

MONTHLY COORDINATOR (MC) GUIDELINES

Start of Month	Obtain code for Lobster Quay key safe. (If not received the week before your duty contact dinghy committee or admin office).	
One week before	Check dutyman to ensure all duties have been acknowledged.	Contact race team individually and troubleshoot if required.
Race Day	<p>Review weather and tide for race time.</p> <ul style="list-style-type: none"> - At least 1 hour before race start, give tablet and key to starter recorder for race box. Unlock RIB shed, fuel locker and RIBs. - Provide guidance/support RO, re conditions, course, number of boats and RIB location on course. - Remind RO to complete boat count check afloat and with starter recorder. - RIB cover guidelines – minimum 1 RIB to 15 dinghies to be assessed every race, on the day, dependent on conditions and experience. 	<ul style="list-style-type: none"> - Remind RIB crews to take RO and Safety Information pack, and handheld VHF. - Remind RO to set more laps than required and be prepared to shorten. - Remind about all 3 ways to shorten courses. - Remind RO to shorten early if wind likely to drop. Remind all crews to take shorten course and class flags. - If shortening (code S) afloat ensure means of recording results and times. - Remind RIB crews to complete check lists and report any problems defects@warsashsc.org.uk
After Race	Ensure all boats are put away correctly and that keys are hanging in RIB shed. Lock RIBs, fuel locker, shed, race box, VHF radios. Lock keys back into key safe.	

Notes: If you are unable to be present on race day arrange for another MC to cover (MC WhatsApp group). Please share any issues or information that be useful to other MCs via the MC WhatsApp or if appropriate email the dinghy committee dinghycommittee@warsashsc.org.uk