

# Littleton Sailing Club

## Duty Roster Help Information



February 2019

# Background to the Duty Roster

From the start of the 2019 membership year, the Club's membership database will have been migrated to a new on-line system provided by **Sailing Club Manager (SCM)**. Members will be able to access and manage their annual renewal and membership details through SCM's on-line service via the "Members Portal".

Please note, the Members Portal is an on-line web application, separate to Littleton Sailing Club's website. You will have received details about this and your password at the time of your 2019 membership renewal.

SCM also provides a duty roster and management service which will replace the Dutyman system that has been in use for a number of years.

## Reminder about Duty Obligations

Littleton Sailing Club is run by its members for its members by people volunteering their time to ensure all aspects of Club life runs as smoothly as possible; it's partly this volunteering ethos that makes Littleton what it is. SCM provides a flexible service to help you manage duty dates that are convenient to you by allowing you to arrange duty swaps with other club members. Carrying out an allocated duty is a condition of your membership and can be a fun day at the Club if approached in the right way.

The number of duties that members will be asked to undertake depends on the duty type a member has elected to undertake; duty types being:

- Officer of the Day (OD)
- Assistant Officer of the Day (AOD)
- Safety Boat (SB)
- Maintenance
- Bar
- Sailing/Power Instructor\*

\*Instructor allocation is currently excluded from SCM as this is currently managed by the Training Principal but will in time be managed through SCM as all other duties.

For all duties, it is a minimum of two full days for a full membership year. If you elect to do Bar duty, you will be required to do four half day duties. These may also include a Thursday evening for the summer Twilight series. However, if you sail in the Twilight series, you will also receive additional Thursday evening AOD/OD/SB duties to help run this series.

The duty roster is drawn up at the start of each membership year by the Duty Coordinators and is managed through Sailing Club Manager. A member's elected duty type is accommodated as far as possible, but will depend on experience and/or training required for the role and the overriding needs of the Club.

**It is your responsibility as a member of the Club to undertake duties that have been assigned to you or in the event that you cannot undertake them, to arrange a duty swap with another club member through SCM.**

If at short notice, you are unable to undertake a particular duty (e.g. due to illness or family emergency) or have been unable to arrange a suitable swap, you **MUST** inform the Officer of the Day for the event concerned as soon as possible (ideally by phone). If you need further help then please contact Tony Harcombe or David Stevens at [Duties@Littletonsc.co.uk](mailto:Duties@Littletonsc.co.uk).

# Managing Duties

Members can manage their duty allocations through the Members Portal, which allows you to:

- View the entire Duty Schedule
- Accept allocated duties
- Request duty swaps
- View the status of swaps requested of you or made by you

You can do this by logging in to the SCM Portal <https://members.littletonsc.co.uk/login>

**However**, by clicking the long link in the Duty Allocation email you receive, you can acknowledge and accept the duty without the need to log in to the Members Portal (see below).

# Initial Duty Allocation Email

When a duty has been allocated to you, you will receive an email similar to the following example:

From: **Littleton SC - Duties** [duty.manager@scm.littletonsc.co.uk](mailto:duty.manager@scm.littletonsc.co.uk)

Subject: "You have been allocated a duty" - dd/mm/yyyy - <Duty Type>"

Dear Martin,

*You are receiving this Email from Sailing Club Manager Duty Roster because you have not yet acknowledged the duties originally assigned on Dutyman. From now on you will need to use the new links on this page to manage your duties*

You have been allocated the following duty:

19/10/2019 – SB for Early Winter Series + Solo Class

You must reply to acknowledge this duty using the link below. If you don't the system may allocate you additional duties.

To acknowledge this duty allocation e-mail please go to [http://littletonsc.boxstuff.net/confirm\\_attendance/d003982cddc9dbc380c2ec96448a87c0a8861f4a41a5f3982d9cfc847746d75a303736](http://littletonsc.boxstuff.net/confirm_attendance/d003982cddc9dbc380c2ec96448a87c0a8861f4a41a5f3982d9cfc847746d75a303736)

To ensure that the duty roster system operates effectively it essential that you acknowledge this duty immediately even if you subsequently need to arrange a swap.

