



Sailability Manly

Boat Operations Manager's Role (BOM)

After arriving at 8.30am, the Boat Operations Manager (BOM) reports to the Sailing Day Coordinator (SDC) and signs in at the Registration Desk.

It is the responsibility of the BOM to get the dinghies out of the boat room, and dispatch them, correctly rigged and furled, to the pontoon as quickly as possible.

The BOM will put on the appropriate jacket so that rigging volunteers, will know who to take direction from. All skippers should be allocated to this task.

- The first step is to agree with the SDC how many dinghies should be rigged, based on the number of sailors and groups booked in, and competent skippers available. The weather should also be taken into consideration. Maybe put out a few boats until the weather settles.
- Before boats can be moved onto the top deck, the lifejacket bins and rack will need to be wheeled outside. A less experienced volunteer can be instructed to remove a range of sizes from the lifejacket bins and hang them on the hangers.
- Starting with the bottom rack, each boat should be pulled onto a trolley, taken outside and slid off the trolley pointing into the prevailing wind. It takes two or three people to do this.
Do not try to rig on the trolley.

Each dinghy should be assigned an experienced rigger and helper. This is NOT the time for instruction, both volunteers should be able to rig according to the rigging instructions up to furling the sails for ease of transporting.

- During this process the Pontoon Manager (PM) will have taken the hoists and keel caddies down to the pontoon. If not, assign a volunteer to do this.

When the first boat is rigged, and the sails reefed, the contents of the accessory bag is emptied into the cockpit and bag hung on the gate.

- The BOM checks that the rigging is correct, and that there is a rudder box with pin, joy stick, long keel pin, bailer and paddle in the boat.

It can then be sent by trolley to the pontoon to have the rudder box, rudder and keel fitted. The trolley handler is instructed to return with the trolley immediately.

- There is now an opportunity for a 20 minute sail training session before the booked sailors start arriving. The SDC will organise this when the safety boat is in position.
- Once six boats are efficiently rigged and have been moved off the top deck, there may be appropriate for a rigging lesson with the last boat. This should be conducted by the BOM or someone appointed by them, and only if the boat is not immediately needed.
- If someone has booked the servo, Alan Wood, it will be necessary to check the battery is charged (in the Accessible bathroom) and fitted into the boat once it's rigged. Learn how to do this.
- When all the boats needed are correctly rigged, and off the top deck, the BOM can take up another role until the de-rigging!

Derigging:

- The SDC will instruct the PM to start pulling boats out of the water when all sailors have had a turn, volunteers who want to have had a sail, or the weather has become unsuitable.
- When the first boat is being pulled out, take up position on the top deck, and install the hose with a properly fitting nozzle to minimise water use. If there are water restrictions, use a bucket and sponge. Assemble a team of enthusiastic de-riggers and washers.
- As boats arrive on the top deck, have them slipped off the trolley, and keep one trolley for transporting boats into the boat room. The other should be dispatched to pick up the next boat from the pontoon.
- Remove the sails and furl them. If sails are wet with salt water, hose them and lean them up against the wall to dry. If it's raining, arrange for someone to come down and do it later. If lifejackets are wet with salt water, hose them down and hang them on the rail to dry.
- Remove the booms and stow them neatly. Stack all sails and booms in the boat room carefully.
- Find the right bag (by colour patch) and replace all accessories.
- Hose down the boats inside and out paying special attention to the cleats and fittings. Tip out any water in the cockpit, and if you can hear water sloshing inside, raise the bow, remove the stern inspection hatch and sponge out excess water.
- Put the accessory bag into the boat.

- Get three strong/tall people to put the boat on the trolley and take it into the boat room, stern first. Fill the top racks first.
- When all boats are de-rigged, washed, and stowed away on the racks it's the BOMs responsibility to oversee the packing away of the hose, caddy keels, lifejacket bins, rack, trolleys and hoists.
- If there has been any damage to boats or boat equipment, write it in the booking book (brown cover) on the registration desk, along with any comments or feedback you feel is useful.

What a great effort. You're to be congratulated for a demanding job very well done. Thank you.