



**SAILING DAY KEY INFORMATION CHECKLIST**

		OOD:	
Date:		PRO:	
Start Time:		Coxswain 1:	
Hi Tide Time:		Coxswain 2:	
Weather:		Galley:	
<b>Preparation for the day - week before</b>			
Check	Action	Comments	
	Key rolls sorted & contacted - PRO, Cox, Galley		
	Reminder email sent - Google Groups?		
	Access keys, supplies, fuel, race-box, entry forms, etc.		
	Weather forecast checked - Outlook / printed		
<b>Set-up - on arrival at least 30 min before advertised rigging time</b>			
Check	Action	Comments	
	Open up facilities, hoist FBYC pennant		
	Post weather info, procedures, duty officers, etc.		
	Check that all key personal are present		
	TCG activity, other community activity may impact?		
	Make decision on whether conditions safe for sailing?		
	Prepare entry / sign in /out table & forms		
	Ensure any new / enquiring people are well hosted		
<b>Activity - on the day</b>			
Check	Action		
	Coordinate and support other key personnel		
	Determine and post racing courses, etc. (with PRO)		
	Ensure sailing entries completed and dues collected		
	Ensure radio checks are carried out		
	Ensure comprehensive briefing including safety given		
	Conditions still suitable / sufficient rescue on water		
	Monitor conditions and remain in contact with fleet		
	Ensure slipway assistance present for returning boats		
	Ensure all boats safely returned and accounted for		
	Check sign-in again, collate entry box, dues, and forms		
	Obtain results from PRO and a racing report		
<b>Activity - on finishing</b>			
Check	Action	Comments	
	Co-ordinate cleaning & standing down operations		
	Ensure boat sheds are secured and logbooks completed		
	Take down FBYC pennant and secure observe. tower		
	Ensure rubbish and perishables removed, secure stock		
	Tally takings with Galley officer		
	Check all facilities and secure Club house		
<b>Concluding duties after the day - week after</b>			
Check	Action	Comments	
	Compile sailing results and send to Secretary / scorer		
	Account to Treasurer with race dues and takings		
	Submit small report to Information Officer / Commodore		