



## **OPERATING PROCEDURE No. 4**

**Issue 2     May 2023**

### **Shore Party Leader Responsibilities and Guidance**

#### **PURPOSE**

This procedure defines the Shore Party Leader's Responsibilities and provides guidance on what needs to be done and how to do it. It must be read by Volunteers taking on roles in the Shore Party and is useful reference for OODs

#### **RESPONSIBILITIES**

The Shore Party Leader is the first point of contact for sailors and visitors and is responsible for ensuring that sailors are properly fitted out with lifejackets or buoyancy aids and allocated to boats.

The Shore Party Leader is accountable to the OOD who should be consulted as necessary.

In fulfilment of these responsibilities the Shore Party Leader and assistants are responsible for:

- Registering Sailors and Volunteers on arrival
- Welcoming visitors and ensuring that they complete Temporary Associate Membership Forms and make any donations
- Ensuring that Sailors and Visitors are properly fitted with a Lifejacket or Buoyancy aid before proceeding on to the pontoon or afloat
- Allocating Sailors to boats to best match their preferences and boat availability, consulting the OOD where needed.
- Safe storage of wheelchairs and other aids while sailors are afloat
- Completing records of Volunteer roles and Sailors' boat usage
- Opening and guarding Car Park Gate when Sailors are ready to depart.
- Making First Aid Kit and Report Forms available to Volunteers and Sailors as requested.
- Supporting the Pontoon Master in the Shoreside Management of any incidents including accessing personal data as required by Emergency Services

## QUALIFICATIONS

Shore Party Leaders will be selected from Volunteers who have a good understanding of how Dart Sailability operates.

## PROCEDURE

Arrive at least ¾ hour before session start time

Set Up Shore Party Table with logs and report forms

Set Up White Boards

Set Up Life Jacket Rack

Log in Volunteers

Log in Sailors and identify boat preferences

Allocate Sailors to Boats and record on White Board

- Check with OOD for any advance information on sailor attendance and boat requirements

- Enter preference on White Board and adjust as needed as more register preferences

- Discuss sailor preferences with OOD if advice required

- Note where helper required in Hansa

- Note where Sailability or power Ability training required

- Discuss and finalise boat allocations with OOD

Fit Sailors with Life Jackets or Buoyancy Aids (See Op Proc 18 Buoyancy Aid and Life Jacket Policy). Note - Hansa and Oscar sailors have choice of Life Jacket or Buoyancy Aid

Provide Sling from bag if Sailor does not have own sling. Note – Regular Sailors to keep own slings

Ensure Members KEEP CLEAR OF MAIN SLIPWAY AREA

Manage storage of wheel chairs etc and ensure availability for returning boats

## AS REQUIRED

### Visitors and Carers

- Complete Temporary Membership Form on first visit of season

- Record in Temporary Members Log for subsequent visits

### New Members

Complete Membership form if they have not already joined on line

Introduce to Principal or a Chief Instructor

AT END OF SESSION

Arrange for Gate to be manned for main departure period

Return Gate Key to Club House

Make Report Forms available to Skippers as requested.

Ensure that any use of First Aid Kits has been recorded in Accident Log

Pack up Shore Party Table and boxes and return to Blue Container

Join the gang in club house for Tea Cake and chat

## **ANNEX A**

### **Relevant Procedures and Forms**

The following Operating Procedures and Forms may be needed by the Shore Party

Operating Procedure 1 – Sailing Session Routine

Operating Procedure 5 – Pontoon Operations

Operating Procedure 6 – Radio Operation

Operating Procedure 18 – Buoyancy Aid and Life Jacket Policy

Operating Procedure 19 – Incident Management

Operating Procedure 36 – Dart Side Quay Safety Precautions

Form 3 - Incident Log

Form 4 – First Aid Log

Form 6 – Sailors Feedback

Form 7 – Membership Application

Form 8 – Group Membership Application

Form 9 – Temporary Membership Application