



Wraysbury Lake Sailing Club
Welley Road, Wraysbury

Duty Rota - Officer of the Day, Assistant OD, Galley and Bar

PLEASE READ THIS LETTER AND ANY ASSOCIATED DOCUMENTS IN FULL – THEY CONTAIN INSTRUCTIONS ON THE RUNNING OF THE CLUB THAT WILL BE NEW TO YOU

The Sailing Committee has asked me specifically to bring to your attention the following:

- **It is a responsibility of membership to carry out club duties.** If you are asked to carry out Officer of the Day or Assistant OD duties please aim to arrive at the club by 9.15 to allow time for the safety boats to be fetched and for the SOD to brief the team. Members on Bar and Galley duties can arrive later, preferably by about 11.00am.
- You are asked to assist the Senior OD in his responsibilities in the operation of the club for the day. This includes assisting with the racing programme and manning the safety of all boats on the water for both racing and general sailing. As sailing generally continues until well into the afternoon your duties will not normally finish before 4.00 PM; **Duty does not finish when racing finishes.** If you need to leave early, please do discuss this with the Senior OD
- **You are reminded that if you are unable to carry out your duties, it is incumbent upon you to swap with another member on the list, and inform both the SOD, and me. The Club now has the option within its rules to impose fines on members who persistently fail to perform duties or arrange swaps.**

Should you need any further training on Officer of the Day duties please contact either myself, or our Commodore, Phil Taylor.

All members whose names appear on this duty rota will have received individual letters (and a copy of the rota) advising them of their forthcoming duty responsibility. Additionally, the individual nominated for the Galley role will have received new Guidance Notes to assist them in planning and fulfilling that role.

Finally, your Senior Officer of the Day has been asked to contact you well in advance of your scheduled duty date to confirm attendance. Do not however wait indefinitely for their call; if you have not heard from your SOD, please do contact him at least one week prior to the duty day.

Thank you for your assistance in the smooth running of the club.