

## **OOD role and tips**

### **During week before session**

Liaise with person completing boat allocations to familiarise yourself with participants in the session and boats that are likely to be used.

Check whether any boats are not available or require maintenance before session.

Confirm that someone with keys to the Sailability store will be at the session. These are with Chris Hodge and David Carroll.

### **Day before session**

Check weather forecast to confirm that conditions are within safe sailing limits (max. 21 knots / Force 5)

Complete session risk assessment: [Sailability session risk assessment](#)

Optional - send e-mail to session participants to confirm that session is going ahead or is cancelled.

### **Day of session**

Skipper briefing (1½ hours before session start)

- Allocations of sailors to boats
- Identify sailors with specific requirements – eg hoisting
- Medical or other issues

Volunteer briefing (1 hour before session start)

- Weather conditions and high water time and height
- Confirm boats being used and skipper and crew for each boat
- Sailing area
- Target times for launch, departure and return for each session
- Radio operation (check each boat has a radio and channel to be used)
- Shipping movements

From session start time

- Confirm with reception team any changes required if sailors have not arrived.
- Aim to launch large boats (Hawks, Drascombe) as soon as there is sufficient water to get sailing session started as soon as possible.

End of session

- Ask skippers if there were any maintenance issues or damage during the session
- Check all boats have been put away and that there is no equipment left around the site
- Lock Sailability store

After session

- Record any maintenance issues or damage on Sailability fault reporting WhatsApp group

**Revised April 2024**