

# Sailing Schedule Signup Standard Operating Procedure

January 28, 2015

***Each month The Oasis Sailing Club provides sailing schedules for its members to reserve spaces on the club boats for themselves and their guests. The sailing schedules shall apply to day sails, evening sails, overnight cruises and racing events aboard all club boats. Members may reserve sailing spaces in three ways:***

- *On line*
- *At the monthly meeting*
- *Call the Skipper*

**Please NOTE: Some special reserved sailing events might not be available for signup.**

**1. ON LINE:**

***The On-Line process is a free file-sharing service, managed by the club Secretary, and is available to all participating members. The Secretary shall provide members with instructions when requested.***

**1.1 SKIPPERS AND MATES SIGNUP**

***Participating Skippers, Mates and Mate Candidates have a two day "early signup" period starting on Monday, nine (9) days before the club monthly meeting. At the hour set by the Secretary they will receive an "invitation email" each month indicating that their On-line Registration schedules are available. Skippers and Mates are encouraged to sign up for as many Skipper and Mate positions as possible. During this "early signup" period:***

- a. Mates shall restrict their signup to Mate positions only.***
- b. Skippers and Mates may add no more than two guests at this time. Additional guests may be added after the "early signup" period.***
- c. Guests must sail with their host***

**1.2 MEMBER SIGNUP**

***All participating members, including Skippers, Mates and Mate Candidates, are invited to join the On-line Registration on the Wednesday one week before the club monthly meeting. At the hour set by the Secretary, all participating members will receive an "invitation email" every month, indicating that their signup schedules are available.***

- a. Members who are not Skippers, Mates or Mate Candidates may reserve no more than four days of sailing. Additional days may be added at the monthly meeting or see "Call the Skipper" below.***
- b. Members may signup guests. Guests must sail with their host.***

- c. *The On-line Reservation signup schedule is removed from posting at 5pm on the Sunday before the club monthly meeting. Following its removal, it is no longer available online.*
- d. *Scheduling will resume at the monthly meeting.*

2. **MONTHLY MEETING SIGNUP**

*The Secretary shall provide a copy of the online signup schedule on a blotter-size paper at the Monthly Meeting for hand-written signup.*

- a. *The paper schedules will be available to Skippers and Mates prior to the start of the BOD meeting.*
- b. *The paper schedules will be available to General Members at the start of the BOD meeting. Members will be given numbers, first come first served, for the signup cue.*
- c. *All members may add sailing days in empty slots, add guests, cancel prior reservations and , in general, make edits to their previous signups.*
- d. *All paper schedules will be collected by the Secretary following the adjournment of the Monthly Meeting.*

2.1 ***Following the Monthly Meeting:***

- a. *The Secretary shall update the schedules with the meeting signup data*
- b. *The Secretary shall generate an electronic copy*
- c. *Copies of all the relevant schedules shall be emailed to all members before the start of the applicable sailing month and posted on the OSC website.*
- d. *The Sailing Schedules are "in effect" when published by the Secretary after the monthly meeting.*
- e. *The Posted schedules shall include Skipper names and contact phone numbers.*
- f. *The Secretary shall make periodic updates to the Web posted schedule*

3. **CALL THE SKIPPER**

- a. *Following the publication and posting of the schedules on the OSC Website, members who wish to cancel or signup must contact the Skipper of that sail.*
- b. *Members who do not notify the Skipper of their or their guest's cancelations will be charged the sailing fee.*