Thank you,

Duty Coordinator

You can obtain duty help information at [Duty Help Information](#) or login to the members portal at [Members Portal](#) to access the Duty Roster, My Duties or Duty Swaps.

If you have any problems with the system that are not answered in the Duty Help Information please contact: [duties@littletonsc.co.uk](mailto:duties@littletonsc.co.uk)

Please check your personal details and notify the membership secretary with corrections, updates and additional contact details: [membership@littletonsc.co.uk](mailto:membership@littletonsc.co.uk)

In order for us to be able to run the Club, we need to send you duty allocation emails and reminders even if you have opted out of the member contact directory. Please refer to our [Data Protection Policy](#).

Members are reminded that it is a condition of their membership to undertake their allocated duties or organise a successful duty swap. This is essential to ensure the smooth and safe running of the Club.

There are three links in the email to help you manage your duty.

- The long link in the main content of the email is used to acknowledge the duty and **must** be done even if you can't make the duty date.
- The "[Duty Help Information](#)" link in the grey box at the bottom of the email directs you to this User Guide.
- The "[Members Portal](#)" link in the grey box at bottom of email link takes you to the Members Portal to provide further duty management if required (See later sections of this User Guide for managing duties).

Clicking the long link in the email will open a page in your browser, as shown below. At this stage you must select one of the two options via the "radio" buttons. Either select "I ACCEPT this duty" or "I ACKNOWLEDGE this duty, but need to SWAP it for another...". Then press the "Continue" button.



## Duty allocation

Martin Vinson (martin.vinson@ntlworld.com)

### Early Winter Series + Solo Class

**19 October 2019**

**09:30**

Your rostered duty is "SB"

Please confirm:

- I ACCEPT this duty
- I ACKNOWLEDGE this duty, but need to SWAP it for another, and understand that I must arrange the SWAP myself.

Continue

On selecting "Continue", you will see a screen similar to the following, you have the option to go to the Members Portal to view/manage your duties via the button labelled "Go to club website"

Note: this means the "Members Portal" and is only really necessary in this case if you want to change your mind and arrange a duty swap.

Following acceptance of the duty, you will receive further emails confirming your acceptance and reminders of your duty at 60 and 21 days prior to your duty.

Note: if you do not acknowledge the allocated duty request, you will also receive email reminders reminding you to do so.



# Thank you

Thank you Martin Vinson.

Your response for Early Winter Series + Solo Class and duty roster SB has been received.

It was recorded as : **Accepted / Acknowledged**

[Go to club website](#)

# Arranging a Duty Swap

On receiving an initial duty allocation email, if you know you can't attend the Club on the date of your allocated duty, then as before, click the long link in the email but select the second option.



## Duty allocation

Martin Vinson (martin.vinson@ntlworld.com)

### Early Winter Series + Solo Class

**19 October 2019**

**09:30**

Your rostered duty is "AOD"

Please confirm:

- I ACCEPT this duty
- I ACKNOWLEDGE this duty, but need to SWAP it for another, and understand that I must arrange the SWAP myself.

[Continue](#)

A screen similar to the one below will be displayed, clicking on the button labelled "Go to club website" will take you the Members Portal where you can log in and use the "My duties" page to arrange a swap. See later sections of this User Guide.



# Thank you

Thank you Martin Vinson.

Your response for Early Winter Series + Solo Class and duty roster AOD has been received.

It was recorded as : **Accepted / Acknowledged**

You have indicated that you intend to swap this duty for another. Please log in to your club website to create a formal swap request.

