

PISC OOD Checklist

Version 6, January 2019

Notes:

- The AED is in a metal cabinet mounted on the outside north wall of the clubhouse. The combination can be obtained from the Rear Commodore House.
- The combination for locks for Koula's RIB shed and the OOD locker can be obtained from the Rear Commodore Sailing.

Before Arrival at AG

Check weather forecast

Collect AED from clubhouse

0930: Arrive at AG

Open RIB sheds

Open OOD locker

Remove tow vehicle

Hoist PISC flag

Remove box with €10 float from OOD bag

Obtain sign on sheet from filing cabinet

Position table with sign on sheet & float

Conduct Risk Assessment

Obtain Risk Assessment form from filing cabinet

Complete as required

Liaise with Patrol Boat coxswain & beachmaster

Make decision on whether to launch Patrol Boat

If no Patrol Boat send text (phone on charge)

Hoist red/orange/green flag as appropriate

Patrol Boat Preparation (racing)

Load marks for probable course

Ensure weights and anchors for each mark

Load course board or numeral pennants

Load race flags: AP, G, P, X, 1st Sub, M, N, S

Load RO box:

- Course number cards, A & B
- Stop watch (ensure programmed)
- Anemometer (from OOD bag)
- Hand bearing compass (from OOD bag)
- GPS (from OOD bag)
- Check GPS batteries OK (spares in cabinet)
- Pens & pencils
- Air horn(s)
- Wind wand

Briefing: 1100

Check all participants signed on and paid

Weather: current and forecast

Sea state

Safety considerations in harbour:

- swimmers & divers?

- lee shore?

Considerations for youths / less experienced?

Probable course

Patrol boat crew / Beach crew / First Aider?

Slipway clear?

Draw attention to Risk Statement

Place cash in safe

Place sign on sheet in RO box

VHF Radios

Remove VHF radios from charging station

- one to Beachmaster

- one as spare to Patrol Boat

After Sailing

Hand to RCS:

- Cash (net of €10 float)

- Sign on sheet

- Risk Assessment sheet

Plug in VHF radios to charging station

Return marks, anchors & weights to shed

Return €10 float to OOD bag

Return race equipment to OOD bag

Return race flags and RO box to shed

Lower flagpole flags and return to shed

Return tow vehicle to shed

Return RIB x 2 and vehicle keys to safe

Ensure safe closed & locked

Lock OOD locker

Lock Rib sheds

Return AED to clubhouse