

# Outline of Duties

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Duties are allocated to members to facilitate the use of the club by fellow members. The club uses the Dutyman system to allocate and publish the duties. It allows members to swap and volunteer for duties. Notes on Dutyman are available at the end of the document.

The duties are:

- Monthly Duty Officer (MDO)
- Officer of the Day (OOD)/ Saturday Duty Officer (SDO)
- Assistant Duty Officer (ADO)
- Safety Officer (SO)

It is the responsibility of members to perform the duty allocated or arrange a swap to perform another duty. All officers should confirm their duty on Dutyman or arrange a swap as soon as possible; this significantly reduces the amount of time and effort spent by others to ensure that club members have the support they are expecting on the day.

All sailing duty officers are required to be at the club at least one hour before the sailing is timetabled to begin.

## Monthly Duty Officer (MDO)

### Overview

The primary role of the MDO is to act as the coordinating officer for those who cannot do their allocated duty during that month and are struggling to find members with which to swap.

### Duty Preparation

The MDO contacts all of the SDO and OODs to ensure they have confirmed their duty, or arranged a swap, and have contacted their ADO and SO.

If confirmation cannot be obtained from an OOD or SDO, contact the Dutyman administrator as early as possible to identify any possible replacements, and seek to confirm one of them. Failing this then notify the Sailing Secretary at least one week in advance if you anticipate no OOD coverage.

## Officer of the Day (OOD) or Saturday Duty Officer (SDO)

OOD are timetabled for Sundays and some Wednesday evenings. SDO for Saturdays.

### Overview

Normally the OOD or SDO will be assisted by an ADO and a Safety Officer.

### Duty Preparation

A month or more in advance of the duty date check Dutyman and contact the ADO and SO if they have not confirmed on Dutyman to remind them to do so or to arrange a swap. If the ADO or SO cannot be contacted let the MDO know.

### OOD

The role is to organise the racing programme for the day with the help of the Safety Officer (SO) and the Assistant Duty Officer (ADO). For full details of the role please see the full club [OOD guidelines](#).

## SDO

The role is to enable members to get on the water; helping less experienced members to use the club and less experienced sailors to rig club boats or their own. The SDO will be supported by the SO and ADO. The SDO should be prepared to spend some time on the water if needed for safety cover.

## Assistant Duty Officer (ADO)

ADO are timetabled for Saturday and Sunday sailing.

### Overview

To assist the OOD/SDO and the SO in the running of the club and providing safety cover.

Saturday - the role is to assist the Safety Officer in the rescue boat and depending on conditions to assist the SDO helping members on the shore.

Sunday -The role is to assist the Safety Officer in the rescue boat and depending on conditions assist the OOD to run the racing.

## Safety Officer (SO)

Safety Officers are timetabled for Saturday, Sunday and Wednesday sailing.

### Overview

The SO is responsible for providing safety cover for sailors on the water. For details please see the full club [SO guidelines](#). Where there is no OOD or SDO on duty, the SO can impose restrictions on activities or stop all sailing if conditions are such that it is deemed to be unsafe for members to be on the water.

## Dutyman

When duties are allocated to members, based on the information supplied in the membership form, members are sent an email to inform them and to request that they confirm that they are available or to arrange a swap. Members will receive several reminders in the run up to the date of the duty unless they choose to switch off reminders.

To speed up the login process to confirm or arrange a swap follow the link from the initial allocation email to your account and then use the 'bookmark this page' option to add it to your favourites and you can then log straight in.

To swap a duty:

- don't leave it to the last minute.
- use the Dutyman website; select as many duties as possible that you can do to get the best possible chance of arranging a swap.
- Try phoning those with duties in the near future (phone number on Dutyman), as they may well accommodate your swap if approached personally.
- Only when every other avenue has been exhausted should you contact the Monthly Duty Officer and do let them know who you have already approached.

If there are any problems using Dutyman contact: [dutyman@shropshiresailingclub.co.uk](mailto:dutyman@shropshiresailingclub.co.uk)