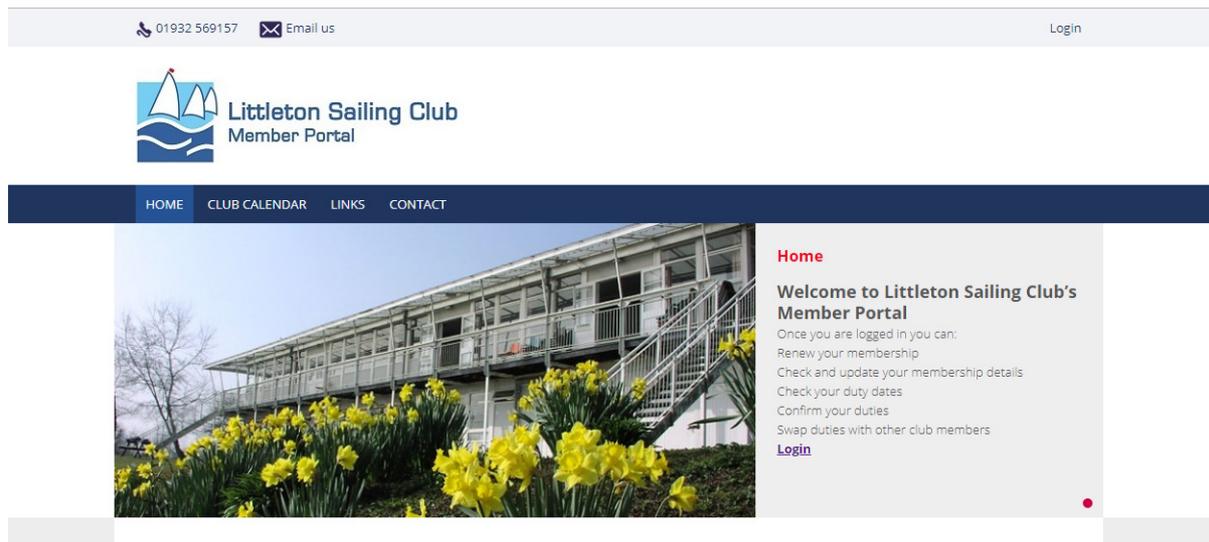
[Go to club website](#)

Note: The reference to “club website” here means “Members Portal” at <https://members.littletonsc.co.uk/login>

# Managing Duties via the Portal

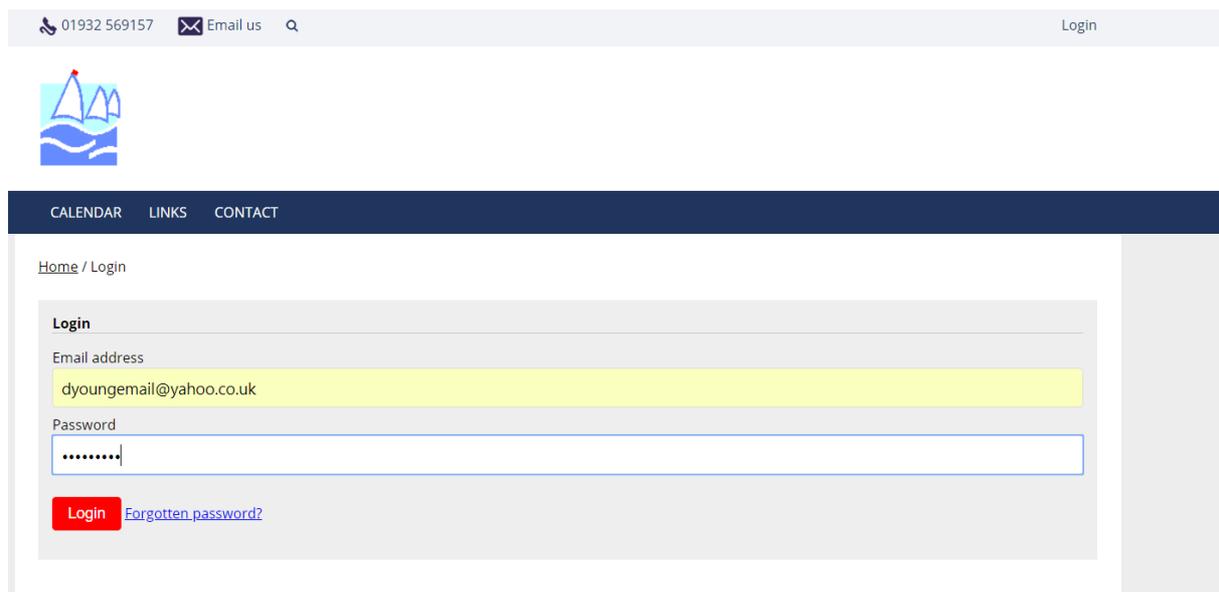
## Logging in to the Members Portal

The Members Portal where members can view their membership details can also be used to see the duty schedule and manage duty swaps. In the case of duties members have the capability to view their planned duties, confirm acceptance of duties, request swaps or contact members if needed.



