistance. Please feel free to ask for help at any time!

You will need to arrive at Durleigh Sailing Club by **8.45am** at the latest. When you arrive obtain the galley keys from Saturday Club Manager and remove the **SYCSA admin. Box** from **SYCSA cupboard 1** and place on the counter between the two serving hatches.

You will need the following from the SYCSA admin box: -

1. The **Yellow** folder. This is the register for the sailors to sign in.
2. The **Red** folder. This is the register for all instructors, assistant instructors, senior instructor, safety boat crew and shore based adults to sign in.

In addition you will also need:

3. Galley Tab (**Blue** folder/Clipboard).
4. The cash box which contains :-
 - o SYCSA stamps (1 (round) for Serial Sailor cards and 1 for cheques)
 - o Pens
 - o Moneybags

Then.....

1. Place the **Red register** on the counter with pen for volunteers to sign in the **left hand** hatchway. In the **Red register** make sure that **all** adults helping, in whatever capacity, sign in (that includes you!). It is important for safety reasons that we have a record of everyone attending.
2. Put the laminated sign (in admin. Box) up above the right hand hatchway to advise parents etc that the galley will not be open until after 10.00am
3. Place the **Yellow** register on the counter in the **right hand** hatchway with a pen for the sailors to sign in.
4. Please ensure that **every** person attending signs in the appropriate register as soon as they arrive.
5. Check that each sailor has produced a membership form (duly completed) for the 2016 season. Give this to Siân as soon as possible to check.

6. NEW MEMBERS

If a new member attends then please give them an information leaflet and ensure that they and their parent/guardian complete the current application form (both items will be found in the **SYCSA admin. Box**). Ask the Saturday Club Manager for help if there is a queue. Give any new membership forms to the Saturday Club Manager as soon as possible.

7. FEES

Fees are **£15.00** for the Saturday Morning club. There is also a **£6.00** fee for boat hire in the afternoons (**minimum Stage 3 required for sailors under 18- please check with Senior Instructor for availability first**). Please indicate the method of payment in the appropriate column, i.e. **cash, cheque, voucher or free sail** (see below).

8. SERIAL SAILOR CARDS

This is the Saturday Sailing Club's loyalty scheme for our regular sailors and for those families with more than one child sailing. Complete a **Serial Sailor Card** for each **family** and, using the round SYCSA stamp, place one stamp **per fee paid**. (Blank Cards are in the **SYCSA admin. Box**) When a **Serial Sailor Card** contains 9 stamps the family named is entitled to obtain one **free** sailing fee **but** the Card **MUST** be surrendered in order to do so. **Please place any completed Serial Sailor Cards in the cash box and complete the register as if it were a pre-paid voucher.**

9. GALLEY TAB

If anyone wishes to put money on the **galley tab**, record this on the galley tab sheet (**Blue folder/Clipboard**). If their names are not already printed on this sheet then add them at the bottom. Any money received can be put with the money received for sailing fees (i.e. it doesn't matter if you mix the money).

10. **MAXIMUM NUMBERS**

As soon as **25 young sailors** have signed in then please ask the Senior Instructor to check that there are sufficient instructors to take any more sailors.

11. **PRE-PAID VOUCHERS**

If someone wishes to pay for sessions in advance then complete a **pre paid voucher** for each session by writing in his or her forename and surname. Please note any fees paid in advance on the **bottom** of the **Yellow register**. (Blank vouchers etc are kept in the **SYCSA admin. Box**).

12. **LOG BOOKS**

Logbooks are **£4.75** each for the **RYA Young Sailors scheme**. Please note any sales on the **bottom** of the **Yellow register**. A small number of log books are kept in the **SYCSA admin. Box**- please let Siân know when these stocks have been sold.

13. **SPRAY SUITS**

- ✓ If someone wishes to borrow one of the spray suits, unlock the cover and complete the **signing out book**.
- ✓ The spray suit must be returned at the end of the session and a SYCSA volunteer **must** countersign the signing out book to record that it has been returned. If it has been damaged then the volunteer must detail the damage caused.
- ✓ Please ensure that the cover is locked on to the rail when all suits have been returned.

14. **HELMETS**

There are a number of helmets for the young sailors to use.

- ✓ If someone wishes to borrow one of the helmets complete the **signing out book**.
- ✓ The helmet must be returned at the end of the session and a SYCSA volunteer **must** countersign the signing out book to record that it has been returned. If it has been damaged then the volunteer must detail the damage caused.
- ✓ Please ensure that each helmet is disinfected after use with the disinfecting spray.

Finally.....

- After every one has signed in count up all money, put it into a money-bag, and lock up in cash box or give to the Saturday Club Manager together with the Yellow Register. Put the Red register in the SYCSA Admin. Box. Replace the **SYCSA admin Box** in **SYCSA cupboard** together with the cash box and ensure that it is then locked up.
- Make sure that you have a cup of tea!

Many thanks. Your assistance is much appreciated.