

## Guidance for Running a Dart Sailability Session

This document provides a handy guide for OOD's, Pontoon Masters, Shore Party and other volunteers on how to run a Sailability Session. It provides a consolidation of relevant parts of Operating Procedures 1, 2, 3 and 5.

*14 Volunteers are needed to run a basic session. With 24 Volunteers one can comfortably run a full session with all our boats on the water.*

*Volunteer jobs for a basic session:*

*OOD*

*Pontoon Master*

*Hoist operator and assistant.*

*Marshal*

*Car Park Supervisor who then moves to a Support boat*

*Shore Party 2*

*Safety 2*

*Support 1 2*

*Support 3 1*

*Ark 2*

*Key Roles:*

*OOD (wearing yellow gilet)*

*Pontoon Master (wearing yellow gilet)*

*Marshal (wearing yellow gilet)*

*Hoist Operator and assistant.*

*Safety Skipper.*

### **The day/s before**

OOD emails volunteers asking for attendance and preferences.

[volunteers.dart-sailability@membermojo.co.uk](mailto:volunteers.dart-sailability@membermojo.co.uk)

Hansa Fleet Captain Emails OOD and Shore Party with attendance and preferences of sailors.

### **On Arrival**

#### OOD

Allocates key roles (see above) as soon as possible.

Informs PM of number of dinghies to be rigged.

Sends 3 or 4 volunteers to the central pontoon to prepare support boats and keelboats as needed.

Allocates duties as volunteers arrive and writes them on the white board. (If they have responded to OOD's pre-session mail jobs they can be pre-allocated).

Pontoon Master supervises:

Hansas rigged with the booms brailed up to the mast.

Any seats needed are in place.

Hansas checked for defects to rigging and water in hull.

Hansas launched and keels dropped.

Hansas tied by bow only to the outside end of the pontoon.  
If any Liberties are needed, they are brought from central pontoon and rigged.

Shore Party allocate sailors to boats and liaise with OOD over boat needs including any instructors required. This is written on the white board.

OOD, Shore Party and PM agree loading order for Hansas, Keelboats and Ark.

## **Briefing**

The OOD briefs everyone on activities, weather, special instructions etc.  
Sailors are told to stay close to Safety until the final dinghies are brought out by the second support boat.

## **Hansa + Liberty Loading**

Directed by PM

The aim is to get all boats away in 30 minutes. This requires good planning and good communication. To achieve this the following need to happen:

- Dinghies need to be in position ready rigged and checked.
- Cushions need to be in trolley at end of pontoon.
- Sailors not needing the hoist can load at the same time as those being hoisted.
- Sailors who are slow walkers should be wheelchaired to the end.
- Sailors should be ready to go (lifejackets, slings, personal items, cushion needs)
- Sailors need to know which loops on the slings to use.
- If there is a race, racing dinghies take priority.
- Safety takes out the first 2 dinghies.
- Supports One and Three tow dinghies out two up and release in the Collection Area\*
- If short-handed the second support crew work on the pontoon (hoist assistant and runner) and then take out the last 1 or 2 dinghies.
- At the OODs discretion, dinghies may sail out (usually with an Easterly wind)

## **Other boat movements** (Keelboats, Ark and Support 2)

OOD orders the movement of other boats. If the hoist is needed for a keelboat or S2 the OOD will agree the loading with the PM in advance. If there is a race, 303s take priority on the hoist.

If possible, get the Ark trip away early as it clears the waiting area.

## **Pointers for Pontoon Master**

Agree a loading order. Prioritise the skilled Sailors and the Volunteer crewed dinghies to go out first as Safety is going to be the only motorboat on the water until a support RIB has been released from towing duties.

- Check all Hansas are ready to go.
- Is electric Hansa needed?
- Ensure support boats are ready and call in in good time.
- Keep all but essential personnel off the pontoon.
- Work with the Runner to ensure smooth operation.

- Keep pontoon clear of trip hazards.
- Ensure Safety is on station before Hansas are released. It speeds the day up if Safety always takes out 2 dinghies.
- Direct Nab as taxi to pontoon.
- Troubleshoot delays.
- Use the outside of pontoon whenever possible.

### **Pointers for Marshall**

- Record the order of loading on a piece of paper to avoid constant trips back to the shore station.
- Mark up wheelchairs with the main sail colour sign to make it easy to have the correct wheelchair at the end of the pontoon for the return.
- Ensure that the next sailors are ready (as above).
- Watch the hoisting progress to see when the next sailors should go. (one should be always waiting above the ramp).
- Ascertain the sailor's requirement for cushions and collect them from the box on the pontoon.
- Ask the sailor if there is anything the hoist team need to know to ensure their comfort and ascertain any other sailor requirements such as side of boat and seat requirements.

The OOD should go afloat. The OOD will judge when the time is right to go.

### **Return to Shore**

Safety directs collection of Hansas by Support boats in the Collection Area\*.

Support boats go head to wind in the Collection Area\* and dinghies sail alongside to be towed in two up. (No dinghy is allowed to sail into the pontoon).

Support boats wait in the Collection Area\* until called in by the OOD.

The first Support boat crew remains at the pontoon to assist with unloading (if Safety skipper agrees).

Safety takes the last 1 or 2 dinghies back.

Skippers only take Support boats back to the central pontoon. Crew remains on pontoon to help as required.

One member of the Shore Party will go to the Club House to make tea etc and assist sailors as needed.

### **Central Pontoon**

The Safety skipper checks that all boats have been put away correctly.

- Lines and springs.
- Engines up.
- Fendering.
- Covers.
- Check sufficient fuel for next session.
- Boxes and radios returned.

\*“Collection Area” is the water between the Dolphin pontoons and the line of deep-water moorings in the channel.