

SAILABILITY MANLY OPERATIONAL PROCEDURES

These Operational Procedures have been formulated to ensure that Sailability Manly operations are handled in a safe and efficient manner and will be amended as required.

All Volunteers should make themselves aware of these procedures.

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SAFETY BOAT

1. Skipper

- 1.1 Must have a power boat license and be proficient in boat handling, have sailing experience and knowledge of the relevant Maritime Regulations, understand some nautical terms and be proficient in basic notes. Must wear a PDF at all times in the Support/Safety Boat.
- 1.2 The skipper is responsible for the safe handling of the Sailability Manly Support Boat and must respond to any on-course instructions issued by the Coordinator of the day.
- 1.3 Ensures that all crew and passengers are wearing life jackets.
- 1.4 Maximum number of persons on board is 5.
- 1.5 The skipper must be familiar with all local hazards and have a chart of the sailing area.
- 1.6 The skipper must ensure that all Sailability craft remain in the designated sailing area.
- 1.7 The skipper and the observer must maintain a good lookout at all times.
- 1.8 The safety boat is to remain on station at approximately the centre of the sailing area, except when carrying out instructions from the shore or attending to a safety issue relating to the sailing boats.
- 1.9 Must maintain regular contact with the shore base relating to weather and other matters affecting the sailing area.
- 1.10 It is important that when an exchange of crew and or passengers is called for that the new passengers should have their lifejackets on and be ready to make a quick and efficient exchange to keep the time off station to a minimum.
- 1.11 If for any reason a sailor requires assistance or is in any sort of trouble, he/she is to attract the attention of the Safety boat by waving their boat's paddle. They may also request assistance from boats nearby.
- 1.12 All boats must keep a minimum distance of 500m from the bows of any ship, 200m from the bows of any ferry, and 30m from the side/stern of any ship or ferry.

2. Observers

- 2.1 Observers are responsible to the skipper. There must be at least one competent and able bodied observer on the boat at all times who has some seamanship and sailing skills.

3. Starting Procedures

- 3.1 Collect keys and anemometer from the boat shed locker
- 3.2 When using the dinghy bring the oars on board and make sure the dinghy is made fast securely (bowline) to the mooring rope before casting off.
- 3.3 Check there is sufficient fuel on board for the activities planned. The tank holds about 60 litres and the dip stick is graduated every 10 litres.
- 3.4 Check the filter next to the battery and if any water is in the site glass drain it off and decant into the red container.
- 3.5 Make sure the motor is not started until the locking mechanism is disengaged and the engine is lowered into the water.
- 3.6 Attach "Engine Stop Clip" to the lock plate, insert key and start engine.
- 3.7 Check that cooling water is circulating and run engine for several minutes before leaving the mooring.
- 3.8 Let go mooring and give motor a good run prior to proceeding to picking up the observer and any passengers.
- 3.9 Bilge pumps are hot-wired and should pump out automatically. If there is water in the bilge then use manual switches and check that filters are clear.
- 3.10 Switch on radio and test call Sailability base channel 94.

4. Returning to the Mooring

- 4.1 On advice from the Sailing Coordinator that all boats have returned alongside and that sailing is finished for the day, return to the jetty and top up fuel from plastic jerry cans located in the large metal bin on the jetty. The bin's keys are located in the upper office.

- 4.2 Proceed to the mooring and approach head to wind/tide, bring the mooring buoy and rope on board over the bow roller putting the eye completely over the bow crucifix and replace bow safety pin.
- 4.3 Ensure motor is up and weight taken on Tilt Arm Support and tilted to port.
- 4.4 Log off with Sailability Manly base.
- 4.5 Switch off radio and ensure all switches are in the down (off) position. Stow away all gear and lock consol seat. Remove all rubbish and clean the boat.
- 4.6 Report any damage or maintenance requirements to the Coordinator, and return keys and anemometer to the locker in the Boat Shed.
- 4.7 The white hatch cover on the port quarter is a “No Step Area” and contains a small scrubbing brush and cleaning sponges.
- 4.8 It is very important to check the fuel filter located next to the battery and if any water is present drain this out and decant it into the red container.

