



Cotswold Sailing Club

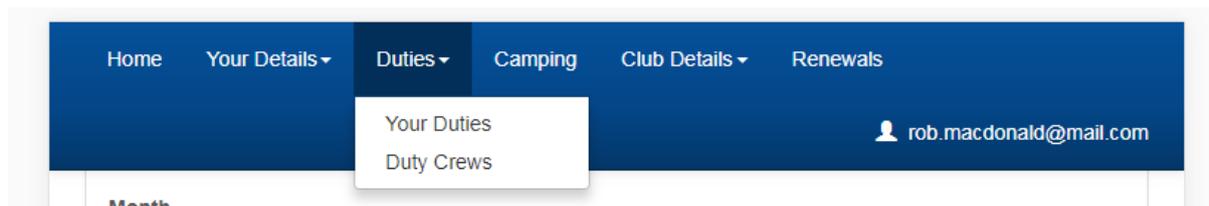
Duty Roster Instructions for the OOD

With the introduction of the inhouse Duty Crew system its now possible for the club to create and maintain a record of all the duties that have been carried out by the members throughout the year. In order to create an accurate record of who did and didn't attend their duties, we need some additional support from the OODs each week.

In previous times it was the OOD was expected to call and email each member who was on duty on their day, this has now been replaced by an automated email which will be sent to all members on duty a couple of weeks before hand. Within that email, the members are asked to contact the OOD, either by phone or email, to confirm their attendance.

CSC would like the OOD to register whether the member has confirmed attendance, via the membership website, therefore allowing the Duty Secretary and the committee to check we have full duty cover in advance.

Once you have received confirmation from a member log on to the membership site at and use the menu to navigate to the Duty Crews page <https://membership.lake9.co.uk>



Select the date of your duty and you will see a list of all the members signed up on the roster.

Duty	Member	Contact	Email	Swap	Status	Confirmed Attendance
OOD					?	<input checked="" type="checkbox"/> <input type="checkbox"/>

You can then use the tick and cross buttons to confirm their attendance, or otherwise.

And then on the day of the duty those options change from "Confirmed Attendance" to "Confirm Attendance", so you can update the records to show whether the member did or didn't show up.

Its really important that the OOD completes this process, if you are in any doubt please contact duty.roster@cotswoldsailingclub.org we need to know if any members let us down so appropriate action can be taken in the future.

Thank you, CSC Committee