An account has already been created for you, so you can log in straight away using the email address and the password that was sent to you when you received your membership renewal or when you joined the Club.

If you have forgotten or lost your password, a new password can be sent to you if you click on the "Forgotten Password" link.



When signed in you should reach this page:

The screenshot shows a web portal interface. At the top, there is a header with a phone icon and the number '01932 569157', an 'Email us' link with an envelope icon, and a search icon. On the right side of the header, the user's name 'David Young' is displayed, along with 'Portal' and 'Logout' links. Below the header is a logo of a sailboat on waves. A dark blue navigation bar contains the links 'CALENDAR', 'LINKS', and 'CONTACT'. Below this, there are two prominent buttons: a blue one that says 'Please complete your profile by uploading a photo and specifying your gender.' and a green one that says 'Logged in'. The main content area has a breadcrumb trail 'Portal / Home' and a heading 'Home'. Below the heading, it says 'Welcome to the members portal.' On the right side, there is a grey sidebar menu with a 'Home' heading and several links: 'Duty roster', 'My duties', 'Duty swaps', 'My information', 'My berths / spaces', 'Membership', 'Renew', 'Invoices', and 'Change password'. At the bottom, there is a dark blue footer with two columns. The left column is titled 'Site' and contains links for 'Calendar', 'Links', and 'Contact'. The right column is titled 'Contact details' and provides the address 'Littleton Lane, Shepperton, Middlesex, TW17 0NF, United Kingdom', the phone number '01932 569157', and the email address 'membership@littletonsc.co.uk'.

The duty roster screens can be viewed by clicking on one of the links in the grey panel on the right hand side of the page.

- Duty Roster (i.e. whole club duty schedule)
- My duties (i.e. duties allocated to you)
- Duty swaps (i.e. page summarising the status of duty swap requests to you and from you).

# Viewing the Full Duty Roster

Clicking on the “Duty Roster” link will open a page that looks similar to the image below.

The screenshot shows a web page titled "Duty roster". At the top left, there is a breadcrumb "Portal / Duty roster". Below it is the page title "Duty roster". A filter panel contains three dropdown menus: "Filter: Duty...", "Event type...", and "Tag...". The main content is a table with the following data:

Event	Duty	Times	Contact / Status
Sat 6 Apr 2019 Main Summer Series	OD	11:00 to 17:00	<a href="#">David Stevens</a>
	Safety Boat	11:00 to 17:00	-
	AOD	11:00 to 17:00	<a href="#">Tony Harcombe</a>
	AOD	11:00 to 17:00	<a href="#">David Stevens</a>
	AOD	11:00 to 17:00	<a href="#">Joanne Lloyd</a>
Sun 7 Apr 2019 Main Summer Series	OD	09:30 to 17:00	<a href="#">Vanda Jowett</a>

On the right side, there is a navigation sidebar with the following links: Home, Directory, Duty roster (highlighted in red), My duties, Duty swaps, My profile, My berths / spaces, Membership, Renew, Invoices, Duty Roster Help Information, Membership Renewal Information, Cookie Policy, and Data Protection Policy.

The Club’s duty roster is displayed for all club events in chronological order. It shows the date and type of event, the duties that have been defined for the event and the duty start times.

The amount duty roster displayed can be narrowed by setting the Filter settings in the grey panel above the roster. Note: At this point we don’t intend to use the “Tag” filter.

For each day in the Club day where duties are allocated, it shows the names of club members who have been allocated to a particular event. Clicking on a member’s name will take you to their contact details if the member’s privacy settings has allowed them to be displayed or at very minimum allow an email to be sent to a member’s registered email address via SCM as shown below:

The screenshot shows an email sending interface. At the top, it says "Send a message to Martin Vinson". Below this is a form with two input fields: "Subject" and "Message". At the bottom of the form is a red button labeled "Send message".

