



Sailability Manly

Pontoon Manager's role (PM)

After arriving between 8.30 and 9.00am, the Pontoon Manager reports to the Sailing Day Coordinator (SDC) and signs in at the Registration Desk.

The PM will put on the appropriate jacket so that volunteers, sailors and carers know who to take instructions from. With the help of the SDC they will identify an understudy who is learning the role to ensure the pontoon is always attended, and that there's plenty of help for this physically demanding role.

The Pontoon Manager is based on the floating pontoon and is responsible for:

- Installing and operating the two hoists safely
This the first job of the day.
- Fitting rudder boxes, and installing rudders and keels
Appropriate Keel Caddies to be wheeled down to the pontoon, and removed to the top of the ramp when empty.
- Launching and taking boats out of the water
Rigged boats will be brought down from the top deck rigging area ready for rudder boxes, rudders and keels to be inserted.
- Allocating skippers to boats and checking they are comfortable.
This includes asking if they need a break, or suggesting they take one.
- Assisting sailors into and out of boats in whatever way is appropriate for them, with the help of carers and volunteers.
The PM should be familiar and experienced in the fitting of the slings, and hoisting procedures. Ensure this is done in a dignified way, with the comfort and safety of the sailor paramount at all times.
- Wheelchairs and walking frames to be removed immediately, and parked opposite the top of the ramp with their brakes on.
- Allocating sailors to skippers and boats using common sense and sensitivity, e.g best not to have two people who both need hoisting, for safety purposes.
- Ensuring both skipper and sailor do not get on the boat without a correctly fitting lifejacket, and that it's done up.
If not, feel free to send them back, and miss their turn.

There is usually a chair on the pontoon so that some sailors can sit on a sling and be hoisted aboard. This is not for spectators. **ONLY THOSE WHO NEED TO BE THERE** should be on the pontoon and ramp.

- Gathering feedback from skippers about weather conditions and deciding when and which boats to reef. Keep SDC informed.

If reefing is needed, skippers who don't know how to reef, shouldn't be sailing. Familiarise yourself with the procedure beforehand if possible.

- Allocating berthing space to the safety boat, helping it moor and take on passengers if appropriate.

It should never be moored for more than a few minutes if boats are sailing. Strongly encourage it's speedy departure. While it's on the pontoon, YOUR boats are out on the water unattended.

- Assisting skippers to make a smooth departure from the pontoon and a controlled return. Tying them securely so sailors can safely disembark.

If boats depart from the inside of the pontoon, it's advisable to take the painter and pull them around the end of the pontoon into more open water and steady breeze. Throw the rope back inside the cockpit under the jib-sheet.

- Indicating to approaching skippers where to berth, and warning if the tide is low on the inside of the pontoon.

In this situation where only one hoist can be used and it's busy, send returning boats out for a circuit of the moorings until a space is free.

- If at any stage the PM needs a break, or would like to go for a sail, ask the SDC to take over or appoint a replacement. This is a very demanding role, performed exposed to the harsh elements.

Be sure to apply sunscreen, from the Registrars desk, and take water to the pontoon. Wear a hat, gloves, knee pads, whatever. Sit during lulls, ask for more help, or take a break if needed.

Don't be a hero! All boats are insured, and won't capsize. If boats run aground, suggest the skipper lifts the keel in the way they've been instructed. If they can't, throw them a line, have them wrap it around the keel handle (top) and hang onto the end. With keel pin in, have people help pull the boat over sideways, and drag it into deeper water. If this doesn't work, have the safety boat called.

- The SDC will let you know when to start taking boats out of the water.

Returning skippers should be encouraged to help with this process. Ask them to stay in the boat and furl/reef both sails. They will then slip the hoist rope through the top of the keel to carefully hoist it out into the keel caddy while the skipper keeps the boom out of the way and sails are not damaged.

If the skipper can't reach to remove the rudder, do it when the stern is hanging over the edge of the steps, don't slip in!

- The PM supervises the quick and careful removal of all the fleet. Once out of the water, rudder boxes are removed and put on the seat. With furled sails, handling should be easier even in gusty winds.

The trolley will be constantly returning to the pontoon to pick up boats and deliver them to the de-rigging and wash down area under the supervision of the Boat Operations Manager.

- When all boats are out of the water and off the pontoon, remove the hoists and Keel Caddies, which should have 3 keels and rudders in each.

These can be wheeled to the top deck area where the BOM will supervise their stowing when all boats are in the racks.

Grab a sausage and a cup of tea, you deserve it. If you have any useful feedback, observations or suggestions, please write it in the booking book (brown cover on Registration Desk)

Your contribution has been key to the smooth and safe running of the Sailing Day, and it's very much appreciated. Thank you.