

# SHERINGHAM COASTWATCH

SHERINGHAM GOLF CLUB, SWEETBRIAR LANE,  
SHERINGHAM, NORFOLK. NR26 8HG  
Tel No: 01263-821200

## VOLUNTEER APPLICATION FORM

I wish to apply to become a volunteer watchkeeper with Sheringham Coastwatch.

FULL NAME .....

ADDRESS .....

.....

.....POST CODE.....

DATE OF BIRTH...../...../.....

HOME TEL. No.....

MOBILE No.....

E MAIL.....

OTHER INTERESTS  
/HOBBIES.....

.....

Please tick the day(s) and times you will normally be available for watches.

MON	TUES	WED	THURS	FRI	SAT	SUN

	Summer	Winter	
1 <sup>st</sup> watch	08.30-12.00	08.30-11.00	
2 <sup>nd</sup> watch	12.00-15.00	11.00-13.30	
3 <sup>rd</sup> watch	15.00-18.00	13.30-16.00	

Please be aware that you may be required to do an occasional weekend watch.

- I agree to abide by the Sea Safety Group Memorandum of Understanding, the rules and procedures contained in the Sheringham Coastwatch Operations Manual, the Health and Safety Manual and the Constitution of Sheringham Coastwatch. These documents are available for inspection at the Station on Skelding Hill.
- I am aware that access to the Station involves walking up a fairly steep hill and over ground that is sometimes uneven and/or muddy and that I will normally stand watch alone.
- I know of no physical or medical conditions that may affect my ability to safely access the Station or to work safely alone and if there are any such health issues I have consulted my doctor who has confirmed that I am fit to safely access the Station and to work safely alone. I have declared any such physical or medical conditions below.
- I understand I will be fully trained and then undertake a test, after passing which an ID card will be issued and epaulettes awarded.
- I agree to wear a Sheringham Coastwatch approved uniform, once I am fully trained, while standing watch, undertaking fund raising or otherwise representing Sheringham Coastwatch.

- I am available for a minimum of 4 hours watchkeeping per week.
- I will assist with fund-raising.
- I have no unspent convictions for dishonesty and I have no case(s) outstanding that relate to dishonesty. (If you have such convictions or cases pending please supply details on a separate sheet.)
- I agree that Sheringham Coastwatch may hold and use the data on this form for the purposes of administering the charity and that such data may be available to those who reasonably need to know the same within the charity.

If you have a physical or medical condition that may affect your ability to safely access the Station or to work safely alone please tick box & give details below or on a separate sheet.

No I do not have any relevant physical or medical conditions.

If you have any disabilities and/or relevant medical problems please give details below.  
This information is for insurance purposes and in case of emergency.

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**Before signing, please read “Introducing Sheringham Coastwatch” below.**

I declare that the information I have given on this form is complete and accurate.

Signed.....Date.....

Please return to the Station Administration Manager at the above address.  
Or, if completing the form online, please email to enquiries@sheringhamcoastwatch.org.uk

Revised 26/09/2016

# INTRODUCING SHERINGHAM COASTWATCH

## Information for prospective watchkeepers

Sheringham Coastwatch is registered with HMRC for tax purposes.

It is one of a growing number of Coastal Surveillance Stations set up to keep a watch around the coast of Great Britain. It is affiliated to the Sea Safety Group UK (SSG), which is a registered charity set up to promote safety at sea.

## *What we do*

Our over-riding aim is to help to ensure the safety of those on the sea and people who use the beaches and cliff walks in the Sheringham area.

We are the eyes and ears of HM Coastguard for the stretch of sea, the cliff tops and the beaches visible from the station. We maintain a visual and radio watch. We also use radar and Automatic Identification System (AIS) receivers. Although much of the time the work is routine, watchkeepers receive training as to what to do in cases of emergency.

We operate to nationally agreed standards contained in a Memorandum of Understanding between HM Coastguard and the SSG, a copy of which is held in the Station.

In brief our role is to:

- Keep a visual watch on the coastal area visible from the Station.
- Keep a radar and AIS watch (Most commercial vessels are required to have AIS equipment which transmits information about the ship, its position, speed, and course as well as its destination.)
- Monitor the international distress channels on VHF chs.16 and 70.
- Log all passing vessels.
- Report any incidents or emergencies to HM Coastguard and/or Police or Ambulance Service, as appropriate.
- Co-operate with HM Coastguard and other Search and Rescue organisations when requested.
- Watch over and assist divers operating in the vicinity.
- Monitor local weather conditions and when requested give local weather reports. (Not weather forecasts.)
- Assist the general public and relevant authorities where possible.

## *Why we were set up*

In the 1960's HM Coastguard became a '999' service, enabling the public to raise the alarm as with the other emergency services; the last station where a visual watch was kept closed in 1994.