5. Anchoring

- 5.1 Have an idea of how deep the water is and where you wish to end up.
- 5.2 Bring the boat head to wind/tide and stop upwind of your intended anchoring position, making allowance for wind or tide affect.
- 5.3 Once stopped and making a little sternway, drop your anchor and when it is on the bottom pay out cable and hold briefly to ensure the flukes dig in, then pay out more cable allowing approximately 4/5 times the depth of water depending on weather conditions.
- 5.4 Once the boat is brought up, check you are not dragging using shore transits. If dragging pay out more cable or re-anchor.

6. Towing

- 6.1 Come alongside the boat to be towed, in most cases this will be head to wind/tide, put engine in neutral.
- 6.2 **Option 1.**
Preferred method of towing: Pass 3 turns of the tow rope around the main mast and instruct the sailor to hold onto the end. Pay out approximately 5/6 meters as you go ahead slowly and make the tow rope fast to a quarter cleat. Observer to maintain vigilant observation of sailboat at all times.

Proceed to drop off point slowly and ensure the sailboat crew is aware of your intentions. Put engine in neutral before the sailboat crew lets go the tow line and while tow rope is being recovered.

6.3 Option 2.

In very calm weather and for very short distances only, use the sailboat's painter and make tow rope fast to a quarter cleat.

6.4 Option 3.

If the sailboat skipper and/or crew are in difficulties it may be necessary to tow the boat from alongside.

6.5 Larger craft.

When towing larger craft use the blue bridle tow rope as per instructions.

7. Persons in the water.

7.1 Come close to the person/persons in the water head to wind/tide and put the engine in neutral. If necessary use the boat hook to bring the person/s alongside.

7.2 If able bodied assist to board over the stern, or use the ladder, essential that engine is in neutral at all times.

7.3 If the person in the water is disabled and is of medium or heavy build it may be extremely difficult or almost impossible to bring them aboard safely. However together with the able bodied sailor endeavor to use the safety harness to assist in bringing the disabled person on board. Additionally attract the attention of passing craft and or other sailability boats for extra assistance. Alternatively make a running loop around the person's body and slowly tow them to shore on their back.

7.4 Return to shore quickly and as safely as possible.

7.5 If applicable leave sail craft to be picked up later, be aware that if the keel retaining pin is not fitted the keel may have been dislodged, also the rudder depending on the degree of capsized.

ON SHORE PROCEDURES

8. Sailing Day Coordinator

- 8.1 Is readily recognized by wearing an Orange Safety Jacket.
- 8.2 Is responsible for the efficient and safe operation of the day's sailing activities, ensuring that the appropriate number of skilled and trained volunteers are allocated to their respective duties, i.e. Registration, Pontoon Manager, Life Jacket Controller, Radio Officer, First Aid Officer, Boat Skipper and Observer.
- 8.3 Life jackets and all bins are to be kept on the deck thus avoiding congestion on the pontoon.
- 8.4 The Life Jacket Controller is responsible for ensuring all sailors are allocated the correctly fitting life jacket, and that they are returned to the correct bin.
- 8.5 The Sailing Day Coordinator meets and greets clients, volunteers and carers and establishes any special needs or requests. Ensures that they all sign in and pay any monies due.
- 8.6 Notifies the Pontoon Manager of the day's bookings.
- 8.7 Is to be aware of weather forecasts and any likely changes that could affect sailing.
- 8.8 Instructs the Radio Operator on communications with safety boats.
- 8.9 Boat defects to be reported to the Maintenance Officer.
- 8.10 Ensures that all boats are washed with fresh water before stowing away.
- 8.11 Ensures that all boats and equipment are stowed away in their correct places.

