



# Using the WSC Sailing Club Manager (SCM)

## Club Craft Hire



## Contents

### Contents

Contents .....	1
1. Introduction to Club craft hire .....	2
2. Signing in to the WSC members portal.....	4
3. Your personal home page .....	5
4. Viewing 'Reserve activities' .....	5
5. Confirmation and Payment.....	6

# 1. Introduction to Club craft hire

## Covid-Secure (Phase 3 and 4)

In order to mitigate Coronavirus transmission risks the following amendments/controls are currently in effect for the Club craft hire processes:

1. Please do not reserve a craft if you, or any of your household, have Covid-19 symptoms or are currently isolating at home
2. All club craft must be pre-booked – no 'on the day' hire will be allowed
3. To avoid contact with the Authoriser please use the 'Invoice' payment option rather than contactless machine at the club
4. The Authoriser can direct you to the club kit, but will not be able to help you rig or launch, so you must be competent to do this yourself (please see the rigging guides if in any doubt)
5. There are no club Patrol boats on the water, so please do not proceed with the hire if you have any doubt that you will be able to return to the launch ramp safely
6. Ask the Duty Officer for any restrictions on sailing area due to the conditions and for the 'Return to Shore' sound signal (usually two long horn sounds)
7. Please ensure you wash the craft and all kit in fresh water after use and advise the Authoriser that you have finished for the day
8. Craft and equipment will be **quarantined for 72 hours after hire** (marked with yellow/black hazard tape and that days date). This may limit the availability of certain craft

The club owns several dinghies and paddle boards ('craft') which are primarily for training but are also available to hire by club members for either general sailing or racing (dinghies only). If not required for Training or Club organised events, members holding RYA Level 2 or above, or who have been assessed by a Club official as equivalent standard, may hire a club dinghy.

The club craft are insured third party only and the hirer is fully responsible for the craft and its equipment, together with the safety of the craft and crew. **They must take due consideration of their experience/competence, the weather conditions, and the sailing area** before launching.

Club craft may only be used when any of the Race Officer, Assistant Race Office, Duty Officer, or a member of the General Purpose Committee (GPC) is at the club and available to **Authorise** the use of the craft.

The number of crew sailing a club dinghy is limited to the recognised maximum crew or weight limit for the class of dinghy, usually marked on the manufacturer's plate. If in doubt please ask the Authoriser. Paddleboards can only be used by one adult or two small children, and as they are inflatable great care needs to be taken around rocks and other sharp objects.

Club craft must be booked **at least 24 hours in advance** of the intended date by using the WSC Sailing Club Manager (SCM) Portal 'Reserve Activities' (see 4 below).

Club craft will only be authorised for use on the day/date if:

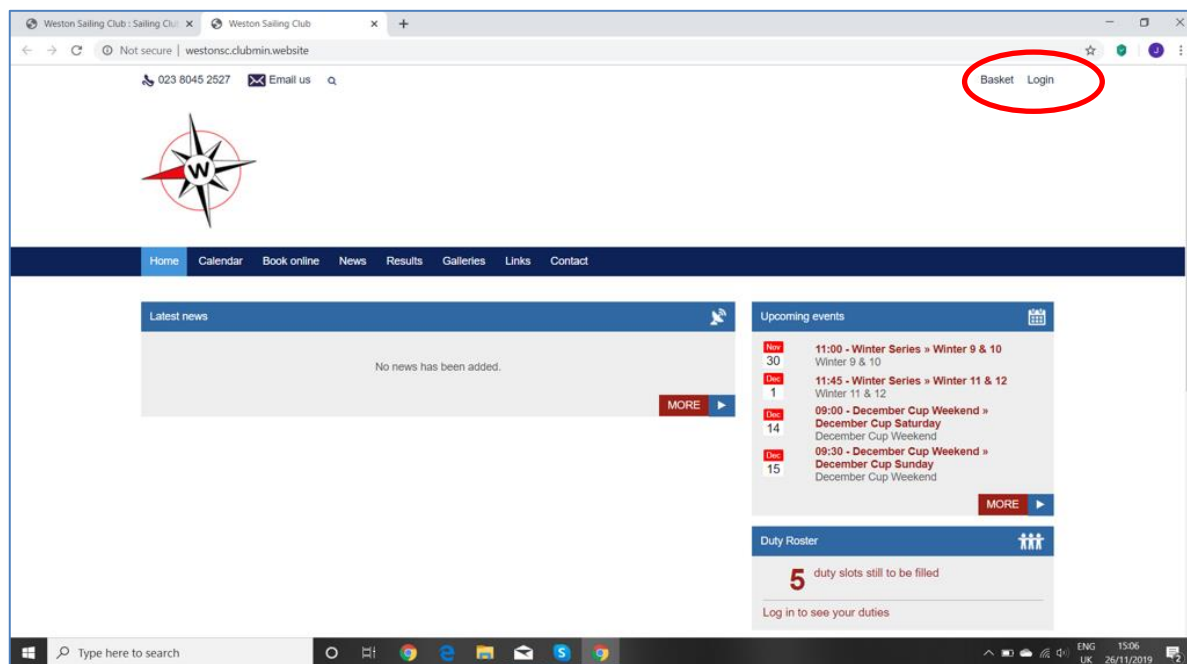
1. XC Weather Southampton wind is not forecast to increase above 20 knots for Dinghies, or 15 knots for paddleboards (link here: [XC Weather](#)), AND
2. Sotonmet mean wind speed has not exceeded 20 knots for Dinghies, or 15 knots for paddleboards (link here: [Sotonmet](#))

