



Skippers Briefing – Pre-Race Crew Meeting (Template)

PLEASE USE THIS TEMPLATE TO SET UP YOUR CREW BRIEFING STARTING WITH A DETAILED EXPLANATION DESCRIPTION OF THE BOAT TO ALL CREW

Man-Over Board

- Describe the procedure at the dock including locating the position on your Chart Plotter
- Describe the recovery procedure
- Demonstrate both pre-race

DSC – VHF calls

- Describe the procedure for the use of the VHF in an emergency (have you a handy crib sheet at your nav station with Call Sign and MMSI No? – use our template here)
- Ensure crew understand the need to listen on Channel 16 for the whole race (dual watch with the racing Channel)

EPIRB

- Describe the use of the EPIRB (if you have one – mandatory for Category 2 races eg Fastnet /Round Ireland)

Life Jackets

- Ensure that all crew have an Ocean-Going Life Jacket with hood, light and whistle
- Ensure they are always worn but mandatory in the following instances:
 - Between sunset and sunrise
 - Main sail reefed or being reefed
 - Visibility less than 1 mile
 - Wind greater than 18 knots
 - Alone on deck
 - On the instructions of the skipper or watch leader

AIS and Personal Beacons

- Describe and demonstrate on the Chart Plotter
- Ensure that the AIS is watched appropriately for the conditions
- Explain link to Personal Beacons

Abandoning Ship

- Describe the procedure and the use of the liferaft

**Rigging**

- Fully explain all rigging components
- Describe and demonstrate how the main boom preventer is rigged and safely released in tack/gybes

Dismasting

- Describe the tidy up procedure – bolt croppers etc

Storm Sails

- Describe and demonstrate the use of storm sails

Emergency Rudder Steering

- Describe and demonstrate the use of emergency rudder

Fire Precaution and Fighting

- Describe and demonstrate

Flares

- Describe and demonstrate

Communications

- Explain clearly the chain of command on board

Trash

- Ensure the crew understand the need to retain trash and to follow the doctrine of “leave no trace”

THIS IS A TEMPLATE AS A GUIDE FOR SKIPPERS ON THE MATTERS TO BE COVERED AT THE CREW BRIEFING – PLEASE ADD YOUR OWN NOTES TO THIS LIST -