**Parent Supervisor Guide – HHSC Holiday Camp**

* **Bold** = action point for supervisor. All other tasks will be carried out by instructors, but they might need a nudge at times!

Setup (combination of volunteers and lead instructors)

1. RIBs:
	* Pull greys out of shed, fuel in boat, bungs in, launch
	* Pick up large RIBs from Woolwich Marina
2. Radios: one on each RIB, set to channel 73
3. Marks:
	* Anchored Opti marks – 3x marks on anchors, HHSC side of line between Clarkes Point and blue barge on mooring (take down to pontoon)
	* Training marks – wheel down training (chain only) tackle and marks, leave on pontoon for instructors to use throughout the day
4. Quests and Zests: pulled out of cage and lined up along chain fence – can stay out all week with covers on overnight
5. Plastic Optis:
	* Pull out of shed, line up in the middle of the lawn with boats on trailers closest to the water.
	* Sails rigged up – check mast retainer and bungs
	* Launching process:
		+ Wheel rigged Optis down to the water in rows of 4
		+ One instructor per Opti, one instructor in grey rib
		+ Link the 4 boats together with tow lines and instructor in grey will tow all boats to a mark
6. Table: placed under cover with rolls set out
7. **Whiteboard:**
	* Weather, wind, tide times – look up on internet/SeaBreeze
	* Group leader names
	* Risk issues for the day: e.g. barges, ferries, slippery ramp, muddy rigging area, sunburn, cold etc
8. Benches:
	* Brought outside and placed under cover – sometimes a quick sweep over them with a broom is a good idea
9. Signs:
	* ‘Sailing today’ sign across pathway entrance to club
	* Cones out along front walkway near ramp to direct pedestrian traffic
10. Water tank:
	* Refill and place on table
11. Rubbish bins cleaned out
12. Tidy change rooms
13. Pick up any rubbish

Arrival

1. Ensure all sailors have a hat, sunscreen, water bottle, enclosed shoes and lifejacket
2. Balmain Bus
	1. BB drivers (Tom and Cormac) + one lead instructor take 3x big ribs to Elliot St Wharf
	2. Must be at the wharf by 8.45am
	3. Each boat should take 10 lifejackets, 5x black, 5x red/pink
	4. Leave ESW at 8.55am
	5. Ensure that all BB sailors sign in
3. Normal arrivals
	1. First stop = sign on
	2. Point out changerooms and shelves for bags
	3. Sailors seated on benches
4. Welcome
	1. Lead instructors welcome everyone
	2. All instructors introduce themselves
	3. Explain where the bathrooms are again
	4. Split up into groups and begin day

On-water management

**1. Radio checks**

* 1. When a group launches, each instructor should do a radio check
		1. Instructor will say ‘Hunters Hill Base/Shore 3x, this is \*instructor/RIB name\*, radio check’
		2. **Supervisor should reply:**
			1. If signal is clear: ‘\*Instructor/RIB name\*, this is Hunters Hill Base/Shore, read you 5-by-5/loud and clear, over’
			2. If signal is fuzzy: ‘\*Instructor/RIB name\*, this is Hunters Hill Base/Shore, you are unclear, over’
1. **Monitor radio**
	1. Usual situations where supervisor action necessary
		1. A sailor requires first aid – meet them at dock
			* First aid kit is located on shelf between canteen and side door entrance to club
			* Ambulance call directions are located at the defibrillator
		2. A group is returning to shore
			* Supervisor should alert onshore instructors so they can get boat trailers ready to prepare to swap boats on-water
2. **Whiteboard records**
	1. Record the groups on the water, number of sailors and RIBs attached to each group
	2. Record when groups leave and come back as reference point

Off-water management

1. **Ensure sailors stay with their groups onshore**
2. **Emergency phone numbers are on the rolls**
3. **Ensure water tank is refilled**

Lunch time

1. Instructors should not be all sitting in one clump, but rather with the sailors
2. Sailors should all have water
3. Sun screen top up for all sailors
4. Check fuel levels of all boats

Pack-up

1. Quests and Zests can be left along chain fence with covers on
2. Plastic Optis can be left in cage or on rigging lawn, rigs rolled up in shed
3. Chairs, benches, signs, cones all inside
4. Fuel in fuel cupboard
5. Grey ribs pulled out of water and put into shed
6. Large ribs returned to Woolwich Marina after Balmain Bus
7. Lock Opti container
8. Clear change rooms
9. Ensure lifejackets, smocks and wetsuits are hanging up
10. Empty rubbish into council bin near public bathrooms/carpark
11. Collect any lost property
12. Radios on charger at station near canteen

Dismissal

1. Group debrief
2. Balmain Bus can leave around 4.40pm and will stay at ESW until every child has been picked up
3. Parents will pick sailors up from 4.30pm
4. Sign off all sailors as they leave

End of week pack-up

1. Hose down all boats
2. Quests and Zests back in cage
3. Plastic Optis stacked in container, all rigs away
4. Hose down greys and RIBs