



## **OPERATING PROCEDURE No. 1**

**Issue 3    April 2024**

### **SAILING SESSION ROUTINE**

#### **PURPOSE**

This procedure provides an overview of the routine for normal sailing sessions. It provides all volunteers with an understanding of what happens each day and is important background information for all roles.

#### **PROCEDURE**

The following activities are generally in a sequential order. Suggested start times are indicated in terms of time before scheduled start sailing. These are for guidance.

Start - 1¼ hrs

- OOD arrives.
- Checks Marina Office for any quayside movements etc
- Unlocks club house and Buoyancy Aid Shed
- Takes Radios and Engine Batteries to Shoreside
- Unlocks Blue Container

Start – 1 hr

- Volunteers arrive
- Collect Buoyancy Aids
- Proceed to Shore Side and sign in
- Set Up Shore Party
- Commence Preparation of Boats for Launching (See Hansa 303, Hansa Liberty and Oscar Procedures 7,8,9)
- OOD Allocates Roles (See OOD Responsibilities and Guidance Procedure 2)
- Nominated team (1 Power Boat Skipper, 1 Keel Boat Skipper plus 2 assistants) moves to centre pontoon in NAB to prepare boats (See ARC, Safety, Support Boat, Equaliser and Kanata Procedures 15, 13, 12, 10, 11). Safety boxes and radios must be taken

and turned on and tested. Return to shore on completion unless otherwise instructed

- Launch Hansas and Oscar, if ashore. Usually via right hand slip.
- Gate keeper allocated.
  - Unlocks Disabled Toilet and deploys ramp.
  - Unlocks and mans gate

#### Start -15 min

- OOD Briefing and final duty allocations
- Volunteers deploy to boats
- Sailors arrive
- Shore party check in sailors, help fit Lifejackets/Buoyancy Aids (see Buoyancy Aid and Life Jacket Policy 18) and allocate boats

#### Start

- Gate Keeper locks gate and returns key to Shore Party
- OOD Briefing for Sailors
- OOD manages movement and boarding of ARC and Keel Boats (See OOD Responsibilities and Guidance Procedure 2) ARC trip 1 boards
- Pontoon Master manages boarding of Hansas (See Pontoon Master Responsibilities and Guidance Procedure 3 and Pontoon Operations Procedure 5)
- Marshall escorts Hansa sailors to hoist and allocates cushions.
- First two Hansa crews proceed to hoist and commence boarding
- ARC passengers board
- Safety tows first 2 Hansas out of creek
- Support Boats tow sailing boats out of creek or boats use outboards in creek. OOD may authorise competent sailors to sail out of creek in suitable conditions during briefing. (See OOD Responsibilities and Guidance Procedure 2)
- Shore Party records Volunteer attendance and roles and Sailor numbers
- OOD goes afloat in last Support Boat or otherwise arranges to deploy afloat unless needed ashore.

#### Session

- Boats operate in areas agreed at briefing and advise Safety of any changes
- Safety skipper oversees activities afloat and may instruct boats to return if conditions become unsuitable.
- Some boats may return for second trip
- If an Incident occurs requiring two of Safety and Support Boats OOD will take charge and direct operations (See Incident Management Procedure 19)

#### End of Session

- Boats agree order of return with Safety Skipper and Pontoon Master to avoid congestion (See Pontoon Master Responsibilities and Guidance Procedure 3)

**Commented [GG1]:** ? should safety leave with 1st dinghy and OOD join by travelling on last support boat out.?

**Commented [IW2R1]:** I was inclined to have OOD go afloat with Safety to leave PM to manage things. Late arrivals and any re-jigging of crews can be done by radio and should not be encouraged. However, we might find that OOD does need to stay a while. Just dont want two people trying to run things on the pontoon which was happening

**Commented [GG3R1]:** Happy to try it and see

- Sailors return Lifejackets/Buoyancy Aids
- Shore Party ensures that gate is unlocked and manned during sailor departure
- Volunteers recover Hansa 303s and return to boat parking area. If required for scrubbing, Volunteers recover Hansa Liberties and or Oscar. (See Hansa 303, Hansa Liberty and Oscar Procedures 7,8,9). Otherwise return Hansa Liberties and Oscar to Centre Pontoon.
- Volunteers return boats to centre pontoon and secure (See ARC, Safety, Support Boat, Equaliser and Kanata Procedures 15, 13, 12, 10, 11) . If boats require refuelling Volunteers bring empty cans ashore and collect full cans and return to centre pontoon to fit (See Operating Procedure 37)
- Safety Skipper undertakes final check of all boats on centre pontoon
- Skippers complete Defect and Incident Reports if appropriate and give to OOD/PM (See Defect, Injury and Incident Reporting Procedures 20, 21, 22)
- Return safety boxes to Blue box
- Pack up Shore Party and Lock Blue Container
- Return Radios and Batteries to Club House
- General de-brief chat, tea and cake in club house.