



HISC  
CLUB  
DUTIES  
POLICY

(31/03/2024)

2024

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**Review Period**  
Annual

# HISC Club Duties Policy

This policy is effective as of [31/03/2024] and may be subject to periodic review and updates.

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## 1. Introduction: What is a Club Duty?

1.1 A Club Duty is a commitment to volunteer for Hayling Island SC, contributing to facilitating various club activities, primarily centred around sailing. These duties encompass a range of roles, including but not limited to Race Officer duties, safety boat drivers and crew, Assistant Race Officers, shore duties, and car park duties. A full list of duties can be found here [Race Duties - Dutyman | HISC - Hayling Island Sailing Club](#)

1.2 These roles play a crucial role in the smooth operation of the club, ensuring we can run our sailing activities. Engaging in Club Duties is not only a requirement of membership but also an excellent opportunity to actively participate in the club community. It provides members with a chance to connect with others, fostering a sense of camaraderie and shared responsibility.

## 2. Club Duties: The Rules

2.1 Members falling under the Adult Single, Adult Couple, and Family membership categories, aged 18 to under 70, are obligated to undertake sailing duties unless exempt

due to special limitations or circumstances, which must be communicated to the General Manager in accordance with this Policy.

2.2 Failure to schedule the required duties will be referred to the General Committee for consideration of appropriate action.

2.3 Neglecting to fulfil a duty or to arrange a replacement will result in a fine, as outlined in this Policy.

2.4 Members categorized as Absent, Temporary, Honorary, or those under 18 or 70 years or older are exempt from mandatory sailing duties, except voluntarily.

### 3. The Allocation Period

3.1 Dutyman will open for members to choose their duties at that start of February. Some skilled roles Race Officers, their teams and Safety officers may be pre-allocated by the HISC Office. The Allocation period closes on midnight at the end of February

### 4. Dutyman

4.1 Dutyman is the software HISC uses to manage the allocation of Club Duties. There is a direct link to Dutyman here - [DutyMan - Hayling Island Sailing Club \(Sailing Duties\)](#)

### 5. Communication

5.1 HISC will use the Dutyman email system to communicate information related to duties. Emails will come from the below address: **DutyMan** [donotreply@dutyman.biz](mailto:donotreply@dutyman.biz)

5.3 You may also receive emails from the Sailing Coordinator or HISC: **Sailing Coordinator** [sailing.coordinator@hisc.co.uk](mailto:sailing.coordinator@hisc.co.uk) , **HISC** [contact@hisc.co.uk](mailto:contact@hisc.co.uk)

5.4 This need to communicate by email is a reason why it is important the HISC Office have an up to date email address for each Member over the age of 18.

### 6. Eligibility Criteria:

6.1 A new member becomes eligible for duties the season following their joining date. For instance, if you join at any point during the year, you will receive your Dutyman request to book duties at the beginning of the following year.

6.2 All Members between the age of 18 – 70 at the start of any given year are eligible to complete Club Duties.

### 7. Volunteering for Extra Duties

7.0 Members have the option to volunteer for additional duties beyond their required commitments by contacting the Sailing Coordinator. Duty volunteers must possess the

necessary qualifications and be capable of performing the assigned role. To volunteer for extra duties please contact our sailing coordinator at [sailing.coordinator@hisc.co.uk](mailto:sailing.coordinator@hisc.co.uk)

## 8. Exemption from Club Duties:

8.1 In the initial communication prior to the beginning of the Allocation Period a Duty Exemption form will be provided. This form must be completed by any members who think they have a reason to be exempt from Club Duties for that year. This form must be completed each year and the application approved by the General manager. In sensitive cases the Club may agree a permanent exemption.

8.2 Some examples of exceptional circumstances are provided below:

- Illness,
- Caring for a person
- Disability
- parents with a child under 8 (one parent may be exempt)
- Over 18s; Upon turning 18, members are expected to fulfil their duties. However, HISC acknowledges the challenges faced by those at university or with travel arrangements. Members experiencing difficulties in booking duties are encouraged to contact the Sailing Coordinator to discuss their circumstances.

8.3 If you think you should be exempt from duties for one of the above reasons or, for another reason please complete the Duty Exemption Form

8.4 Family or Friends can do your duty for you. You can only apply for this once the required number of duties has been entered into the roster. Please email [sailing.coordinator@hisc.co.uk](mailto:sailing.coordinator@hisc.co.uk) with the specifics. e.g. If a partner is doing 4 duties, they must complete duty man first before notifying the Sailing Coordinator.

8.5 All data for duty exemptions are destroyed once the case has been reviewed and will only be viewed by the Sailing Coordinator and General Manager. The Sailing Coordinator will keep a list of those exempt.

## 9. Covering your Duty

9.1 You can arrange for someone to cover your duty if you cannot attend yourself. If you are arranging for someone to cover, you must ensure they have the skills/qualifications to fill your role. You are responsible to organising the cover. You must inform the sailing coordinator of these arrangements.

## 10. Swapping your Duty

10.1 If you find something has arisen and you can no longer attend your Duty you can log into your Dutyman account & request a Duty swap. Here you can find a duty being completed by another Member and request to swap duties with them. We always

recommend that you send multiple requests to increase the likelihood of your request being accepted.

10.2 If you are requesting a Duty swap it's important you request a swap with the same Duty 'type' you have already selected.

10.3 If you complete a Duty swap via Dutyman the system will be automatically updated. If you swap your duty by any other means, you must inform the sailing coordinator.

## 11.0 Fines

11.1 Members who fail to attend their duties are required to pay a fine.

- No fine is incurred for duty swaps or replacements.
- If the Club is informed 48 hours before the duty, and the member is willing to reschedule their duty, the fine is £50.
- If the Club is advised more than 48 hours in advance, but rescheduling is not possible or not chosen, the fine is £100.
- A fine of £150 is imposed if the member is a no-show or advises the club less than 48 hours before the duty.
- Repeated failure to complete duties or pay fines may result in disciplinary action by the Club.

11.2 Failure to pay a fine will result in the Member entering the Clubs debt collection process.

## 12.0 Revision History

|            |                 |
|------------|-----------------|
| March 2024 | Initial Version |
|            |                 |