If the word “pending” appears next to a member’s name in the status column for a particular duty, this means that they have not yet accepted or acknowledged the duty allocated to them. You will not be able to swap with these people.

**Special Note for ODs**

Two weeks prior to an event, it is advised that the Officer of the Day logs in to the Members Portal to view the Duty Roster in order to see who is on their team for that event and to check the status of the duties that have been assigned. We strongly recommend that ODs contact all persons on their duty team to confirm their attendance. Without a full duty team, club sailing/racing and more importantly the safety of fellow club members may be compromised.

# Viewing your Allocated Duties

Clicking on the “My duties” link will open a screen that looks similar to the image below, displaying all events to which you have been allocated.

The screenshot shows a web page titled "My Duties" with a breadcrumb "Portal / My duties". The main content is a table with columns: Event, Duty, Member, Contact, and Status. The table lists several events and the members assigned to them, along with their contact information and the status of their duty. A sidebar on the right contains navigation links such as Home, Directory, Duty roster, My duties, Duty swaps, My profile, My berths / spaces, Membership, Renew, Invoices, Duty Roster Help Information, Membership Renewal Information, Cookie Policy, and Data Protection Policy. A red button labeled "Request a Swap" is visible next to the status "Accepted / Acknowledged" for some entries.

Event	Duty	Member	Contact	Status
<a href="#">Main Summer Series</a> 06-Apr-2019 11:00	OD 11:00 to 17:00	<a href="#">David Stevens</a>	07873 977699 David.lucas.stevens@hotmail.co.uk	Accepted / Acknowledged
	AOD 11:00 to 17:00	<a href="#">Tony Harcombe</a>		Accepted / Acknowledged
	AOD 11:00 to 17:00	<a href="#">David Stevens</a>	07873 977699 David.lucas.stevens@hotmail.co.uk	Accepted / Acknowledged
	AOD 11:00 to 17:00	Joanne Lloyd		Accepted / Acknowledged <a href="#">Request a Swap</a>
<a href="#">Early Winter Series + Solo Class</a> 12-Oct-2019 09:30	AOD 09:30	Joanne Lloyd		Accepted / Acknowledged <a href="#">Request a Swap</a>
	SB 09:30	<a href="#">Tony Harcombe</a>		Accepted / Acknowledged

It shows the date and name of the event, the duties that have been defined for the event and the duty start times.

It also shows the names of club members who have been allocated to the same event and whether or not they have accepted the duty. If the word “pending” appears next to a duty and member’s name in the status column, this means that they have not yet acknowledged and accepted the duty.

# Requesting a Duty Swap

If you need to swap a duty allocation, then from the “My duties” page, click on the red “Request a Swap” button alongside your name. This will open a new “Swap request” page similar to the one shown below.

**Create a duty roster swap request**

You are asking to swap:  
SB  
Early Winter Series + Solo Class  
5 October, 09:30 - 17:00

Please explain why you would like to swap your duty\*:  
I'm unable to attend on the above date

Please select up to **ten** positions you are interested in. You must pick at least one\*:

