

End of Session, Organised Tidy Up Roster

This is a great way to Organise your Session Pack Up time.

Allow about 30-40 Mins to complete this, so everyone can get back to school in time. After first session you will know how long your class takes.

1. It's all about being prepared in advance.
2. Print out and laminate the 4 different duties (see next page).
3. Have all the Duties on one board for the initial briefing.
4. Divide the class into 4 groups, maybe their house colours? Colour in wrist band appropriately with felt tip on the sheets.
5. These 4 Duties need to be explained to EVERYONE whilst still sitting on the steps, before going afloat.

Spending 5 mins now saves so much time later.

Delegate 1 or 2 Instructors/parent help per team to oversee their tasks, and give them their appropriate task sheet.

These laminated sheets can be returned at end the of session, ready for next time.

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Everyone helps to bring all equipment up from the beach, no one can go to change until all the equipment is put away so work quickly!



Patrol Boats – Run up to the grass to fetch the trailers and bring them down to beach. Help with hauling the PB's back to the garages. Hose down the inside and outside of the boat and the trailer. Flush the engine with help from an instructor. Detach the fuel and take back to the fuel store and get an instructor to lock them away. Wheel the Patrol Boats carefully into the garage and let the adults store them correctly.



Rigging - This team takes the sails/mast/boom off the Optis when outside the lockers, washes them off if they have had salt water on them, and gives them to a waiting parent to hang up. Sprits must be returned to their tube in the locker. Also remove centreboards from boats, hose down and put in the locker. Rudders must be hosed down and returned to a cleaned hull before another boat is stacked on top. Mainsheets must be removed, tied up and stored in the correct bag.



Hulls - Have carpets and hoses ready to go. Remove all sand, roll over and hose underneath, turn up again and with parent help, stack on turntables, and put away. The bottom two boats need bow and stern blocks to support the boat on top but not the third.



Wetsuits and vests - Have the 2 boxes ready, clear of the Opti washing, with water in both and detergent in one. Ask everyone to take off their vests, whilst they are doing their jobs, dunk in the plain water box and hand to an adult to hang up correctly, according to size. Then same with the wetsuits, (Children will just have to finish their chores in their togs). Dunk the wetsuits in the box with water and detergent. Hang on the pegs (not inside out, one arm only through the post). When done they can put away the Opti trollies.

Lead instructor – Fill in the log book, check and lock all lockers, and the petrol store. Arm the Waterwise area, and the whole downstairs, if no club members there.

If you didn't use Optis today, just kayaks, then the **Hulls** group can hose the kayaks and paddles, whilst the **Rigging** group can put them away.

If you had a good time today, remember to say thanks to your teachers and parent helpers. If you learned something today, please go home and tell your family – the more people who know about water-safety the better!