

TRIP instructions for working hours

Translated from 'TRIP Työtuntiohjeet' -file, which was updated by the board in 2018.

INTRODUCTION AND GENERAL INSTRUCTIONS

Members of Teekkaripurjehtijat ry have the opportunity to earn bee hours for work done for the benefit of the club (not, for example, renting materials or equipment). It is the responsibility of each member to account for personal work hours, and the hours must be recorded according to the hours spent on work, with an accuracy of half an hour. One working hour corresponds to one hour spent on work, unless otherwise stated within these instructions. The rules for using hours for boat reservations are defined separately in the boat reservation guidelines.

The working hours must be recorded in the Excel-format bee hours list template available on the club's website. The list must be returned electronically in a manner specified by the board, by the deadline decided by the board. The recorded working hours are checked, and in cases of doubt or in violation of these instructions, the number of working hours can be changed by the board of directors or persons authorized by the board to comply with these instructions.

WORKING HOURS, WITH $\times 1$ FACTOR

The following tasks completed for the benefit of the club are counted with the factor of x1:

- General or board-approved renovation, maintenance and service measures for keelboats
- Spring and autumn renovations of dinghies, as well as larger individual renovations approved by the board
- Cleaning and maintenance of the storage space
- Teaching on seafaring courses (3 h/time) as well as preparation for teaching, and supervising and correcting exams
- Co-teaching on seafaring courses (maximum 3 h/time)
- Acting as the main instructor for practical sailing- and inshore skipper courses (32 h/group)
- Acting as the co-instructor (first mate) for practical sailing- and inshore skipper courses (15 h/group)
- Teaching for skipper school (maximum 2 h/time)
- Tasks involved in organizing events, such as info evenings, sauna evenings, parties, other events, and their marketing and communication
- Tasks involved in organizing course activities, such as managing registrations and materials, preparing course-related documents, as well as communication and marketing
- Additional tasks of the treasurer, such as budgeting, accounting and preparation of financial statement materials (but not, for example, handling regular payment traffic)
- Other tasks or jobs approved separately by the board

WORKING HOURS, WITH $\times 0,5$ FACTOR

The following tasks completed for the benefit of the club are counted with the factor of x0,5:

- Other tasks or jobs approved separately by the board

WORKING HOURS, WITH $\times 2$ FACTOR

The following tasks completed for the benefit of the club are counted with the factor of x2:

- Tempaus -events (such as the Nokia Tempaus)
- Other tasks or jobs approved separately by the board

WORKING HOURS FOR TASKS OF THE BOARD AND BOARD OF OFFICIALS

The tasks done for the benefit of the club as board and board of officials are counted as follows:

- For a member of the board and a member of Teekkaripurjehtijat, a maximum of 3 hours from each meeting of the board that the member attends during the term of office, from 2018 onwards (1 hour/board member/meeting during 2017, applied for the first time from 1.5.2017 for the boat reservation season of 2018)
- Other tasks or jobs approved separately for the board of officials by the board

OTHER, NON-WORKING HOURS

The following tasks or jobs are not counted as working hours, unless otherwise stated within these instructions or the board decides otherwise:

- Planning projects (not including larger individual projects)
- Speculating topics in the sauna, via email, social media or otherwise
- Attending association meetings

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- Attending events
- Filling out expense reimbursement forms
- Sailing on keelboats or dinghies and tasks related to it, such as introductory or common sails

In Helsinki, 16th January 2018

Board of Teekkaripurjehtijat ry

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