



The Poole Yacht Club

Race Support Duties: When Unavailable for Scheduled Duty

This guide is written to clarify the process for finding an alternative volunteer.

When an individual is scheduled for a volunteer duty, either in the Race Hut or on RIBs, there is reliance on that individual to turn up for the duty. However, there are any number of reasons why an absence is unavoidable, but **it is essential** the actions shown in the table below are taken.

Step	Time Limit	Responsibility on	Action
1	N/A	Individual	When a volunteer is unable to do duty they should attempt a Swap via DutyMan
2	N/A	Individual	If swapping is unsuccessful use the Reserves List In DutyMan
3	2 weeks before duty	Individual	If both steps fail, the Team Leader can be contacted for assistance in finding a replacement.
4	1 week before duty	Individual	If above steps fail, then the Race Officer for the duty in question MUST be contacted to advise an absence, at least 1 week before the duty.
5		Race Officer	As soon as a Race Officer becomes aware of a 'gap' in the race support team, he/she should either : <ul style="list-style-type: none"> • Use Personal Contacts • Contact the Captain of the 'Back-Up' fleet and advise them of the potential gap
6	On the Day	Individual	If a volunteer has a last minute problem please try and contact the Race Officer
7	On the Day	Race Officer	As a last resort, if there is a no-show on the day the 'Back-Up' fleet should be approached to request a volunteer from that fleet to take the duty: Remember, anyone so selected will be awarded average points, so should not suffer any series detriment. Also, a failure to get a volunteer might require that racing for that session is abandoned. Any unreasonable refusal from the designated fleet should be reported to the Sailing Secretary for consideration. Race Officers must also note the absentee on the Race Officer Report. (All Race Officers will have been circulated with the roster of 'Back-Up' fleets, and a copy is available in the Sailing Office and on the Notice Board.)