

## OOD roles and tips

### To be used in conjunction with operating procedures

#### Unlock Dinghy store and wet training room

- Keys are in the lock box in the wet training room

#### Appoint:

- Safety boat leader
- Reception leader
- Pontoon leader
- Sailing boat leader
- Liaison person

#### Using magnetic board

- Allocate skippers to boats
- Allocate sailors to boat
- Allocate someone to shore radio
- Allocate buddy for new volunteers

#### Brief all skippers:

- Define sailing area
- Agree time out and back for each boat
- Agree objectives
- Radio operation briefing
- Emergency procedure
- Explain that all damages must be reported in the book and to the OOD
- Ask each skipper to check each boat before it is launched

#### Debrief:

- Debrief as many volunteers as possible
- Use comment book if necessary for everyone attending

#### Tips

- Don't try to do everything yourself
- Rig as many boats as possible and if too many volunteers can go and play
- Have a way to stay in touch with those waiting for boats (they tend to wander off)
- May need to change who does what as more people turn up – especially safety boat and sailing instructors (remember to communicate to all affected)
- Lay marks out for Accesses and 16 foot boats
- Once skipper and crew allocated to a boat, try to keep them with that boat (eg assist with rigging and / or launching)
- Get safety boats and Marky in the water as early as possible