9. Pontoon Manager

- 9.1 Is readily recognized by wearing a Yellow Safety Jacket.
- 9.2 Makes decisions on the number of boats that are needed according to advice from the Sailing Coordinator.
- 9.3 Is responsible for the collection and rigging of the appropriate number of boats for the expected sailors.
- 9.4 Responsible for the collection and placing of hoists, in addition to harnesses, cushions and sundry equipment.
- 9.5 Ensures that safe embarking and disembarking practices are carried out at all times.
- 9.6 Ensures that boats are correctly rigged and do not exceed their maximum capacities of 160kg for 303's and 120 kg for the 203's
- 9.7 Ensures water is deep enough on inside of pontoon.
- 9.8 In conjunction with advice from the Safety Boat crew and the Sailing Coordinator, decides if boats are to be reefed or sailing is to be abandoned on account of weather conditions or at the end of the session.
- 9.9 Where applicable disabled sailors are to be embarked on their preferred side.

10. Boat Shed and Pontoon Activities

- 10.1 At least 3 persons are to be used when removing and replacing boats into their racks.
- 10.2 Boats are to be brought down to the pontoon stern first, making a half turn of the painter around the trolley handle.
- 10.3 Masts and ancillary gear to be handled carefully and colour coded sails are matched to coloured hulls.
- 10.4 Care should be taken handling the trolleys containing the heavy keels, ensuring the safety ropes are used to avoid keels and rudders from falling out.
- 10.5 Boats to be turned into the wind.
- 10.6 Make sure joystick, bailer and paddle are in the boat.
- 10.7 Boats to be launched stern first at the end of the pontoon then moved alongside head to wind and made fast.
- 10.8 Using the hoist and rope grommets carefully fit the keel, then attach the rudder ensuring the returning clips are fitted and check that the boat is properly rigged and no lines fouled. It is recommended that the joystick be fitted once the sailor and passenger are on board.
- 10.9 Rudders, keels, booms and sails for 203 and 303 are not interchangeable.
- 10.10 Servo assisted boats to be rigged, set up, and dismantled by competent persons familiar with this operation.
- 10.11 Details for rigging 303 – see pages 16 & 17

11. Boats- Returning

- 11.1 Boats should berth alongside the pontoon head to wind. Passenger first then sailor to disembark.
- 11.2 First remove the keel using the hoist. Essential to remove the rudder before bringing the boat onto the pontoon bow first, then turn head to wind.
- 11.3 Unshackle the outhaul, release the boom rowlock from the gooseneck and unshackle the sheet from the traveler.
- 11.4 Remove the boom, overhaul the main sheet and pass the shackle over the rowlock then tighten and clove hitch the loose ends onto the boom, tie off loose ends of the traveller onto the boom.
- 11.5 Carefully roll sails around the mast and tie up ensuring they are not creased and remove from the boat.
- 11.6 If sails are wet leave out to dry before stowing away.
- 11.7 Ensure that masts and booms are handled carefully and not dropped on the deck.
- 11.8 Place rudders, keels and other equipment in their appropriate trolleys.
- 11.9 With at least 3 persons load the boats onto the boat trolley bow first, make a half turn of the painter around the handle and proceed to the wash station.
- 11.10 All boats to be washed inside and out before being stowed away, it is essential that batteries are removed from servo boats prior to washing. Batteries should be checked and put on recharge if necessary.
- 11.11 Occasionally it may be necessary to check if a boat is taking water. Unscrew inspection hatch of buoyancy chamber at the stern, and if a large quantity of water is found, drain out and report it to the Sailing Day Coordinator.

12. Hoists and Safety Straps

Preamble.

The hoist with the white base fits the white fitting on the pontoon, and the black fits the black fitting only.

Attachments. Winch with rope hoists, stainless steel snap shackles, retractable fall arrestor and spreader bar.

Safety harnesses have 4 straps, 2 short straps for fitting under the client's arms and 2 longer straps to go around their legs.

The operation of the hoist is an important and critical function and the person in charge must ensure it is carried out meticulously.