- Tony Harcombe – AOD @ Main Summer Series (6 Apr 11:00 to 17:00 )
- David Stevens – AOD @ Main Summer Series (6 Apr 11:00 to 17:00 )
- Joanne Lloyd – AOD @ Main Summer Series (6 Apr 11:00 to 17:00 )
- David Stevens – Safety Boat @ Main Summer Series (14 Apr 10:30 to 17:00 )
- Joanne Lloyd – Safety Boat @ Main Summer Series (21 Apr 10:30 to 17:00 )
- Tony Harcombe – AOD @ Main Summer Series (21 Apr 10:30 to 17:00 )
- Tony Harcombe – AOD @ Twilight - General Handicap (25 Apr 19:15 to 20:15 )
- Tony Harcombe – AOD @ Twilight - Pursuit (2 May 19:15 to 20:15 )
- Tony Harcombe – AOD @ Main Summer Series (14 Apr 10:30 to 17:00 )
- David Stevens – AOD @ Laser Open Meeting (13 Apr 11:00 to 17:00 )
- Tony Harcombe – AOD @ Laser Open Meeting (13 Apr 11:00 to 17:00 )
- Tony Harcombe – AOD @ Laser Open Meeting (13 Apr 11:00 to 17:00 )
- Tony Harcombe – AOD @ Solo Open Meeting (28 Apr 11:00 to 17:00 )
- Tony Harcombe – AOD @ Main Summer Series (7 Apr 09:30 to 17:00 )
- Tony Harcombe – AOD @ Main Summer Series (20 Apr 09:30 to 17:00 )
- Tony Harcombe – AOD @ Main Summer Series (20 Apr 09:30 to 17:00 )
- Tony Harcombe – AOD @ Early Winter Series + Solo Class (5 Oct 09:30 to 17:00 )
- Tony Harcombe – SB @ Early Winter Series + Solo Class (12 Oct 09:30 )
- Joanne Lloyd – AOD @ Early Winter Series + Solo Class (12 Oct 09:30 )
- Tony Harcombe – AOD @ Early Winter Series + Solo Class (19 Oct 09:30 )
- Tony Harcombe – SB @ Early Winter Series + Solo Class (26 Oct 09:30 )
- Vanda Jowett – AOD @ Early Winter Series + Solo Class (26 Oct 09:30 )

**Request duty swap** \* Indicates required fields.

[Back to My Duties](#)

Directory  
Duty roster  
My duties  
Duty swaps  
My profile  
My berths / spaces  
Membership  
Renew  
Invoices  
Duty Roster Help Information  
Membership Renewal Information  
Cookie Policy  
Data Protection Policy

This shows the duty that you have requested to swap, the event, the date and the duty time.

In order to send the request, you must enter some text into the message box as it’s a mandatory field (e.g. “I can’t attend the club on the above date”.) you can of course give more information if you choose. This message will appear in the email that SCM sends to the people that you select from the list.

Select up to **ten** people and duties from the list by clicking in the box to the left of their name. When you have finished, make sure that you scroll to the bottom of the list and click the red “Request duty swap” button.

This will send a swap request to each person that you have selected from the list.

# Viewing your Swap Status

In order to view your swap status, select the “Duty swaps” page in the menu on the right hand side of the Members Portal page. This will display the “Duty swaps” page similar to that shown below.

This page shows four things relating to your duty swaps:

1. “**Incoming swap requests**” shows swap requests made to you from other club members that still need a response (either accept or decline).
2. “**My pending swaps requests**” indicates the status of any Swap requests you have made that are still unresolved; showing people that have declined and those still to respond.
3. “**Successful swap requests**” the agreed swaps that you have made to date are shown here.
4. “**Failed swap requests**” any swap requests that you have made that nobody has accepted. This alerts you to go back to the “My duties” page in order to request a further swaps.

Portal / Swaps

## Duty swaps

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### Incoming swap requests

You have no incoming swap requests.

### My pending swap requests

Looking to swap: [update](#)

SB @ Early Winter Series + Solo Class (5 Oct 09:30 to 17:00 )

Have asked:

**Joanne Lloyd** Safety Boat @ Main Summer Series (21 Apr 10:30 to 17:00)

**Dedined Tony Harcombe** SB @ Early Winter Series + Solo Class (12 Oct 09:30)

**Tony Harcombe** SB @ Early Winter Series + Solo Class (26 Oct 09:30)

**Vanda Jowett** AOD @ Early Winter Series + Solo Class (26 Oct 09:30)

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### Successful swap requests

AOD Tony Harcombe ⇌ Safety Boat Martin Vinson

? Tim Hore ⇌ ? Martin Vinson

? Joanne Lloyd ⇌ AOD Martin Vinson

Safety Boat Tony Harcombe ⇌ ? Martin Vinson

### Failed swap requests

None

- Home
- Directory
- Duty roster
- My duties
- Duty swaps**
- My profile
- My berths / spaces
- Membership
- Renew
- Invoices
- Duty Roster Help Information
- Membership Renewal Information
- Cookie Policy
- Data Protection Policy

# Requesting Further Duty Swaps

If you need to make further swap requests for a particular duty for which you have already made a swap request, then you need to go to the “Duty swaps” page by clicking the “Duty swaps” link on the right hand menu. Clicking the “update” link under “My pending swap requests” section will allow you to make further swap requests for that particular duty, as shown in the example screens below.

