



DYS Reps Roles and Responsibilities

Derbyshire Youth Sailing

Updated January 2026

As a DYS Club Rep, please can you:

- Promote DYS at your club
- Be the channel of communication between DYS and the Youth sailors at your club
 - Attend committee meetings
 - Bring feedback, news and suggestions from your Youth sailors to the committee meetings
 - Read the meeting minutes and any communication emails and pass on relevant information to your Youth sailors
 - Use the myDYS – Reps Info page on the website to see which of your club members have registered with DYS. Ensure they are all members of your club. Use this page to communicate with them and also with anyone registered for your DYS event.
- Organise a DYS event at your club each year
 - Propose and confirm a date for DYS event in Q4 of the preceding year
 - Arrange for your club to host a DYS event, providing a Race Officer, safety crew, results team and rules arbitrator to run any 'DYS Arbitration Meetings' (see DYS Dispute Hearing Process)
 - Try and have one safety boat which can also be a coach boat for the back of the fleet.
 - Results team to include DYS results team member to enter results into the DYS sailwave software
 - Use the documents in the Reps area of the website to help you run the event and give guidance to the Race Officer (myDYS – Reps Info – Useful Documents)
 - Provide information about your event for the website registration page 6 weeks before your event.
 - Provide food and refreshments through your Galley
 - Ask the DYS committee for help or advice if you are unsure or unable to provide all the necessary manpower
 - Ensure that you have your club's 'Winner' trophy (see website for last year's winner)
 - DYS will provide medals
 - The sailors really appreciate it if you can provide other small spot prizes (chocolate etc.)
 - All sailors must sign in on the Event Registration form
 - You will need to print out the registration sheets (from the website), the night before, to bring to the club.
 - At registration, please display the following paperwork from the Events document folder
 - NoS
 - DYS Code of Conduct
 - RYA Code of Conduct
 - Hearing Dispute Process
 - Rules for boat changes
 - Please ensure the Race Officer has read the Race Officer Guidance Document and that the scoring team have read the Event Scoring Guide.
 - Please complete the Risk Assessment form in conjunction with the Race Officer (See Reps area of website and Events document folder).

- The signed form should be passed on to the DYS Secretary.
- Please check for photo consent (column on the event registration form). If any sailor does not give photo consent, please be aware of photographers at the event and ensure they seek permission from DYS before publishing any photos.
- If a sailor completes a medical form, this should be reviewed and any relevant information, which may affect how a sailor is supported while on the water, should be passed on to the Race Officer. All medical forms must be destroyed at the end of the event.
- All sailors must fill in an Annual Membership form before taking part in a DYS event for that calendar year. If sailors turn up to an event without first registering, please ensure they complete this membership form on line, using the QR code provided in the documents pack.
- Everyone who comes to the club with the sailor (family, friends etc.) must be entered on the Attendees Registration Form when signing in their sailors. This report will be printed off when the registration forms are printed. This provides your club with a list of guests who will have temporary membership of your club for the duration of the event. This sheet should be returned to DYS who will provide a copy on request.
- At the morning briefing, please introduce yourself for any club related queries and also ensure any DYS committee members are introduced, so that parents know who to talk to if they have questions or issues. Please also highlight any first aiders present and the location of first aid kits.
- The money taken for entry fees is split 50/50 with DYS. Please pass on the DYS share of the money to a committee member or make a direct transfer to the DYS bank Account and inform the DYS treasurer. There is now a form on the website to calculate the fee split. Please send a copy of this form to the Treasurer after the event at treasurer@dysailing.org.
- Arrange for the document folder, any spare medals and the DYS flag to be taken to the next event.