**The Duty Officer, Race Officer, or GPC member decision on the wind is final.**

A session may last for the whole period of club racing on that day, or until the hirer has finished using the club craft and advises the Authoriser. Paddleboard hire is for a full hour or multiples thereof. This may mean that club craft can be hired again that day, subject to the 'Club Hire Principles' (see hire form)

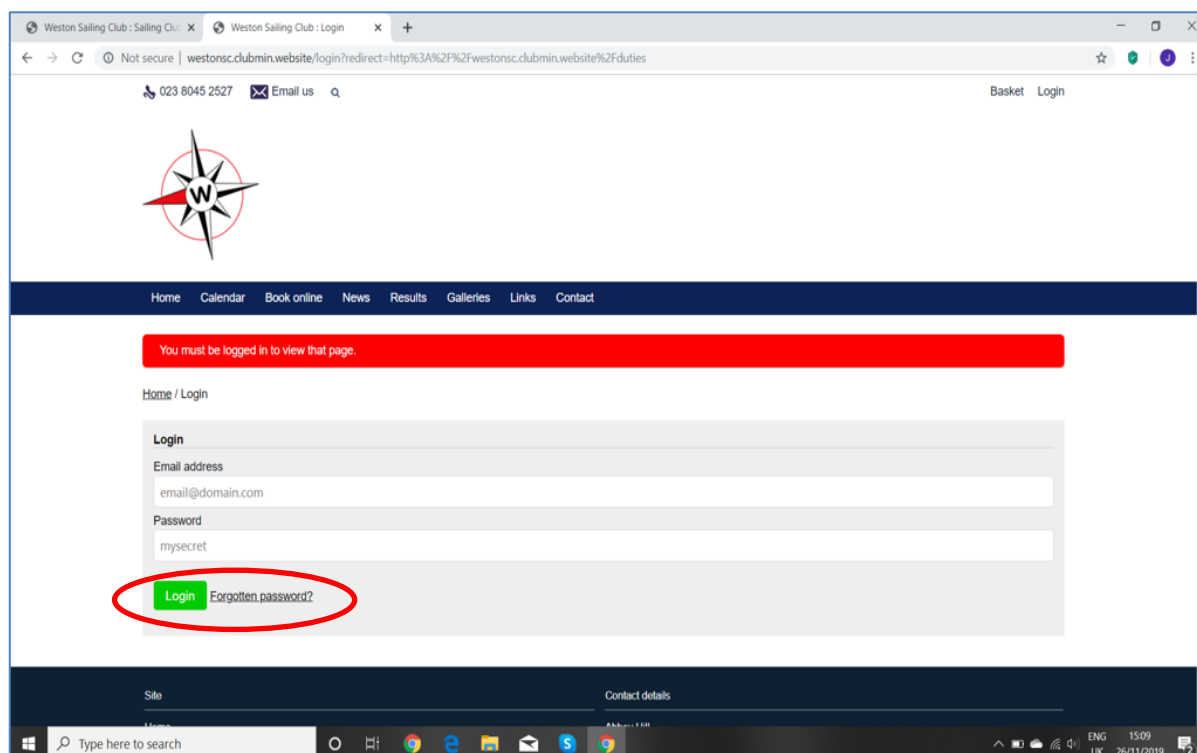
## 2. Signing in to the WSC members portal

To 'Reserve Activities' you will first need to sign in to your WSC SCM account. You can do this by clicking on the "Login" link which is in the very top right hand corner of the WSC SCM homepage. Please see the image below.



