



New Members Guide

Welcome to Upton Warren Sailing Club. We have produced these guidance notes to briefly explain how the Club operates. Please have a read through them before your first activity on the water

Key Rules

1. The Club flag **must** be raised on the flagpole and the safety boat must be ready before you can go onto the water.
2. Buoyancy aids **must** be worn on the water and on the pontoons. These can be borrowed from Aztec's storeroom under the balcony that overlooks the lake and must be returned after use.
3. The Duty Officer mans the rescue boat and his/her instructions relating to safety both on and off the water must be followed.
4. The Duty Officer **must** be informed if you're taking a guest on the water.
5. All members and guests **must** sign on and sign off.
6. We ask all members and guests to consider the conditions and their ability/experience before going out on the water. Be mindful if you are borrowing a paddleboard or canoe that they can be very difficult to handle in windy conditions.
7. Do not leave gear particularly sailing trolleys in the way of others; there are often multiple groups on site and launch areas can get very busy.
8. If the bell sounds continuously, boats, canoes and SUPs must get off the water as quickly as possible. The alarm is most commonly triggered by a thunderstorm.

When can I get on the water?

Aztec Adventure operates the site and the Club pays to use their facilities. This means that all our activities are restricted to the times advertised in the **UWSC Session Calendar** which can be found within the Home page of our web site. The Club provides safety boat cover for members during these sessions. The calendar sets out the start and finish times **on the water** for all activities.

Aztec paddleboards and canoes can generally be used by club members but only during our evening sessions. They will not be available if Aztec require them for their own activities.

Racing at UWSC

The Club sails a mixed fleet of boats with different inherent speeds. To allow them to race against each other, each boat is allocated a handicap. We sail two types of races:

- Pursuit races when start times are staggered so the slowest boat starts first. These races are of fixed duration, generally 45 mins. Place is determined by position on the water when the finish bell is sounded.
- Handicap races when all boats start together. When the finish bell is sounded, each boat must finish its lap. Average lap time is calculated for each boat and then an adjustment made, based on handicap, to determine final places.

The **UWSC Sailing Race Calendar** giving the race series and the start time of each race, can be found on the Home page of the website. You will need to arrive about 45-60mins before a race to get changed, rig your boat and receive your sailing instructions. Notice that in April and September, our Tuesday races start 30 mins earlier as it can get dark before 8pm.

In September the Club holds an annual Sailing regatta of 6 or 7 races spread over the weekend. Sailing members will be contacted to sign-up in advance of the event.

Sailing Boats

Members who intend to sail their own dinghies at Upton Warren must have Third Party insurance cover to a minimum value of £3 million. If you wish to store your boat on site, please contact the Membership Secretary who administers the dinghy park. Note: since the dinghy park is very small, spaces are only available to boats that are sailed regularly.

During UWSC Sessions, members may use the training boats owned by Aztec (Bahias, Picos and Bugs) free of charge, if available. If you have not rigged a Bahia before, please get help, as there is a support wire for the mast that must be tensioned before hoisting the main sail. Aztec sailing dinghies only have third party insurance and so if damaged the member concerned may be found liable for any costs of repair. If something breaks on a boat or a part is missing, please report it.

Please ask if you need help in locating the boats and their parts and please put everything away securely after use.

Stand-up Paddleboarding (and Canoeing)

In general, during the UWSC evening sessions, all members may use Aztec paddleboards (and sit on canoes) free of charge providing that these are not required for Aztec activities. Aztec boards and canoes only have third party insurance and so if damaged the member concerned may be found liable for any costs of repair. Please treat the paddleboards with respect and if something on the board is missing or broken, please report it.

Leashes – You must be connected to your board by a leash at all times whilst on the water. Your board is both a source of buoyancy and makes you easier to spot if you need help.

Whistles – must be carried by all paddlers as a means of raising attention should they need assistance whilst on the water.

Paddleboarding/ canoeing areas – if members are racing, please keep clear of the sailing area and at the same time be mindful of any fishing.

Facilities on site

The Club uses the red Lakeside classroom behind the boat park where we have our own kitchen, chairs and tables and outside seating. Free tea and coffee are provided. If you are an accompanying parent of a young sailor or paddleboarder, please help yourself to a warming cuppa; watching can be a cold job. We ask that you leave the kitchen clean and tidy with cups washed up and put away. Aztec also require the floor of the main room to be vacuumed, if necessary, a task usually supervised by the RO. The door to the classroom has a keypad lock; the Membership Secretary will give you the code. Please lock the door, if you are the last to exit particularly if there are other groups about.

Toilets, changing rooms and showers are in the brick-built building in the corner of the site near the road.

The Boat Shack café operates from the main building overlooking the lake and the balcony is for the exclusive use of their customers. During summer weekends, the Bus café next to the Aquapark may also be serving.

