



## *Sailability Manly*

### Sailing Day Coordinator's Role (SDC)

This is the person who's responsible for the day's operations.

On arrival at 8.30am the SDC puts on the red jacket, and ensures the following:

- The boat room and cupboard are unlocked
- The Accessible bathroom and access doors are unlocked
- The sign is put outside

Volunteers arrive and report into the SDC.

The SDC allocates the following roles:

- Registrar / Radio Operator
- Boat Operations Manager & Pontoon Manager
- Safety Boat Skipper
- Safety Boat Observer
- Timekeeper

Check the booking book to see how many sailors have said they're coming, and decide with the Boat Operations Manager, how many boats to launch.

Instruct the safety boat skipper to fetch the safety boat, and ask them to initiate a radio check on their way back to the end of the jetty. Appoint an Observer, and before the first dinghy sets sail, have them take up station.

When the first boat has been launched, it may be an opportunity for some sail training before the rush starts. This is at the SDCs discretion.

Ensure the timekeeper is set up with the whiteboard and keeps track of each dinghy's sailing duration (approx. 30 mins). Regularly check with the timekeeper, and if any boats need recalling, radio the safety boat and request they are red flagged, giving the colour of the boat to be recalled.

Most importantly it is the SDC's role to identify the order in which the sailors arrive, and in liaison with the Registrar and carers, ensure they're kitted up with well fitting lifejackets, and ready to make their way to the pontoon when a dinghy is approaching.

Some of our participants who are reluctant to sail, may be invited to take a turn on the safety boat. The SDC radios or asks the Registrar to radio the safety boat, and asks if it can come in to the pontoon and take on passengers. If the Safety Boat Skipper agrees, it is essential that the passengers have life jackets fitted, and are ready on the pontoon when the safety boat arrives for a fast turnaround. Never more than 3 people with special needs onboard.

If new volunteers arrive, the Registrar will introduce them to the SDC with their completed questionnaire. Greet them and check their experience and allocate an experienced volunteer to buddy with them. Let them observe or get them involved, whichever is their preference.

During the session the SDC keeps a careful eye on the volunteers, and rotates roles to give them variety, experience, and a well earned break.

Ensure the registrars desk and the pontoon is always attended.

It is the SDC's responsibility, in consultation with the Safety Boat Skipper and Pontoon Manager, who will have input from the dinghy skippers, to decide when to call a halt to sailing, due to the weather conditions.

If this is necessary, the SDC communicates this to all present, and explains the reasons. If there are booked groups (in the booking book) who haven't arrived, phone them and let them know sailing has been cancelled.

Once ALL the dinghies are safely back at the pontoon, it may be appropriate to take some of the people who wanted to sail for a short ride in the safety boat. It's the SDC's decision in consultation with Safety Boat Skipper and carers, whether to offer this, usually in very calm conditions. Max 5 on boat.

The SDC decides when to start packing away, based on the time, and when all the sailors and volunteers who would like, have been on the water. Help the Registrar pack the desk away, taking responsibility for completed forms and money, which are passed on to the Secretary.

The SDC takes part in dismantling the shades and gazebo, and checking that the barbeque is cleaned and put away, the table and benches are locked, and chairs stacked away. They also check that all refreshment materials are clean and stored neatly in the cupboard.

While this is going on, the Boat Operations Manager and team will be de-rigging, washing and putting away boat equipment.

It's always much appreciated that if there's time, a few photos are taken of our sailors and volunteers enjoying their Sailability experience. These should be emailed to the webmaster for inclusion in the online gallery, and editor of "Signals" newsletter, along with names of those in the shot where possible.

While supervising the winding down operations, the SDC mingles with volunteers and asks them how the morning was for them. Did they enjoy their role, is there an area they'd like more training and above all, thank them for their contribution. Write feedback and comments that could be useful in the Booking Book.

The last job is to check the toilet in the Accessible bathroom. Cleaners will clean it, but if it's blocked, write it in the Booking Book. Put the sign away and lock the doors.

Congratulations. You've been the pivot for a morning that has brought a great deal of pleasure to many people. Give yourself a pat on the back!