In 1994 two fishermen lost their lives directly below a recently closed Coastguard lookout. Local volunteers decided to re-open the lookout and to keep a visual watch. And so the Coastwatch movement was born. Since then the number of Coastwatch stations has grown and there are now over 50 around the coast.

Sheringham Coastwatch was formed in 1997 and with the closure of HMCG Gt Yarmouth in May 2013 our role has become even more important.

## ***Where we are***

We operate from the Old Coastguard Lookout (the Watch tower) on Skelding Hill, the highest point of Sheringham golf course. The Lookout was built in 1932 and was used by the Coastguard until 1993.

## ***Opening times***

We are open: 08.30hrs to 16.00hrs in winter and 08.30 to 18.00hrs during BST.

The only day that we may be closed is Christmas Day and even then we try to open up for at least part of the day.

## ***How long and how often do watchkeepers work?***

Watches are usually 3 hours long in the summer and 2 ½ hours in the winter. Most watchkeepers stand one regular watch each week. Some choose to work alternate weeks. Others decide not to have a regular watch but choose to join a list of those available to provide cover for regular watchkeepers. In some cases a newly trained watchkeeper may have to wait a few weeks before a vacancy for a regular watch occurs, but in the meantime they can volunteer to cover watches for the regular watchkeepers.

## ***Our watchkeepers***

Most of our watchkeepers have no previous maritime experience and all receive full "on the job" training under the guidance of an experienced watchkeeper. Once it is thought that you have attained an acceptable standard you will undertake a test. After passing the test you will be supplied with your ID card (if not already issued) and epaulettes and you can stand watches alone. (The epaulettes remain the property of Sheringham Coastwatch.)

## ***Uniforms***

It is compulsory for watchkeepers (other than trainees) to wear an approved uniform when on watch, when fund raising and when otherwise representing Sheringham Coastwatch. Trainee watchkeepers are encouraged to wear the approved uniform while training but it is understood that they may wish to wait until their training has been completed before acquiring the uniform.

Wearing the approved uniform projects a professional image to the public. It is a visible indication that the wearer is someone in whom their confidence can be placed and to whom incidents can be reported and upon whom they can rely on for information. Also the uniform enables ready and swift identification of members of Sheringham Coastwatch which can be important, particularly in cases of emergency.

### **The approved uniform.**

- White shirt with epaulettes, black trousers/skirt/ and black shoes. A black tie is optional. A navy blue pullover, with epaulettes, may be worn over the white shirt. Members may wear smart black shorts with appropriate socks instead of black trousers/skirt.

OR

- A Sheringham Coastwatch polo shirt with black trousers/skirt and black shoes. A Sheringham Coastwatch sweatshirt and/or Sheringham Coastwatch fleece may be worn over the polo shirt. Members may wear smart black shorts with appropriate socks instead of black trousers/skirt.

## ***Sheringham Coastwatch ID cards.***

All Sheringham Coastwatch members (other than any trainee who has not been issued with a Sheringham Coastwatch ID card) must wear their Sheringham Coastwatch ID card when on watch and so that it is clearly visible also when fund raising and when otherwise representing Sheringham Coastwatch.

## ***How we are run***

Our Station is totally self-financing and watchkeepers are expected to take part in occasional fund raising activities.

As a charity the Trustees are responsible for ensuring that the organisation is run effectively and efficiently. The Trustees also formally approve membership applications.

The station is managed on a day to day basis by the Station Manager working with his two deputies.

The current Trustees:-

- Station Manager Operations      David Houghton
- Station Manager Admin            Fred Harrington
- Treasurer                             Sarah Fendly
- Secretary                             Roger Dunridge

All of the above were elected at an AGM and serve a three year period.

At each AGM (currently three) members are elected to represent the membership as whole. They are elected for a one year period.

As well as an AGM, there are up to 4 general meetings a year at which members may raise and discuss any issue that relates to Sheringham Coastwatch.

We hold a number of social events each year which have included dinners, informal buffet meals in the grounds of a local hotel and quiz nights. These events provide an excellent way for members (and their partners) to meet colleagues in an “off duty” setting. All the events are very informal.

## ***So, you would like to join us***

What we are looking for is an enthusiasm to play a part in keeping our coast, beaches and cliff-top paths safe and an ability to get to the Station which is at the top of Skelding Hill, the highest point of Sheringham Golf Club. You must be at least 18 years of age.

If you would like to become a watchkeeper please complete and return the application form. A member of Coastwatch will contact you to talk over your application and to answer any questions you may have.

Before your application can be formally approved it has to be considered by the Trustees. Pending formal approval, your membership is provisional although you may, if you wish, start training. Once membership is approved a letter will be sent informing you that you are now a full member of Sheringham Coastwatch.

If you have any questions,

Please email: [enquiries@sheringhamcoastwatch.org.uk](mailto:enquiries@sheringhamcoastwatch.org.uk) or

Call in at the Station and talk to the watchkeeper on duty.