What duties must I carry out?

If you are 14 years of age or over, it is a condition of membership that you must undertake a number of duties to support our activities during club sessions. These may seem onerous but are a good way to get to know other members. Most sessions require three officers:

- Duty Officer (DO) who drives the rescue boat and holds an appropriate safety boat qualification. He/she must be 18 or over.
- Assistant Duty Officer (ADO) who assists the DO. This is the preferred duty for many new members.
- Sailing Race Officer (RO) who sets the course, runs the race, records results and ensures members have signed on and off.

The Duty Rota is managed within software called DutyMan. You will be sent a personal log-in to the DutyMan website where you can sign up to duties on dates that suit you. DutyMan also allows you to request a swap with another member should your plans change. Please note that for historical reasons, DutyMan gives the start time of the race not the start time of the session which is generally earlier and can be found on the Session calendar. All officers are asked to arrive **30 mins before the start of the SESSION.**

The screenshot displays the 'Upton Warren Sailing Club (Sailing club duties)' website. At the top, there is a navigation bar with links for Roster, Profile, Privacy, My Login, Reminders, Activity Log, Log Out, How do I..., Help and Support, and SailEvent. Below this is a sub-navigation bar with 'Calendar View', 'List View', 'Help', and 'What The Symbols Mean'. The main content area is divided into three sections:

- Calendar View:** A sidebar showing a monthly calendar for April 2025. The date 'Tue 29 April' is highlighted, corresponding to the selected duty.
- Duty Details:** A table showing the assigned officers for 'Tue 29 Apr 2025 Tuesday Pursuit Race 3 18:30':

Race Officer	Chris Doran (0121 453 2011)	✉	✓
Duty Officer	Ian Chapman (01905 769605)	✉	
Assistant Duty Officer	Isabel McDougall (07967272601)	✉	
- Home Dashboard:** A sidebar on the right with the title 'Home' and the user 'David Crowther'. It lists several actions: 'Request a duty swap', 'Volunteer for a duty', 'Confirm your duties', 'Update your contact details', 'Check your privacy settings', 'Learn about log in options', 'Sync with your phone calendar', 'Resend your Welcome Message', 'Duty Allocation Form', and 'Make sure you receive emails'. A vertical navigation bar on the far right includes links for Home, Duty Swap, Volunteer, Confirm, and Export.

At the bottom of the page, there is a footer with 'Privacy Statement | Cookies | Help and Support | Roster U0001977 | You are logged in as David Crowther' and 'Powered by DutyMan © 2005-2025'.

Parents of junior members are welcome to do ADO duties on behalf of their child. This may be of interest if you have to remain on site, whilst they sail or paddle.

Saturday evenings

Saturday sessions are run without a RO; the DO and ADO start and finish the race from the rescue boat. We ask for a sailor who intends to race, to volunteer on arrival to plan the course and conduct the race briefing so that the DO can remain in the rescue boat monitoring other water users. To

facilitate this, it is essential that the DO carries a VHF radio. These are generally left charging in the kitchen

Sailability Sessions

The Club is proud to support the Sailability sessions for disabled sailors which are run by an outside organisation for 4 or 5 evenings during the summer. Our members provide much needed help to rig, launch, and sometimes helm, the special range of dinghies used by this group. The Commodore will request volunteers, when the dates are known.

Club Communication

The Club has a WhatsApp Group which enables brief and often urgent messages to be sent to members and allows members to message each other. The administrator of the group is the Club Commodore. You should have been sent an invite to join this group, when you were accepted as a member. Your email address will also be added to DutyMan, so that you can receive personal messages about your duties and important emails about club matters that are sent to all members. It may be appropriate for parents to provide their contact details rather than those of their child, for these communications.

Guests and Children

Spectators are always welcome. The café with its balcony is a good place to view the water and is open during most sessions. Your family is welcome to join you in the red Lakeside classroom that we use as a clubhouse and by all means make them a free tea or coffee.

You can sign in 4 individual guests per year to participate in sailing and each of these guests can attend 4 times, but please first ask the permission of the Duty Officer of the day. Guests who are experienced sailors may helm at the discretion of the Duty Officer. Members are responsible for the actions of their guests who must obey the guidance and key rules of the Club as if a member. Children aged 5 – 14 must be under the constant supervision of a competent adult member. Members and their guests may use Aztec sailing and paddleboarding and sit on canoe equipment during evening sessions, if it is not already in use or required by Aztec.

Parking

In the height of the season, especially on Sundays, parking may be a problem. Please leave space in the main carpark for Aztec customers. In these cases, either use the overflow car park or park by the entrance to the field.

Anything Else?

Please ask fellow members if there is anything else that you would like to know. We like to feel that we are a friendly bunch. Most of all enjoy your sailing.