

Briefing Checklist

We suggest that the briefing be planned to start at 10.15 am and that the briefing is ended in a time that will allow at least eight minutes per hoisted sailor **between the end of briefing and the start of the first race**. The entry administration team can supply you with the number of sailors needing hoisting. Because of this variable you will need to keep a close eye on the number of people needing hoisting as you may have to bring briefing forward to achieve this time factor.

Keep the briefing concise:

- Use sailing instructions provided
- Have a plan of the course and describe the course and number of laps
- Point to buoys on the water if possible.
- If the start line is a gate on each lap of the course make this plain.
- Describe the start sequence.
- If you intend showing the various flags at the briefing **have someone else ready to hold them up** in the sequence you need them.
- Tell and describe if a lead boat is to be used.
- Point out any known hazards (e.g. shallows, weed).
- Introduce the hoisting manager.
- Tell the people needing hoisting and their assistants to get quickly to the hoisting area and report to the hoisting manager for instructions.
- Tell the time of the first start. Remember allow at least eight minutes for each sailor that needs hoisting between the end of your briefing and the start of the first race.