



(Charity registration number: 1170017)

## SSOS Lead Guidance

v19th October 2021

**Objective: Lead the Social Sailing on Saturday (SSOS) event to provide supported, safe, and enjoyable sailing for members and day sailing visitors. This may include a number of roles so you will need to be flexible**

**Note:** Remind all sailors they should sail only if the conditions are within their capabilities, as patrol cover will be limited.

### Preparing before and on the day

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| Check with Sailing Secretary or Training team <u>at least one week before</u> the event for proposed topic/timetable (usually SSOS attendee led).   | If no comms/advice, contact <b>administrator@weston.org.uk</b>  |
| Club Craft hire <u>must</u> be booked 24 hrs in advance: <ul style="list-style-type: none"> <li>• Booking is via the members portal under 'book a slot'</li> <li>• You should receive a 'blind' copy of any bookings (which you will need to then see on the day from the participant)</li> <li>• New hirers will also need to print, complete and bring a hire form and leave this with you. The bcc email will make this clear if required</li> </ul> | Queries on booking, contact <b>administrator@weston.org.uk</b>  |
| Check members portal weather forecaster (Windy) for predicted conditions  | Pre-event decision to cancel SSOS event will follow the standard <b>Race Officer guidance</b> on wind predictions   |
| The SSOS Lead should be at the club <b>at least 1 hour</b> before the <b>advertised start time</b> .<br>Normally any shore-based activity/first high water will have been factored into the advertised start time which will be corrected on the members portal   | All other participants should arrive at the club and make contact with the SSOS Lead <b>at</b> the advertised SSOS start time                               |
| Obtain Race Box and PB shed keys from RO/SSOS Lead Key Safe near changing rooms.<br>Unlock <u>Training shed</u> (PB shed is separately alarmed). Turn on lights and heaters if needed.  | Close key safe when not in use and scramble (lightly) the combination   |
| RIB Safety Equipment Container: make sure the Training RIB crew take them on the water and use them if required.  | This should already be in the Training RIB  |
| The training RIB can operate with <u>one experienced crew</u> who is normally the SSOS lead.<br>If you are unsure, or conditions require an additional crew, you will need to source one from the SSOS participants!  | SSOS participants are more likely than racers to opt to stay ashore! If experienced/competent sailors decide to go out make them aware is at their own risk |



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### Running the SSOS Event

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| <p>Notify participants of SSOS event cancellation if unable to run safely due to actual wind/weather when they arrive. It is unlikely that club craft hire will be available in these circumstances!</p>   | <p>Speak to any Fleet Captain or Sailing Secretary before cancelling on the day if unsure</p>  |
| <p>Write the times of organised activities on a wipe board and make sure the timing of the end of Patrol cover is understood (particularly by any 'free sailing' members)</p>  | <p>Use the wipe board from the club room, moved to the Training shed</p>   |
| <p>Depending on organised activities, skill level of participants, and prevalent wind/weather you may decide to retain the Training RIB onshore. However, it must be fuelled and ready to go if required.</p>  | <p>Speak to any Fleet Captain or Sailing Secretary on the day if unsure. Ensure participants are informed</p>  |
| <p><b>Cruise event only:</b><br/>It is likely the cruise lead(s) will have arranged separate patrol cover, as they will sail outside the normal Weston Sailing area for an extended period.</p>  | <p>The role of the SSOS lead is to <u>remain onshore</u> and in radio contact with the cruise lead(s) or the cruise patrol boat in case of emergency</p>   |
| <p>Let Chris in Galley know when boats are likely to come off the water</p>  | <p>Ask participants to pre-order any food</p>  |
| <p>Club Craft hire (must be booked 24 hrs in advance):</p> <ul style="list-style-type: none"> <li>• Collect hire form (1<sup>st</sup> time per annum only),</li> <li>• Check their club craft hire confirmation email (you should have received a 'blind' copy)</li> <li>• Collect fees if applicable (email will say)</li> </ul> <p>If high risk of damage, no club boats should be allowed to be launched (see hire form for wind limits).</p> | <p>Craft guidelines and rigging instructions in Race Box or online. Hiring forms in Race Box and on Bar if they have NOT completed before. Fees may be taken in cash or preferably using SumUp Machine (code 4).</p> |
| <p>Note any boats sailed by <b>non-members</b>. Get 'day sailing' forms collected and collect fee.</p>   | <p>Forms in the Race Box and on Bar. Fees may be taken in cash or preferably using SumUp Machine (code 4).</p>   |
| <p>Help members and visitors with enquiries about the club.</p>  | <p>Any Committee Member will also be able to help.</p>   |



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**Wrap Up**

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| Check all sailing boats accounted for (SSOS and cruising) and no trolleys are left on the slipway.  |   |
| Wash down, dry, and return the Training RIB to the shed. Ensure the radio is completely off.<br>Return any buoys and ground tackle used to the store under the Race Box (do not leave in the boat or the Training shed) | The Training RIB does not have a battery isolator so the battery can be drained |
| Return Course and Start Board to shed under Race Box if used and wipe board into club room.   |   |
| Turn off radios, heaters, lights, lock up Training shed and shed under Race Box.  |   |
| Return Training Shed keys to the RO/SSOS Lead Key Safe near changing rooms.   |   |
| Any defects - get fixed if possible. If not, ask John for Facilities, Tim for Pound, Charles for electronics / PB engines.  | Ask Fleet Captains or Sailing Secretary for advice if necessary.                |