

Hopefully you are looking forward to your duty at HISC. Please arrive at the time shown and report to the office.

If you cannot do this duty please do not phone the office. It is your responsibility to find a replacement using the swap facility in DutyMan. Please make sure you do this well in advance if the timing of the duty allocation doesn't suit your schedule.

We would love you to come prepared for your duty by reviewing the valuable information below, and you should try and clear your diary on the day as the timings on when racing/events complete can vary. If you need specific advice on how long you will be required, please contact the office and they will be able to provide some guidance.

If you are a **Race Officer** or **Assistant Race Officer**, you should review

<http://www.hisc.co.uk/sailing-information/race-management/race-handbook/> to make sure you are familiar with all this. As a Race Officer you should also familiarise yourself with the team allocated and make contact with them before the event.

All members of the Duty Team should also familiarise themselves with important safety information below, please make sure you have read the Safety Team Briefing document on <http://www.hisc.co.uk/media/1150/4-safetyteambriefing2017v1.pdf> Key points to remember are:

- THE HELM OF A SAFETY BOAT MUST WEAR A KILL CORD WHENEVER THE ENGINE IS ON
- WHEN CLOSE TO SWIMMERS THE ENGINE MUST BE SWITCHED OFF.
- BE VIGILANT AT ALL TIMES AND PROVIDE RAPID SAFETY SUPPORT FOR COMPETITORS AND OTHERS IF NECESSARY

Please make sure you are familiar with how the club radios work, you will find full information on the links below.

Handheld Radios : <http://www.hisc.co.uk/media/1164/18-handheld-vhf-instructionsv1.pdf>

Fixed radios : <http://www.hisc.co.uk/media/1165/19-fixed-radio-instructions2017v1.pdf>

The club has specific procedures for serious injuries or emergencies and you should be familiar with these should an unfortunate situation arise, these can be found on <http://www.hisc.co.uk/media/1162/16-maydaycoded2017v1.pdf>

We also have some excellent information on various contingency plans for strong winds, fog, entrapments, injuries and missing sailors on <http://www.hisc.co.uk/sailing-information/race-management/hisc-safety-documents/> By reviewing this information you will feel more confident about your duty and you will be helping the club provide a safe environment for our sailing activity.

Above all, enjoy your duty and take the time to get to know more about HISC and meet more of your fellow members enjoying what we all love – having fun on the water.

Safe Sailing.

Andy Partington

Vice Commodore Sailing