

DUTIES QUICK GUIDE

The Quick Reference Duty Guide

Please note time shown on DutyMan is **NOT** the duty start time it is the race start time – please see below for duty time and more info.

Duty	Day	Time	Notes
Bar	Monday and Wednesday	8pm onwards	Assisting barman Grahame – a good chance to learn how to operate the bar.
	Weekends	After start time: 1 race day – 1.5 hours 2 race day – 2 hours 3 race day – 3 hours Cup Races – check with OD or Duty Sec	Weekends – Please use the blue folder to guide you through the bar duty and operating the till. Keep the bar open until late afternoon/early evening unless everyone has gone home. Please leave the bar in a tidy and clean state.
Galley	Monday	8pm onwards	Serving food for external caterers – they will tell you what to do when you get there.
	Wednesday	8pm onwards	Serving food for external caterers – they will tell you what to do when you get there.
	Weekends	First name on the list is the duty lead – Please contact them to arrange time to meet at the club.	Do whatever food you feel comfortable doing. Sailors love hot food but if you are not confident catering for numbers, sarnies etc are great. Some of the easiest and quickest options are soup, pasta and sauce, pizza or jacket potatoes, especially when it is cold. Approx service times in hours after published start time (liaise with OD): 1 race day – 1.5 hours 2 race day – 2 hours 3 race day – 3 hours Cup Races – check with OD or Duty Sec
OD	All days	At least one hour before 1 st Start time	Read through notes in handbook Ring round the team to check they will be there and arrange meet time and place
Imogen Driver	All days	At least one hour before 1 st Start time	
AOD	All days	At least one hour before 1 st Start time	Assist OD – if unsure of anything – speak to OD
Safety Driver	All days	At least one hour before 1 st Start time	Liaise with OD and Nick Spicer (or Idler driver)
Safety Crew	All days	At least one hour before 1 st Start time	Liaise with OD and Nick Spicer (or Idler driver)

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Many members will have arrived expecting to race. Do not just ignore an inconvenient duty as this may cause the races to be cancelled and you will have many annoyed members to face. We have heard all the excuses!

DutyMan

There have been a number of enquiries about DutyMan, so here is a short outline. Further information about using and changing your duty is on the website and in [Intro](#) to Programme Section 9 of your handbook.

The **time** given in the DutyMan emails is not the duty start time – it is the **race start time** – please see above table for duty start times.

Do not use the handbook as a definite list of those doing duties; there have been many swaps already and the up-to-date list is on the website.

The email list used by DutyMan is a third list, separate from that used by Marusa and the list used for these emails. There are good reasons for it but there is a plan to combine them. This means that if you have changed your email address since the beginning of the year, you may not get reminders unless you have told the Duty Coordinator duties@ccsc.org.uk or see the Club handbook for telephone number.

To access Dutyman, go to the 'members' and 'members passworded' section, (username: **ccsc** , password: **sailing**) and use the DutyMan link which includes guidance on duties.

You will need your name; ie your email address, and password to arrange a swap. There is a password reminder process (see handbook section as above for help with this).

If you are using one email address for all family members you will struggle to change duties on Dutyman – please give individual email addresses to the Duty Coordinator duties@ccsc.org.uk or speak to them if this is a problem.