

Briefing Checklist

It is published that the Briefing will 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. **The published time for the start of the first race is 11.00. It is important to the successful running of the day's events that you do all you can to keep to these times.**

Keep the briefing concise:

- Please Note: If the event is to be held before June include in the Briefing a reminder that water temperature will be low and it is each sailor responsibility to take all necessary personal safety precautions that take this into account.**
- 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.
- The Sailing Instructions 7.1 includes the following: *“Flag ‘P’ or Flag ‘I’ may be used as the flag for the Preparatory Signal”*, make it plain at the briefing which you intend using and the rules the chosen flag applies to the starts.
- 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 that the most usual reason for the starts to be delayed is the hoisting process so please everyone who needs 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.
- **Remember it is published that the first race will start at 11.00 so if you are not able to meet that target the race start boat needs to be in position and flying the Temporarily Postponed signal which is the Answering Pennant (AP) with two sound signals when raised. (see ACA(UK) Sailing Instructions – Jan 2012 No 5)**