

Allocation of Duties – A Guide

The success of the Club's racing programme over many, many years has been due to members assisting and sharing the race management and support boat duties. Running the programme we currently provide requires approximately 1,000 duties per season.

In order to fairly share the burden of these duties, each Full and Full Partner member, one year trial members and Junior members aged 16 and over are allocated one or two duties per season. If you do one duty one year, you will generally be required to carry out two duties the following year and vice versa. Full and Partner Members in a family group are limited to two duties per year. New members will usually be allocated at least one duty during their first season, to fill gaps in the support roster.

The Club uses DutyMan, an online duties management system (www.dutyman.biz). All members are allocated a username and password by the system. Each November members are invited to select and self allocate their duties for the forthcoming year. Anyone who does not select their duties during the self-allocation period will be allocated duties by the Sailing Manager. Some of the more senior duties are allocated by the Sailing Manager and Rear Commodore Sailing with the aim of ensuring an appropriate blend of skills and experience to support the racing programme both ashore and afloat.

Reminder e-mails are sent out by the system. Members are responsible for checking their duties by logging in to Dutyman to confirm their dates online.

Any Member unable to attend to carry out his or her duty is responsible for finding a competent substitute to perform the duty. This can either be by swapping with another Member, or by making a private arrangement with another Member to stand in to do their duty. Both options are performed through DutyMan, for which detailed instructions are available on the ISC website.

As mentioned above, the alternative to swapping a duty is engaging a Member to carry out the duty for you. The Club Office can supply a list of Members who by virtue of holding an RYA Level 2 Powerboat qualification and First Aid certification are eligible to stand in to cover Members duties. This is strictly a private arrangement between members, and the going rate for such arrangements is approximately £70 per day. Both parties must update their DutyMan records so that the Day's roster is accurate.

In all cases, the Member originally allocated the duty is solely responsible for finding a competent alternative, and remains responsible for a no-show for that duty.

An alternative is a scheme whereby members can pay £130 for the Club to take over the duty and arrange the cover. By paying the Duty Exemption Fee you are relieved of your obligation for that particular duty. There is a link to the online Duty Exemption Form on the Club website.

Although no-shows are not common, they have become an increasing occurrence and are a real nuisance to the racing programme. It is not practicable to keep Members on standby in case of a no-show, so it is imperative that Members do attend for their rostered duty. At best, no-shows are an inconvenience because they stretch the support cover and make more work for those who have attended; but at worst, a no-show can compromise Members safety afloat, and may mean that racing for a class has to be cancelled for that day. The cancelled class would normally be the class in which the non attending Member sails.

It cannot be overemphasised that responsibility for finding a competent replacement rests with the Member allocated the duty, not with the Club. A £175 charge may be levied on a Member not showing for their duty, or failing to arrange a substitute to carry out the duty for them.

Most members find carrying out their rostered duty an enjoyable experience; indeed some members offer to do more than the bare minimum. Members find doing their duty a pleasant break from their normal racing campaign, and provides an opportunity to interact with members whom they would not otherwise meet.

Members are encouraged to attend the free training sessions held during our annual Ready to Race Weekend (early March) and also one of our RYA Level 2 Powerboat courses which we run on a regular basis during the year.