



### Guide to Members Preferences Form

We try to allocate duties so that the type of duty, the dates chosen and the person who you are on duty with match **as far as possible** the latest preferences you have submitted.

The form can be downloaded from the club web page if your circumstances alter later and a changed preference form can be posted to the membership secretary, or you can email your changes to [rotasec@bcyc.org.uk](mailto:rotasec@bcyc.org.uk)

Section 1 is your personal details so that we correctly identify whom the form is for, and that we can check the contact details of our database.

Section 2 is to indicate where you wish to be linked to **one** other person, such as your crew. Adult family members are *a/ways* linked *unless* you indicate someone else in this section. (Some members may wish for separate duty days for a variety of reasons, mainly for child care reasons).

If the linked person's preferences are different to the first person either indicate the differences OR submit a form each. Linked persons exclusions cannot exceed individuals e.g. The pair can still only have the same maximum number Bank Holidays excluded or the link will be broken without notice

Section 3 Please complete the sections where you have a preference

3.1 Duties can be split into "in the galley" and "not in the galley" .As the galley is only staffed Sundays and Wednesdays, if you opt for in the galley you must be available at least one of these days. We do try to match positions to the skills we believe you have. Officer of the day would normally have been OOD – Assistant several times.

On a racing day there will be a Race Officer to organise the racing

3.2 Changed to days you are **UNABLE** to attend (all blank & I assume you can do them all). If you are not available Saturdays and Sundays your duties may be close together on Wednesdays or on Bank Holidays

3.3 We often struggle to get duty crews on Bank Holidays so 2 max please.

3.4 School holidays are breaks of FIVE days or more as shown for Somerset at [http://www.six.somerset.gov.uk/sixv3/content\\_view.asp?did=19085](http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=19085)

It is very difficult to schedule if you are only available Wednesdays AND you wish to be excluded either school holidays OR excluded term time these combinations will only be accepted where you indicate that you will be happy with your duties close together

3.5 There will probably be odd dates you cannot attend, such as holidays. These can be indicated here. If other dates arise later then they can be e-mailed to [rotasec@bcyc.org.uk](mailto:rotasec@bcyc.org.uk) at any time. Please note however that each rota is finalised ten weeks before it starts. **Changes after the rota is issued are for you to arrange.**

The only option not covered is where students wish to have duties very early to miss examinations. In this case please e-mail to [rotasec@bcyc.org.uk](mailto:rotasec@bcyc.org.uk) The rota may have already been published for the start of the new membership year, but one or two of those named will then indicate they will not be renewing. Those wishing very early or winter only duties will then be given these vacancies