

## Cruising section: cruise coordinator guidance

Coordinators are appointed prior to any cruising in company event and are the publicised point of contact for that cruise. They should:

- Arrange pre-cruise meeting either on the evening before or on the morning of the planned departure.
- At that meeting, ensure that a copy of the cruise information sheet (below) is completed by all participants, including contact details, crew on board, insurance and first aid capabilities. This should be photocopied in the club office and distributed to all skippers. A copy of this should be left on the cruising section notice board.
- At the pre-cruise meeting, ensure a thorough review of weather for the period of the cruise (printed forecasts are available from the marina office), agree destination(s) and select route(s).
- Communicate destination arrangements to all participants e.g. if berths on pontoons have been reserved or mooring buoys are available.
- If applicable, contact the destination marina or hotel to confirm arrival and cruise requirements.
- As a matter of basic good practice, contact the coastguard before departure with the number of vessels in the cruise and the planned passage. The coastguard should also be alerted to the safe arrival of the group. This notification of cruising "traffic reports" (TR's) enables the operations room to include this activity in their area activity overview and assists the watch in their risk assessment of marine operations.  
It may also be useful for the duty watch to be aware of the cruise vessels location and passage plan in the event that they may be called upon to assist in any incident.
- Confirm the VHF channel for cruise communication (usually channel 72)
- Check that all participating vessels are mustered outside the marina for departure at the agreed time.
- Check that all participating vessels arrive safely at the destination.
- Set time for return/2<sup>nd</sup> day departure.
- Check all boats arrive back at Largs safely

Vessel	Skipper	Call sign	Mobile number	Crew number	Insurance certificate	First aid kit