

# Monthly Coordinator

Start of Month	Obtain code for Key Safe in Lobster from Dinghy Chair (Jayne also has list)	Note code changes on First Monday of the Month Not First day
One week before	Check DutyMan to ensure all RIB crews have acknowledged their duties. Check that Race Officer is aware they will need to decide on course but other experienced sailors will help on the day.	When leaving message on answering machine or email ask them to confirm they are available or have cover. If swaps have been arranged, email all to confirm this. Send documents detailing duties and advise they are all on the web.
Week/Day before	If not going to be present arrange for another member of Dinghy Committee to take over responsibilities	
Race day	<p>Review Weather &amp; Tide for race time</p> <ul style="list-style-type: none"> <li>• Approx 1 hour before race start time, unlock race box, RIB shed, &amp; RIBs on water (same key), RIB fuel locker</li> <li>• RO may call HRSC on Channel 37 to advise them of our course (Wed only) and check theirs, especially if going beyond Bald Head</li> <li>• Briefing, discuss with Race Officer conditions, course, no. boats &amp; RIB cover. Slow fleet generally to be limited to Bald head / Cat head. AVOID going over Hamble Spit unless high water.</li> <li>• Remind all there are Race Officer and Safety Information Packs in Lobster than can be taken onto the water.</li> <li>• RIB cover guideline - min 1 RIB to 15 Dinghies to be assessed every race, on the day, dependant on conditions &amp; experience</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure R/O &amp; Crews they are clear about who will cover which fleets.</li> <li>• Need RIBs to keep other craft clear of start, suggest craft use other channel. One RIB upstream, one RIB downstream.</li> <li>• One RIB to keep fleets not in start sequence away from start area. (Behind Green Buoy 13, ideally).</li> <li>• Suggest they shorten early if wind is likely to drop. So ALL</li> <li>• need flags, watch, clipboard, results sheet &amp; pencils.</li> <li>• Finish before piles 6/7 if tide going out.</li> <li>• At least one RIB is the last boat back.</li> <li>• Remind Crews of RIB check lists and to report any problems (email <a href="mailto:admin@warsashsc.org.uk">admin@warsashsc.org.uk</a>, or telephone club 01489 583575 and leave message).</li> <li>• Raise engine, covers on boats and turn off battery.</li> </ul>
After Race	Lock up RIB shed, RIBs (need key to lock padlocks) Fuel Locker. Have a pint!	