



STEWARTBY WATER SPORTS CLUB LTD  
PO BOX 369, Stewartby, Bedford, MK 43 9PG

Dear Member

### **A Guide to your SWSC Duty**

As a successful club with a large programme of activities we are reliant on the contributions made by members when they perform their annual duty. Duties are a great way to meet other members and are essential in order to provide a safe environment for everyone taking to the water.

The date of your duty will have been allocated and published in the Club Duty List which you should have already received and is also available on the club notice board and club website.

#### **What time should you arrive at the club?**

You should always plan to arrive for your duty in good time. Generally if your duty falls on a Sunday you should aim to arrive before 10am, get changed and then report to the Officer of the Day at the Race Control Building.

On Saturdays, duty start-times will depend on the activities taking place on the water.

- Recreational Sailing duties begin at 12.30pm.
- If you are providing support for Club racing then you should arrive at noon.
- Those crews providing support for Open Meetings need to be on-site, changed and ready for a briefing by the OOD at 9.30 am.

Your reminder letter will make clear these times.

#### **What should you do if you have a problem with the date shown?**

The date that was allocated to you was based on information provided when you renewed your membership earlier in the year and care was taken to meet your personal requirements. Sometimes, the date allocated may not be ideal, or your situation may have changed since you sent in your form. If this is the case you must act promptly.

If you are unable to make the date allocated you must first try to see if you can swap with another member. If this is not possible then please contact the Duty Management Team as soon as possible. If you have access to email, then please send an email to [duty@swsc.org.uk](mailto:duty@swsc.org.uk).

If something urgent prevents you from attending your duty within a few days of the date then you must contact the Duty Management Team and the OOD by telephone as soon as you can. The telephone numbers will appear on your reminder letter.

In all cases, we will allocate you a new duty date, however, we may not be able to offer you the same role you requested at the start of the year.

## **What should you bring?**

Please bring clothes that are appropriate to the weather conditions on the day. Everyone should be prepared to go afloat so a buoyancy aid and soft shoes or dinghy boots are essential. A good guide to support boat crews is to bring the same kit that you would normally wear to go sailing given the weather conditions.

Duty crews providing safety cover between 31<sup>st</sup> October and 1<sup>st</sup> April must wear a dry-suit or wet-suit while afloat – this is a club regulation and must be observed. At other times and if the weather is cold or wet a dry-suit or wetsuit will keep you much warmer than ordinary clothing.

## **What are you expected to do?**

The duty team is lead by the Officer of the Day who is in overall charge of the team. When you arrive, the OOD will allocate the duty team roles based on the role allocated by the duty manger and taking into account the number of people available on the day and their experience. Some adjustment may be necessary. However, as a guide, the following paragraphs outline the key roles:

- OOD: In charge of the team but may also be performing another role such as Race Officer or Boat Driver:
- Race Officer: In charge of the running of the race. This includes setting courses, running the start sequence, recording places and times and calculating results. At Stewartby, the best possible racing takes place when the committee boat is used to form the start-line on the lake. Consequently, all race officers are expected to go afloat.
- Assistant Race Officer: To provide assistance to the race officer typically during the start sequence and when recording boat places and times. At larger events, more than one assistant may be required.
- Boat Driver: The boat driver will have prior experience in operating one of our four rescue boats and is responsible for the safe operation of the boat and refueling.
- Boat Crew: The boat crew is mainly there to provide assistance to members who are in the water or in trouble while the driver maneuvers the boat safely.

The amount of work will depend on the conditions on the day. For support boat crews, the windier weather will bring a greater number of potential rescues.

## **More Information**

You can find more information about duties on the club website and in the information we send you about your duty. If you have any questions, the please ask any member of the section committee or email [duty@swsc.org.uk](mailto:duty@swsc.org.uk).