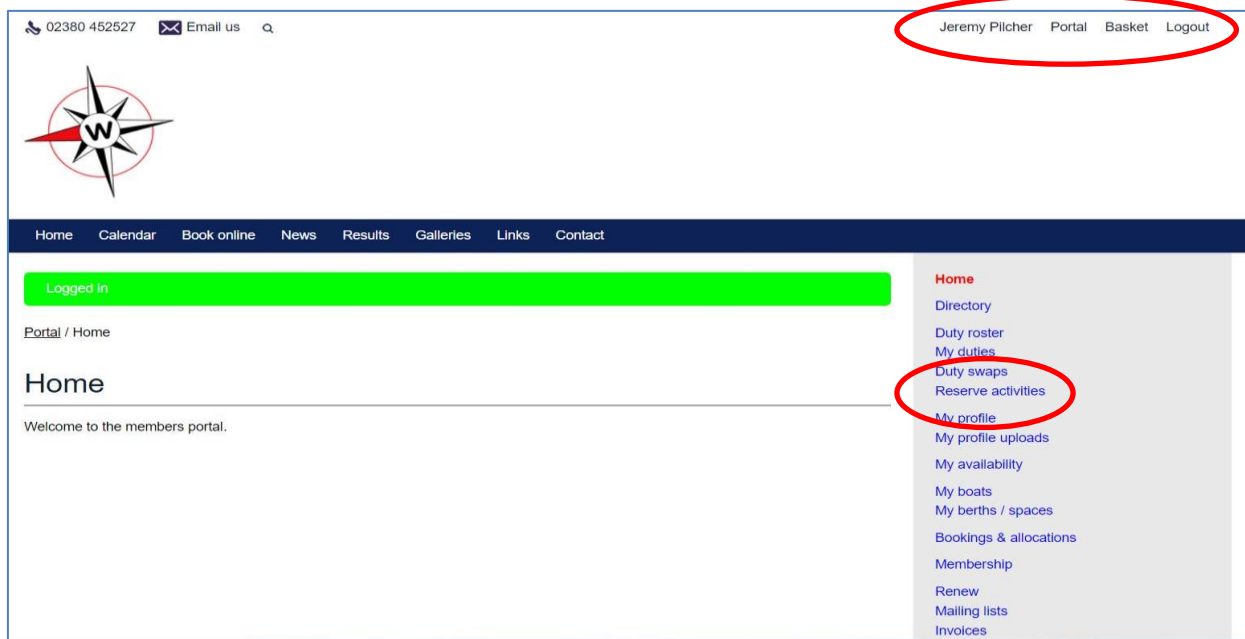
You can log in using your registered email address and password. When you have entered your log in details, click the "Login" button.

If you have forgotten or lost your password, click on the "Forgotten Password" link (see below) and we will send you a new one.



### 3. Your personal home page

Once you have signed in successfully you will see your personal home page. This shows your name, the 'Portal', and a 'Logout' link at the top right of the screen. Clicking the 'Logout' link logs you out of the members' area and returns you to the main public website.



The Reserve Activity screen can be viewed by clicking on the link in the light blue panel on the right hand side of the page. By clicking 'Portal' at the top right you can return to this menu list from any other screen on our website.

### 4. Viewing 'Reserve activities'

Click on 'Reserve activities' and this opens a screen that will look similar to the image below:

**‘My Reservations’** - This shows any previous and current reservations, please do not cancel any that have been successfully completed in the past. If you need to cancel a future reservation please use the green ‘cancel’ button.

**‘Make a new reservation’**

1. ‘Select Activity’ - Each club craft has a separate calendar so firstly select the craft you want to reserve from the drop down list
2. ‘Select date and slot’ - Select the date from the calendar (weekends only). If the craft is available on that date a message will be displayed with the time of the slot and the number of craft available. Please note: All slots are shown as **09:00 to 17:00**, however you will need to refer to the Club programme to check the actual tidal window and when the Authoriser will be available
3. ‘Add any Guests’ – This is in addition to yourself, if required
4. Click the Green box ‘Reserve Activity’ and the reservation process is complete and linked to your membership

This new reservation should now appear in the **‘My Reservations’** section on this page

## 5. Confirmation and Payment

Soon after you have successfully reserved your craft you will receive a confirmation email and an Invoice to make payment via Bank Transfer. Please do this as soon as possible.

The email will also request that you complete a ‘hire form’ and this is available on the club website, see this link: [Club Hire form](#). There are also rigging guides on this web page for most of the club dinghies.

**You must bring the confirmation email and completed/signed hire form** to the club and pass these to the Authoriser please.

If payment has not been made ahead of the day, please speak to the Authoriser when you arrive at the club as ‘contactless’ payment facilities are usually available. Unfortunately a hire cannot proceed until all the above documents and payment have been confirmed by the Authoriser.