

Informal Club Sailing Officer of the Day Instructions

- Ensure you are clearly identified. Club high viz vest should be worn
- Ensure that you have read and understand the risk assessment for this event
- Ensure that at least one safety boat is available at the entrance to the creek with preferably two people to drive it.
- Collect radios, buoyancy aids , wipe on wipe off whiteboard and pens from club house. Radios should be on charge in kitchen area of the club house (please replace them here after use)
- Assist others to access correct kit
- Set white board up on foreshore and request that anyone taking a boat out checks themselves out and in on the board
- Sketch out the following grid on the whiteboard. Examples are shown in italics

Boat type	Sail Number or colour	Name of person	Time out	Time in
Topper	33445	I. Capsize	2.06pm	3.00pm
Double Kayak	Red	J.Stroke	3.45pm	

- Ensure that safety boat has radio contact with you
- Check the ability of any persons wishing to take out boats who are unknown to you and advise accordingly
- Ensure that all persons using boats are wearing buoyancy aids
- Remind parents that all children are their responsibility
- Remain shore based for the session unless handing the ID vest to a reserve
- Check that all who have signed out have returned!
- Call time and organise all equipment returned to store