HOME CLUB CALENDAR LINKS CONTACT

Portal / Swaps

## Duty swaps

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### Incoming swap requests

You have no incoming swap requests.

### My pending swap requests

Looking to swap: [update](#)

SB @ Early Winter Series + Solo Class (5 Oct 09:30 to 17:00 )

Have asked:

**Joanne Lloyd** Safety Boat @ Main Summer Series (21 Apr 10:30 to 17:00 )

**Declined** **Tony Harcombe** SB @ Early Winter Series + Solo Class (12 Oct 09:30)

**Tony Harcombe** SB @ Early Winter Series + Solo Class (26 Oct 09:30)

**Vanda Jowett** AOD @ Early Winter Series + Solo Class (26 Oct 09:30)

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### Successful swap requests

AOD Tony Harcombe ⇌ Safety Boat Martin Vinson

? Tim Hore ⇌ ? Martin Vinson

? Joanne Lloyd ⇌ AOD Martin Vinson

Safety Boat Tony Harcombe ⇌ ? Martin Vinson

### Failed swap requests

None

- Home
- Directory
- Duty roster
- My duties
- Duty swaps**
- My profile
- My berths / spaces
- Membership
- Renew
- Invoices
- Duty Roster Help Information
- Membership Renewal Information
- Cookie Policy
- Data Protection Policy

Select further members/dates you wish to request a swap with by ticking the box to the left of their name and then click the red "Update duty swap" button to send swap requests to the further members selected.

HOME CLUB CALENDAR LINKS CONTACT

[Portal](#) / Update swap request

### Update duty roster swap request

Please select any additional positions you are interested in:

- Tony Harcombe - AOD @ Main Summer Series (6 Apr 11:00 to 17:00 )
- David Stevens - AOD @ Main Summer Series (6 Apr 11:00 to 17:00 )
- Joanne Lloyd - AOD @ Main Summer Series (6 Apr 11:00 to 17:00 )
- David Stevens - Safety Boat @ Main Summer Series (14 Apr 10:30 to 17:00 )
- Joanne Lloyd - Safety Boat @ Main Summer Series (21 Apr 10:30 to 17:00 )
- Tony Harcombe - AOD @ Main Summer Series (14 Apr 10:30 to 17:00 )
- Tony Harcombe - AOD @ Twilight - General Handicap (25 Apr 19:15 to 20:15 )
- Tony Harcombe - AOD @ Twilight - Pursuit (2 May 19:15 to 20:15 )
- Tony Harcombe - AOD @ Main Summer Series (14 Apr 10:30 to 17:00 )
- David Stevens - AOD @ Laser Open Meeting (13 Apr 11:00 to 17:00 )
- Tony Harcombe - AOD @ Laser Open Meeting (13 Apr 11:00 to 17:00 )
- Tony Harcombe - AOD @ Laser Open Meeting (13 Apr 11:00 to 17:00 )
- Tony Harcombe - AOD @ Solo Open Meeting (28 Apr 11:00 to 17:00 )
- Tony Harcombe - AOD @ Main Summer Series (7 Apr 09:30 to 17:00 )
- Tony Harcombe - AOD @ Main Summer Series (20 Apr 09:30 to 17:00 )
- Tony Harcombe - AOD @ Main Summer Series (20 Apr 09:30 to 17:00 )
- Tony Harcombe - AOD @ Early Winter Series + Solo Class (5 Oct 09:30 to 17:00 )
- Tony Harcombe - SB @ Early Winter Series + Solo Class (12 Oct 09:30 )
- Joanne Lloyd - AOD @ Early Winter Series + Solo Class (12 Oct 09:30 )
- Tony Harcombe - AOD @ Early Winter Series + Solo Class (19 Oct 09:30 )
- Tony Harcombe - SB @ Early Winter Series + Solo Class (26 Oct 09:30 )
- Vanda Jowett - AOD @ Early Winter Series + Solo Class (26 Oct 09:30 )