- 12.1 Ideally three (3) people should be involved which could include a carer who is familiar with this function.
- 12.2 Ensure that the correct size life jacket is securely fitted.
- 12.3 Position the wheel chair under the spreader bar and put on the brake. A chair is to be provided for persons not using a wheel chair but who require to be lifted by the hoist.
- 12.4 Place the sling around the person's back, pull it down and slide the front section with its two longer straps under the person's buttocks then pull these two straps up between the person's legs.
- 12.5 Bring the other top two short straps under each armpit and attach to the spreader bar, one on each hook.
- 12.6 Pull the two longer straps past the buttocks, up between the legs and cross the straps over placing the right leg strap onto the left hook of the spreader bar and the left leg strap on the right hook.
- 12.7 Take the weight on the winch and check that the harness is well fitted and comfortable, if okay then hoist the person clear of the chair, swing out and lower into the boat. Leave the harness on the person whilst in the boat.
- 12.8 It is important to ensure that arms, legs, and head are kept clear of sails and fingers kept inside the boat to avoid jamming them between the gunwhale and pontoon. In some instances it will be necessary to control the placing of arms and legs into the boat by the sailor.
Avoid putting any weight on the boom or it will pull away from the mast.

- 12.9 As soon as the passenger is safely and comfortably seated in the boat rewind the spreader bar and hook it to the top of the hoist.
- 12.10 On return the passenger should be on the pontoon side and again three persons should be involved in the disembarking procedure. Advise the carer of any problems encountered.
- 12.11 Harnesses, life jackets, safety straps and cushions to be returned to their respective bins.
- 12.12 As previously mentioned, hoists are also used to insert and remove keels.

12.13 **Safety Straps.**

Black safety straps are available for clients who do not have full control of their upper body.

Strap is to be clipped onto the eye bolt just behind the seat. Pass the strap under the client's arm and down across the torso to the outboard side of the bottom seat support. Pull tight and Velcro's the end back onto its own part. Check that the client is comfortable and that breathing chest movements are not hindered.

13. Volunteer Sailors

- 13.1 Must wear the appropriate size life jacket and have sufficient experience and local knowledge to safely handle the prevailing weather conditions.
- 13.2 Must be aware of all local hazards and only sail in areas designated in the attached chart, obey the printed sailing instructions and also any instructions from the safety boat.
- 13.3 Must check the boat is correctly rigged.
- 13.4 Embark first and be seated on the outboard side of the craft and assist the safe placing of the passenger in the boat.
- 13.5 Where possible the Sailor to sit on the side that ensures the intended passenger is clear of fittings that may cause chaff or discomfort.
- 13.6 The Sailor is to be advised of any special needs and /or sailing skills of the passenger and is to introduce him/herself.
- 13.7 Keep a good lookout, keep well clear of ferries and other large boats including large sailing craft that may be racing.
- 13.8 Head directly into heavy wakes created by large craft.
- 13.9 On return, if the pontoon is congested then stand off or go around until it is clear, then come alongside and berth head to wind, use the paddle at any time.
- 13.10 Should there be any problems with the passenger, or there is a significant change in weather conditions, or there are problems in handling the boat, then the sailor must return to the pontoon immediately, and /or attract the attention of the safety boat by waving the boat's paddle.
- 13.11 Should a Sailor go outside of the designated sailing area and/or refuses to obey instructions, the Safety Boat will tow the recalcitrant Sailor back to the pontoon.
- 13.12 On dis-embarking return equipment used to their respective bins.
- 13.13 Report any damage or maintenance requirements to the Sailing Day Coordinator and record details in Maintenance Book.
- 13.14 It is desirable that volunteer sailors including some disabled sailors be able to tie the following knots and hitches:
Figure of Eight Knot, Reef Knot, Sheet Bend, Bowline and Clove Hitch.

SAILABILITY MANLY - SAILING INSTRUCTIONS.

1. ALWAYS KEEP A GOOD LOOKOUT
2. SAIL IN THE DESIGNATED SAILING AREA ONLY
3. KEEP AT LEAST 200 METERS OFF THE FERRY WHARF
4. DO NOT CROSS AHEAD OF AN APPROACHING OR DEPARTING FERRY.
5. KEEP A MINIMUM DISTANCE OF 500 METERS FROM THE BOW OF ANY SHIP AND 200 METERS FROM THE BOW OF ANY FERRY AND 30 METERS FROM THE SIDES / STERN OF ANY SHIP OR FERRY.
6. WHEN ON A COLLISION COURSE WITH A FERRY - OR OTHER VESSELS - ALWAYS LET YOUR INTENTIONS BE CLEARLY KNOWN AND IN GOOD TIME.
7. A RED FLAG FLOWN FROM THE SAFETY BOAT MEANS :
 "PROCEED DIRECTLY BACK TO THE PONTOON.

