



# TOWER OPEN DAY

Saturday 19th October 2024



## Steward's Responsibilities

- To arrive at the venue at least 15 minutes before ringing is due to start, stay until the end of the advertised ringing time
- Support the Tower Captain and Events Team member to ensure the day runs smoothly
- To offer a friendly welcome to all visitors to the event as the face of the Guild
- Stewards must be clearly identifiable (we will supply badges)
- Collection of tower fees and stamping day tickets
- Controlling access to the ringing chamber
- Make people aware of any particular hazards at a tower (eg low door)
- Invite people to sign attendance sheet/visitors book
- Look out for personal belongings that may be left behind
- To ensure ringing only takes place during the advertised times
- Ensure all monies are passed to the Events Team member at the end of the session
- In the event of an emergency assist & support the Tower Captain (responsible person)
- Stewards will **NOT** be expected to ring/stand behind or help with refreshments
- Stewards will **NOT** be expected to help with issues such as parking/traffic (all vehicles are the responsibility of attendees)
- In the event of damage such as a broken rope or stay – **repairs are NOT to be undertaken during the event** (in the event of a breakage ringing will stop, and only continue on the remaining bells with the express consent of the tower captain and if it is safe to do so)
- A code of conduct will be made available to all participants, this will be displayed at each tower
- To supply contact details to the Events Team so that we can keep in contact throughout the day