[Update duty swap](#)

[Back to My Swaps](#)

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- Duty swaps
- My profile
- My berths / spaces
- Membership
- Renew
- Invoices
- Duty Roster Help Information
- Membership Renewal Information
- Cookie Policy
- Data Protection Policy

# If All Swap Requests Are Declined

If all your swap requests for a particular duty have been declined then the status “Failed” will be indicated for that duty under “Failed swap requests” on the “Duty swaps” page. In this case you should return to the “My duties” page and initiate a new set of swap requests. If this still does not result in a successful swap then you should contact the Duty Coordinator at Duties@Littletonsc.co.uk to help resolve your swap.

The screenshot shows a web interface for 'Duty swaps'. At the top, there is a navigation bar with links for HOME, CLUB CALENDAR, LINKS, and CONTACT. Below this, the page title is 'Portal / Swaps' and 'Duty swaps'. The main content area is divided into sections: 'Incoming swap requests' (You have no incoming swap requests.), 'My pending swap requests' (None), and 'Successful swap requests' (listing several swaps between members like Tony Harcombe and Martin Vinson). The 'Failed swap requests' section shows a single entry: 'Failed Tried to swap SB @ Early Winter Series + Solo Class (5 Oct 09:30 to 17:00)'. On the right side, there is a sidebar menu with links such as Home, Directory, Duty roster, My duties, My profile, My berths / spaces, Membership, Renew, Invoices, and various help/information pages.

# Responding to a Duty Swap Request

You may receive an email from SCM similar to the one below notifying you that someone would like to swap their duty with you.

**It is essential that you respond to the swap request whether you are able to swap or not. If you do not respond, the duty swap request cannot be resolved and may mean that an essential duty goes unfilled and may even result in cancellation of the event.**

Dear Martin,

You have been invited to swap duties by Tony Harcombe

Tony Harcombe would like to swap:

AOD at Main Summer Series (21 Apr 10:30 to 17:00 )

for

AOD at Early Winter Series + Solo Class (19 Oct 09:30)

Requesting swap 21 apr for 19 oct

Please go to this link <https://members.littletonsc.co.uk/swaps> to accept or reject.

You can obtain duty help information at [Duty Help Information](#) or login to the members portal at [Members Portal](#) to access the Duty Roster, My Duties or Duty Swaps.

Members are reminded that it is a condition of their membership to undertake their allocated duties or organise a successful duty swap. This is essential to ensure the smooth and safe running of the Club.

The simplest way to do this is by clicking on the link in the content of the message. Once you have entered your log in credentials, the “Duty swaps” page will be opened. The event for which the swap request has been issued will appear under the “Incoming swap requests” section of this page, followed by an “Accept” and “Decline” button.

Click on one or the other as appropriate. This will send an email to the person who has made the request to let them know your decision. Alternatively, you can log in to the Members Portal and navigate to the “Duty swaps” page and accept or decline, as stated above.

HOME CLUB CALENDAR LINKS CONTACT

[Portal / Swaps](#)

## Duty swaps

### Incoming swap requests

**Tony Harcombe** has asked if you would like to swap your duty  
AOD @ Early Winter Series + Solo Class (19 Oct 09:30)  
for their duty  
AOD @ Main Summer Series (21 Apr 10:30 to 17:00 )  
"Requesting swap 21 apr for 19 oct"

[Accept](#) [Decline](#)

### My pending swap requests

None

### Successful swap requests

AOD *Tony Harcombe* ⇄ Safety Boat *Martin Vinson*  
? *Tim Hore* ⇄ ? *Martin Vinson*  
? *Joanne Lloyd* ⇄ AOD *Martin Vinson*  
Safety Boat *Tony Harcombe* ⇄ ? *Martin Vinson*

### Failed swap requests

**Failed** Tried to swap SB @ Early Winter Series + Solo Class (5 Oct 09:30 to 17:00 )

Home  
Directory  
Duty roster  
My duties  
**Duty swaps**  
My profile  
My berths / spaces  
Membership  
Renew  
Invoices  
Duty Roster Help Information  
Membership Renewal Information  
Cookie Policy  
Data Protection Policy