Chart inserted here

14. END OF DAY - CHECKLIST

1. Safety Boat securely moored, keys and anemometer placed on hooks in the locker.
2. All boats and equipment correctly stowed away in the Boat Shed.
3. Both hoists removed and stored in Boat Shed.
4. Tents, tables, and other items dismantled and stored in Boat Shed and toilet.
5. Servo batteries replaced in cupboards, or put on charge if needed.
6. BBQ equipment cleaned and stored in equipment room.
7. Hose put away.
8. Life jacket bins locked and put into the Boat Shed.
9. All car-parking permits collected.
10. All Paper work and miscellaneous items locked away.
11. Membership monies to Membership Secretary, other monies to be recorded and given to Eli for banking.
12. Check that all lockers are locked including exterior gate and furniture.

Upstairs doors closed and locked.

IMPORTANT PHONE NUMBERS

Ambulance.....000

NSW Water Police1800 658 784

Manly Police 9977 9499

Coastal Patrol 9969 3270

15. Sail Boat Trailer.

- 18.1 Storage. The trailer is stored adjacent to a 20 ft container at the rear of the premises of Sunnyfield Enterprises, 185 Allambie Road, Allambie Heights. It is recommended that a phone call is made to the Sunnyfield Operations Manager, Mr. Neil Millgate (8977 8870) prior to pick up.
- 18.2 When loading the boats it is recommended that at least 4 persons are involved. If possible keep trailer attached to a vehicle or have a person stand on the tow bar.
- 18.3 Load keels and rudders first, and then load sailing boats, masts and sails. Lash down with straps similar to attached photo.
- 18.4 Check lights and safety tow bar connections prior to departure. It is important to also check lashings during trip as they tend to become loose.
- 18.5 Trailer tows well. Total weight of trailer loaded with 3 boats and all equipment is approximately 700 kilograms.

Photo inserted here

16. **Rigging a 303 Access Dinghy.**

Stepping the Main Mast

Put boat head to wind.

Position the coloured reefing line knot as far as it will go on the port side.

Loosen the reefing clamp under the bow on the reefing drum.

Carefully step the mast making sure the foot is firmly in the step.

With the sail pulled all the way out tighten the reefing clamp onto the mast.

Fitting the Boom

Untie and sort out all the ropes.

Push the rowlock (Gooseneck) at the front of the boom, onto the mast.

Shackle the end of the sail (Clew) onto the end of the boom.

Shackle the running block of the main sheet onto the rope traveller at the stern.

Loosely adjust the outhaul and cleat off. (Later adjustment by the skipper)

Pass the other end of the sheet through the cam cleat on the keel box.

Tie off with a figure of 8 knot.

Stepping the Jib (Head Sail)

Unclip the jib's white reefing line block under the seat.

Pull the reefing line so the knot is as far as it will go on the port side.

Make a loop with the reefing line around the hole for the mast.

Place half the base of the headsail into the hole and reeve the loop over the reefing drum.

Pull tight and lower rest of mast all the way into the hole. (Watch your fingers)

Re-clip the reefing line block onto its fitting under the seat.

Unwind sail and pass the sheets through the port and starboard cam cleats, leaving cleats in centre of slide.

Tie off with figure of 8 knots.

Reefing.

Pull on the port reefing line to reduce sail area making sure the outhaul on the main is free.

Pull on the starboard reefing line to increase sail area and adjust the outhaul.

Pull on one side only – it is essential that tension is maintained on the main sail reefing line at all times.

If tension is released the line may come off the reefing drum.

Rigging a 203 Access Dinghy is very similar to the 303 except that it does not have a jib.

303 DINGHY DIAGRAM & RIGGING DETAILS

Labelled Drawing inserted here