

Sunday Sailing – Principal Organiser

Please arrive at the club no later than **09:45**. If you have to launch ribs then you will need to be there for 9.30am.

Safety: As Principal Organiser you will have the final say on safety. This includes assessing weather conditions and safety boat ratios normally 6:1) and coordinating the looking after of boats as they transition from slipway to sailing area and vice versa.

Weather: An Anemometer is available in the race officer's cupboard to assess wind speed from the pontoon bridge. If the wind speed is over 15 knots then no dinghy sailing should take place. If the wind is close to this level you may decide the best course of action, based on the conditions, is to either cancel sailing for learn to sail and proceed with the more competent learn to race group or use the Bahia's only but rotate people using the ribs.

Please record the conditions in the "Risk Sheet" located in the Principles Organisers file in the admin area.

On arrival:

1.	At 10am identify the lead Dinghy Instructor for the day at the meeting along with other safety boat drivers, safety boat crew and Beachmaster.	6.	No later than 1015 position yourself in the Training Room at a desk with the Beachmaster and Lead DI to meet people as they arrive.
2.	If just one DI then you will be taking the Learn to Race group, otherwise you will be assisting the leading DI with the Learn to Sail group.	7.	The Beachmaster should give out wristbands and register those not previously registered. You and the Lead DI should use the magnetic board to plan who is going in what boat.
3.	Assign ribs. Four are likely to be needed. Tornado should be used last and only by the Principal Organiser. All drivers should refer to check list on admin noticeboard.	8.	Whilst you are planning the boats with the Lead DI the AI's should be rigging the Toppers and Bahia's. By 1030 you should have a good idea how many are needed.
4.	Make sure that there is a Safety Boat Crew paired with every safety boat. If there is a shortfall you may need to use an older AI as safety boat crew.	9.	At 1045 all sailors should have been assigned boats and you should use the loud hailer to call everyone in for a briefing taken by the Lead DI and Assistant DI.
5.	Ask your two safety boat drivers and crew to prepare all ribs ready for use and have them tied on the pontoon with safety boxes, anchors and buoys. Check for fuel etc.	10.	Once the briefing is finished all Safety Boats should take to the water and when you are ready, contact the Beachmaster by radio to authorise launching.

Timings:

Time	Description	Time	Description
1000	All volunteers meet briefly in the training room	1230	Boats return to shore
1015	Principle and Lead DI at registration desk in the training room	1245	Wrist band return and de-rig
1030	Notify AI's how many boats needed	1315	De-Brief in wet room
1045	DI briefing and wrist band	1330	Finished
1100	PO to authorise BM to release boats		

Assigning Boats

There is a colour coding system in place. Red for complete beginners, Yellow for inexperienced, Green for reasonably competent (e.g. can complete a triangle, gybe, recover from a capsize) and blue for experienced and competent. Red, Orange and Green sailors will always be in learn to sail and Blues will be solely in the learn to race group. AI's will be coloured White.

- Three or Four Red sailors should be assigned to Bahia with an AI.
- A Yellow sailor should be assigned a Topper with an AI.
- A Green Sailor should be assigned a Topper with another Green sailor or can be on their own.
- Blue sailors should be on their own in a Topper.

As a rough guide, those who have completed RYA level 1 should be considered Red, Level 2 - Orange and Level 3 – Green. You should ask every new sailor this whenever they register. There are 10 club Toppers and 6 Bahias however some sailors will have their own Toppers.

Launching

Two Assistant Instructors who are sailing in the Bahias should be assigned the role of helping to launch the Toppers and other Bahias. They should then be the last ones to launch.

Assisting the Learn to Sail Group

Your primary role will be co-ordinating safety. Whilst the DI will be providing close in instruction you should stand off and keep an eye on everyone. If there is a capsize requiring attention you will deal with it first but communicate this to the DI so that they are aware.

Running the Learn to Race Group

If there is no second Dinghy Instructor on the Sunday you will be responsible for running the Learn to Race group. Only those Topper sailors who are competent will be allowed in this group.

1. The lead Dinghy Instructor will agree with you which area you are to use and the particular learning areas he/she wishes you to focus on for that day. E.g. practice starts etc.
2. Identify yourself to the race group participants as the Race Officer and participate in the briefing.
3. Ensure that 3 buoys are in your rib ready for deployment as marks.
4. Know exactly how many people are meant to be in your group before you set out.
5. Bring the Dinghy OOD box and follow the course setting guidelines within.
6. Run as many races as you can with the time you have.
7. No need to record results.

After all races are over

1. Make sure there is rescue cover on standby and shadowing boats between the racecourse and the slipway.
2. Make sure all marks are collected and put in their buckets
3. Ensure there are no boats left in the race area before heading in
4. **ONCE ASHORE, CHECK WITH THE BEACHMASTER THAT ALL WRISTBANDS HAVE BEEN RETURNED**
5. Once de-rig has been completed and all the dinghies and kit put away correctly call everyone in for a quick debrief. The Bahia jibs should remain up and furled.
6. Along with the Lead DI, Assistant DI and AI's do a quick assessment of sailors and decide if they should be promoted to a higher colour.

Do a final check. Have all boats been put away, all equipment returned, ribs been signed back in and two ribs left on the moorings for Tuesday's?