



# Tonbridge Town Sailing Club

## 2024 CLUB DUTIES

**PLEASE READ THESE INSTRUCTIONS BEFORE YOU COMPLETE THE FORM OVERLEAF**

- Duties:** Tonbridge Town Sailing Club (TTSC) is run solely by its members, and all members are expected to carry out one Saturday afternoon duty & one all-day Sunday duty per year. Please see the website for information on the scope of the duties. Further instruction is available for anyone who requires it, please ask a committee member.
- Race Officers:** Any member who takes part in the published races will also be asked to help the running of races by acting as Race Officer or Assistant RO on two occasions per year (this does not apply to Novice racers in their first year). Instruction is available to anyone who requires it. Any non-racers who would like to help in the race box would also be more than welcome.
- Dutyman:** TTSC uses “Dutyman” software to assist with the management of duties. You will be given details of how to gain access to the Dutyman software and members are encouraged to log on and select the duties & dates that they prefer **or alternatively** you can send your preferred dates to the Sailing Secretary who will enter them for you. Members who do not select their own duties will be allocated duties by the Sailing Secretary & they must then ensure that they are happy with the dates allocated or change the dates via the Dutyman portal. Please do not expect the Sailing Secretary to find replacement cover if you are unable to carry out a duty, it is your responsibility.
- A copy of the 2024 TTSC calendar is available on the Club’s website, showing the dates when the club will be open.
- The club cannot open unless there is a Safety Officer and an Officer of the Day present to assist the Safety Officer, and so the priority is to fill these posts first.
- The Sailing Secretary’s email address is: [duties@tonbridgesailing.org](mailto:duties@tonbridgesailing.org)

[www.tonbridgesailing.org](http://www.tonbridgesailing.org)

# Duty Form 2024

I am available for duties on the following dates (Please specify preferred dates):-

**SATURDAY DUTY** (Afternoon only) ..... **DATE** .....

**SUNDAY DUTY** (All day) ..... **DATE** .....

**OR**

I am also able to do a duty on the following dates:

.....

I would prefer to do the following duty (*please circle your preference*)

**SAFETY OFFICER**

**OFFICER of the DAY**

**CANTEEN**

**Race Officer Duty** (*Applicable only to those who compete in published races. Please specify the two dates you are available*)

**FIRST DUTY DATE** .....

**SECOND DUTY DATE** .....

To help the Sailing Secretary allocate the correct duty please indicate your qualifications:

I am qualified to RYA Level 2 - Powerboat. **Yes/No**

Please indicate the names of any family members able to assist on your duty date.

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Please indicate if you are able to help in the Safety boat or Canteen for one of the four Frostbite races in November. **Yes/No**

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I understand that these dates may already be taken and I confirm that I will attend my duties on the dates allocated by the Sailing Secretary. I also understand that there is a **FIFTY POUNDS (£50) fine** for failing to turn up for duty.

Signed.....

Name in BLOCK CAPITALS.....

Tel No: ..... Email .....

**(Please make sure you supply a current email address.  
This will be used by the Dutyman software to notify/remind you of your duties.)**