

# OXFORD SAILING CLUB

## Club Co-ordinator Role for Training Events

### Responsibilities

- To act as a Representative for the club, providing the organisers of the event with local information and ensuring that the clubs interests and rules are upheld.
- To organise rescue crews, with drivers of power boats to hold a minimum of RYA level two power boat certificate
- To ensure that the OOD and Training officer liase on Sunday morning with regard to, power boat requirements, lunch times and sailing areas.
- To ensure that all relevant parties are made aware of forth coming training events well in advance.
- Book and liase with catering staff throughout planning of event and the week end itself if numbers justify.
- Ensure that any resources the club need to provide are in place and in working order.
- Liase with club administrator with regard to invoicing for boat fees.
- Liase with course participants and Parents throughout the event.
- Provide storage for valuables.
- To man registration desk on the first day of event and ensure 10 minute rule is understood and windsurfing area is kept as clear as possible, answer any queries about club, start times etc.
- To be aware of any sailors who go in early and insure they are o.k. and if under 18 inform their parent /guardian that they are ashore.
- To answer any queries from club members/affiliates and course participants attempt to resolve any conflicts which occur.
- Unlock the premises on arrival and ensure they are locked on leaving and all lights and heaters turned off.

## Club Rules

1. No animals are allowed on site
2. Vehicles and road trailers must be parked in the designated car park. Unloading near the clubhouse/Reservoir should be limited to 10 minutes when the vehicles and road trailers must be removed to the car park.
3. No one may stay overnight on the site and therefore camping and caravans are not permitted. Vehicles may not be left on site overnight.
4. Paddling and swimming in the reservoir are not allowed.
5. Boats shall keep clear of all Thames Water fixtures and installations, and must remain at least 20 metres from fishermen and fishing boats which may be regarded as obstructions to sea room.

## Suggested Timetable of when to do what

When	What	With Whom
Though out	Liase with organiser to ensure you are up to date with the size of the event and any updates on how it will be run	Training Officer
When event booked/you are appointed club representative	<ul style="list-style-type: none"> <li>- Ensure that you are clear as to what the event organiser expects from you and what resources they expect to be available.</li> <li>-book caterers</li> <li>-Write item appealing for helpers for club newsletter</li> <li>- ensure Club administrator is aware of the dates of the events and approx. what resources required e.g. do you need the cleaner to</li> </ul>	<ul style="list-style-type: none"> <li>Training Officer</li> <li>Club Caterer</li> <li>Newsletter Editor</li> <li>Club Administrator</li> </ul>



	<p>Training officer wants you to do during the event.</p> <ul style="list-style-type: none"> <li>-Clarify how will liase with who about what, including club members/affiliates</li> <li>-Check availability of rescue crews.</li> <li>-Ensure petrol store topped up before week-end</li> <li>-Inform Caterers of expected numbers, times you would like them there etc.</li> <li>-If necessary find additional/replacement rescue crew.</li> </ul>	<p>Training Officer</p> <p>Club Instructor</p> <p>Club Caterer</p>
<p>During Event</p>	<ul style="list-style-type: none"> <li>-Man registration and answer any questions/ensure 10 minute rule is adhered to</li> <li>-To answer questions resolve queries regarding clubhouse use and catering <ul style="list-style-type: none"> <li>- Ensure all relevant parties liase at 10 am.</li> <li>-</li> </ul> </li> </ul>	<p>Rescue Co-ordinator ,OOD</p>