



Shore Monitor (ex OOD) Guidance for Junior Sailing

Prior to First Day:

Familiarise yourself with Operations Manual and the Emergency Response Guide and use of VHF Radio.

The main tasks for the Shore Monitor (can get others to help!) on Junior Sailing are:

1. Day 1

- a. Check signage on changing rooms – No Adults – U16s only in changing rooms. (Adults use Disabled WC/Shower)
- b. Collect JSC equipment from loft and tables from club room.
- c. Check Emergency Response Card on Display
- d. Note First Aiders present and check First Aid Kit in Monitor's Cupboard / First Floor.
- e. Check name and contact details of SGBA Safeguarding Officer displayed correctly.
- f. Log arrivals of children and volunteers (Co-ordinator should provide rota of volunteers and list of children in groups).
- g. Hoist RYA Flag
- h. Collect log books, issue T shirts
- i. Issue children with helmets, and wrist band. Record helmet number and wrist band number for each child.
- j. Ensure any relevant medical information available and inform their instructor if necessary (medical information is confidential and only revealed if necessary).
- k. Check buoyancy aids
- l. Check Volunteers know what their role is.
- m. Check Volunteers sign register acknowledging they have read relevant policies and procedures
- n. Issue Blue Caps for Instructors / Yellow Caps for AI s and key volunteers. Hi Vis jackets for Shore Monitor and Co-ordinator (onshore).
- o. Safety Boat helms should have a hand held VHF Radio, their own or club VHF. Record who has been issued with club radios or someone else's loaned radio
- p. Retain one VHF Radio for use by Shore Monitor at Mill Point
- q. Note departure and return of boats as double check that all return safely. Inform Safety Boats of departing Boats and Return.
- r. Ensure any children returned to shore are cared for appropriately (first aid, contact parents if necessary, etc).
- s. Relay messages from Safety Boats / Instructors, e.g. for shore helpers to catch returning boats.
- t. Record any incidents and / or first aid given.
- u. Check parents / guardians sign children out before letting them go!
- v. Check club vhf radios returned and on-charge
- w. (Safety Boat Helms responsible for checking safety equipment and return each day).
- x. Check volunteer cleaner is present and equipped.
- y. Take down (strike) RYA Flag



z. Ensure club radios are on charge and loaned radios returned to owners for overnight charging

2. Daily

- a. Check signage on changing rooms – No Adults – U16s only in changing rooms. (Adults use Disabled WC/Shower)
- b. Hoist RYA Flag
- c. Log arrivals of children and volunteers
- d. Ensure any relevant medical information available and inform their instructor if necessary (medical information is confidential and only revealed if necessary).
- e. Check Volunteers know what their role is.
- f. Check Volunteers sign register acknowledging they have read relevant policies and procedures
- g. Safety Boat helms should have a hand held VHF Radio, their own or club VHF. Log issue of radios.
- h. Retain one VHF Radio for use by Shore Monitor at Mill Point
- i. Note departure and return of boats as double check that all return safely. Inform Safety Boats of departing Boats and Return.
- j. Ensure any children returned to shore are cared for appropriately (first aid, contact parents if necessary, etc).
- k. Relay messages from Safety Boats / Instructors, e.g. for shore helpers to catch returning boats.
- l. Record any incidents and / or first aid given.
- m. Check parents / guardians sign children out before letting them go!
- n. Check club vhf radios returned and on-charge
- o. (Safety Boat Helms responsible for checking safety equipment and return each day).
- p. Strike RYA Flag
- q. Ensure club radios are on charge and loaned radios returned to owners for overnight charging
- r. Check volunteer cleaner is present and equipped.

3. End of Final Day

- a. Collect Helmets and ensure all returned and cleaned as necessary
- b. Issue feedback forms (email if preferred)
- c. Help organise logbooks and certificates for CI / DI s to hand out.
- d. Note any award winners
- e. Collect blue and yellow caps, hi-vis jackets
- f. Return JSC equipment to loft and tables to club room.
- g. Ensure club radios are on charge and loaned radios returned to owners for overnight charging
- h. Send Volunteer Signature Log, Incident / First Aid Reports to principal@sgba.org.uk