



Wraysbury Lake Sailing Club  
Welley Road, Wraysbury

### ***Duty Rota - Senior Officer of the Day***

## **THIS LETTER AND THE ASSOCIATED DOCUMENTS ARE IMPORTANT – IN PARTICULAR PLEASE TAKE NOTE OF THE INSTRUCTIONS REGARDING THE DUTY LOG BOOK**

The Sailing Committee has asked me specifically to bring your attention to the following responsibilities of the Senior Officer of the Day.

- Full operation of the club for the duration of the day on which you are on duty; ***this does not just mean running the racing programme for the day.***
- Preparation of the club for the days' scheduled sailing activities as per the published (or amended) Calendar of Events.
- Preparation and putting away of chosen safety boats in use for the day.
- **Completion of the "Duty Log Book"** – this was introduced at the beginning of 2005 as a means of recording the activities of the club each Sunday. **It is essential that the book is completed.**
- **Removal of all cash taken in the Galley and the Bar at the end of the day,** and posting of a cheque for the corresponding amount to the Club Treasurer, whose contact details are available on the Calendar of Events.
- The on-going safety of all boats on the water, including members and guests on pontoons; the wearing of properly fitting buoyancy aids is compulsory anywhere on the water including pontoons.
- Consideration on continuation or suspension of sailing in relation to the prevailing weather and wind conditions. If, in consultation with your duty team and/or available members of the General or Sailing Committee, the conditions are considered un-safe, then you may suspend sailing either temporarily or permanently for the day.
- Organising the scheduled racing programme. On normal sailing days in the spring and summer this means three races, at 10:30am, 12:30pm and 2:30pm.
- **Ensuring that 'Youth Entrants' who compete in any races are marked as such in the Results Book, for extraction into their own Youth Series Results.**
- As most afternoons sailing continues until well into the afternoon **your duties will not normally finish before 4.00 PM.**

Included with this letter you will find revised Senior OD Guidance Notes that should provide you with the appropriate information for you to prepare for your duty. A copy of these notes are also included in the front of the Duty Log Book.

Additionally, please find attached guidance notes on our race starting procedures – these are self-explanatory, and are based on the ISAF Rules of Sailing. If you have any questions relating to these, please do contact me, or alternatively speak to the sailors at the club who are planning to race that day – they will always assist both with setting a course, and any questions relating to the starting procedures. A copy of the Starting Procedures is also included in the front of the Duty Log Book.

All members whose names appear on this duty rota will have received individual letters (and

copy's of the rota) advising them of their forthcoming duty responsibility. Additionally, the individual nominated for the Galley role will have been sent Guidance Notes to assist them in planning and fulfilling that role.

**Finally, please do ensure that you contact your published duty team well in advance of the scheduled duty date to confirm attendance, and to prepare them for the day.** *If individuals are unable to fulfil their duty on the published date it is their sole responsibility to arrange a swap with others on the rota.* I would therefore recommend that you contact the published duty team at least two weeks in advance of the duty date in order to cater for any late changes.