

USSPWD Club

Water Activities Responsibilities

Host Committee Chief Steward

December 05, 2022

PWDCA Water Trial Manual (WTM) 2022: The Host Committee shall provide at least four stewards per judge to assist the judge(s) and exhibitors. Any steward whose duties involve being in or on the water must be able to swim. Any steward whose duties involve handling a boat must have sufficient rowing skill to perform his/her duties competently. The Host Committee shall ensure that stewards are adequately trained for their duties and have a working knowledge of this Water Trial Manual. The selection and training of and the assignment of duties to stewards may be delegated to a Chief Steward who will, with the advice of the judge(s), oversee the stewarding activities at the trial.

The Host Committee shall provide two regulation rowboats with platforms for each water test area, markers for the test areas and exhibitor numbers.

USSPWD Club Water Activities Committee (WAC) Policy: The WAC will select a trial specific Host Committee Water Trial Chairperson(s) who is then responsible for selecting members of the Host Committee including the Chief Steward. The Chief Steward is responsible for 1) site coordination, 2) transportation of all water trial equipment to the test area and “Water Test Area” set up, and 3) all volunteer stewards to ensure the smooth operation of the water trial(s).

Host Committee Chief Steward Duties:

1) The Host Committee Chief Steward is responsible for 1) comprehensive site set-up including:

- Equipment check-in area
- Hospitality area
- Merchandise sales area
- Gate (Diva) area
- On-deck wait area
- Practice site area
- Crating and tent set-up area

2) The Chief Steward is responsible for securing and arranging transport for all required water trial equipment which includes fencing, markers, three-foot line and signage, to the “Trial Grounds” and proper set up of the “Water Test Area” as defined in the PWDCA WTM. Water Trial equipment including but not limited to:

- 2 Row boats and oars
- The Club Utility Trailer which is to be inventoried and shall contain:
 - Markers, including trial and practice sites
 - Fencing for 2 sites
 - Three-foot marking for 2 sites
 - Signage
 - Judge(s) tents, chairs and coolers
 - Hospitality tent
 - Trial Secretary tent, tables and chairs

- Gate (Diva) boards and supplies
- Merchandise sales table / tent
- Water trial directional signage
- Dog waste supplies
- Set-up of the Land test area which - shall be roped off or otherwise clearly marked by the Chief Steward.
- Checking the site each morning before the trial begins to ensure the boats, fencing, markers and other equipment are trial ready and securing the site overnight during the trial.

3) The Chief Steward is responsible for the recruitment of stewards as required for each water work level offered for each day of the water trial and volunteers to perform handler line up (e.g. Diva), gate duties, land and boat stewards, and equipment check-in. Participants can volunteer for a position via the on-line water trial entry and a list of these volunteers will be sent to the Chief Steward.

Chief Steward shall:

- Utilize the comprehensive list of volunteers to determine assignments for each day of the water trials, utilizing as many individuals who volunteered as possible.
- Publish a volunteer steward schedule at least one week prior to the trial.
- Ensure stewards and Diva(s) are trained and knowledgeable of their assigned duties.
- Perform the duties described in the test exercises and "Rules and Regulations for Water Trial Participants" in the PWDCS WTM.
- Inspection of Club equipment (boats, oars etc.).
- Direct questions from handlers to the judge(s) concerning scores, exercises or judging procedures.
- Direct protests to the Trial Secretary.
- Report to the judge, Trial Secretary, or Host Chairperson any violations of the water trial rules brought to their attention.
- Keep unauthorized persons from the land and water test areas.
- Assign or delegate to another Steward the following activities:
 - Registration and checking in of exhibitors upon their arrival at the trial grounds.
 - Ensure that teams are available for judging in proper order (e.g. DIVA)
 - Posting of results and information on FB for exhibitors and spectators, (e.g. Diva)