

# Management of Jetty/Pontoon and Hoisting Checklist

1. Have **one person** to oversee and direct the placing of boats on the pontoon/jetty.
2. Work to a pre arranged plan.
3. There will need to be a personnel hoist available and an **experienced team to operate it and oversee transfers.**
4. **Appoint a person to oversee/manage the hoisting** of sailors into and out of their boats and introduce this person to the sailors at the briefing.
5. **Reserve the hoist area for boats that need the hoist only.** Think about the possibility of marking with stickers or flags those boats that need hoists.
6. As boats approach the water ask if the hoist will be needed. If so, direct to the hoist area. If not, do not allow them to tie up in the hoist area.
7. In the hoist area line the boats up in an **orderly queue** ready to be brought to the hoist.
8. Have an area available to move the boat to after the sailor has been hoisted in, where the sailor's assistant can prepare them for sailing. **Do not allow this to happen under the hoist** as this will cause serious delays for other hoistings.
9. The person managing hoisting needs to be **in contact with the race officer** to let them know when all sailors who need hoisting are afloat.
10. Have the hoist operator available throughout the time that sailors with the need for a hoist are on the water so that in the event of a sailor needing to come ashore early the hoist operator is available.
11. Have one of the safety boats available to you to move boats around each other if they get in the wrong area.
12. Have the use of power boats to tow the sailors using the hoist to the start line if needed.
13. When sailors come ashore organise the tying up of boats so that they are ready for the hoisting for the next race.
14. Remember that although it is the responsibility of the sailor to get to the start line on time, if the sailor needs the hoist **it is your responsibility to get them into their boats (i.e. through the hoist) in time for them to make the start line on time.** Therefore this part of the day's operation is crucial to both the club and the sailor having a successful event.