

## SAILING PROCEDURES 1 2 3

### ASC SAILING PROCEDURES – 1 SETUP AND LAUNCH

#### General prep before participants arrive:

- Unlock sailing shed, life jacket shed, paddle shed, and kayak rack with kayaks 48 or 49 (old Loon)
- Pick up/rake debris on sand and in the water near launch area. Pick up all rocks/stones out to depth of 6 inches.
- Use back side of rake to smooth and level path for sailboat dolly wheels
- Set up the board, elevated radio antenna, and marine radio
- Place Life Jacket required signs in appropriate location/line
- Use kayak 48 or 49 to set anchor/buoy per Columbus permit instructions. Check knots/line! (do not lose anchor)

#### Boat prep before participants arrive:

- Unlock and move sailboat(s) to be used to open area for rigging (use hand dolly from shed for 14.2).
- Uncover sailboat and clean with damp sponges or damp towels. Fold and stow cover so it will be out of the way.
- Inspect the boat(s) for loose screws, bolts, nuts, hardware, and fittings or frayed lines and shrouds.
- Check and/or install drain plugs appropriate to the boat
- If using the Hobie, install rudders and crossbar. Be sure rudders are locked in the up position.
- Load boat with go-bag (registration/Columbus permit), type IV PFD(s), paddle(s), sails, gear, personal items, etc.
- Make sure downhaul and boom vang are loose. Make sure halyards are not fouled.
- Unfold mainsail on foredeck of boat with the clew facing aft on side opposite of outhaul cleat on the boom.
- On Hobie, in light winds, the mainsail can be raised on shore before launch but do not attach mainsail clew hook
- Have one person carefully feed mainsail onto boom while other pulls outhaul. Never go aft of wheels in boat.
- Secure tack. Attach/thread outhaul. Tension outhaul per skippers' instructions and properly tail the outhaul.
- Install battens being careful of the sail stitching. Make sure battens are secure in their pockets.

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#### Boat prep before participants arrive (cont.):

- Flake the mainsail onto the boom. Secure with easy and quick to undo line or ties (do not attach halyard yet).
- Secure jib tack to stemhead and jib hanks to forestay (do not attach halyard yet).
- Feed the jib sheets properly (inside shrouds on Daysailer, outside shrouds on Capri 14.2) and tie stop knots
- Flake the jib under the foredeck bungee(s)
- Place in the boat any participant pads/adaptations
- Secure safety/pulling lines to boat and trailer. Secure a painter/bow line to the boat if instructed.
- Launch the sailboat and dolly in a northeasterly direction per beachmaster/skippers' instructions.
- When the stern of the boat floats free, restrain the boat to be able to unhook the winch hook
- Let the boat carefully slide into the water keeping centered and pull the trailer up to an out of the way area.
- Hold the boat away from touching the shore/bottom. Angle determined by skipper.

#### When/after participants arrive:

- Greet and talk over participants expectations and goals. Let participants know what to expect (weather, etc.).
- Make sure participant has registered, filled out waiver/appropriate forms, and is fitted with a life jacket
- Do a participant assessment to determine what needs to be done to accommodate a participant
- Load the participant(s) into the sailboat after talking over and coordinating transfer strategy/procedure
- The crew gets into the boat and prepares to paddle to the mooring buoy
- Install the rudder in the up position on the Capri 14.2 (later for Daysailer). Do not let contact with the bottom.
- The skipper gets in and/or the boat holder(s) shove off.
- Note, clean everybody's shoes as they get into the boat (mud is slippery in the boat and sand is damaging).

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### ASC SAILING PROCEDURES – 2 AFTER LAUNCH TO SAILING AND RETURN TO ASC

#### From beach to on water rigging:

- During all steps, and at all times, both skipper and crew make sure participant(s) is/are safe and comfortable
- Crew paddles towards the anchor buoy or per skippers' instructions (crew has steering control with paddle)
- Crew pauses paddling/boat so the skipper can put rudder in (kicked up) on the Daysailer when deep enough
- Put rudder and centerboard down when deep enough, resume paddle to buoy and attach snap hook to bow
- Verify everyone's life jacket are properly adjusted and participant is comfortable and feels safe
- Crew verifies the downhaul was released and the boom vang sufficiently loosened
- Lines/ties securing mainsail are released and skipper makes sure the mainsheet can run free
- The crew makes sure the main halyard is not fouled, attaches it to the mainsail
- When the skipper says to (check wind/boat alignment), feed and hoist the mainsail then secure the halyard when fully up. Make certain the boom does not contact a participant, especially hoisting the mainsail.
- NEVER restrain boom, or sheet in main/jib at the beach/mooring unless momentarily to prevent a head-strike
- The crew secures the downhaul and boom vang per skippers' instructions. Stow halyard out of the way.
- The crew or skipper makes sure the jib sheets are not fouled and can run free
- The crew makes sure the jib halyard is not fouled and attaches it to the head of the jib
- The crew quickly hoists the jib and cleats the halyard when the skipper says to. Learn how to tension jib halyard.
- The crew releases the bow line/painter from the buoy or boat per skippers' instructions
- The crew takes station and maintains the jib while exiting the inlet (be prepared for many tacks exiting inlet)

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#### While sailing:

- The crew and skipper are always checking on the participant(s) making sure they are safe and comfortable
- The skipper and/or crew monitor the marine radio for ASC communications and weather alerts
- The crew helps the skipper keep an eye out for hazards (boats, debris, shore, shallows, etc.) and wind changes
- The crew shifts weight to maintain safe/correct heel of the boat determined by skipper
- The crew keeps their hand on the leeward jib sheet for safety/trim/release (even though it is normally cleated)
- When not close hauled/on a beat, the crew trims/plays the jib for changes in apparent wind
- The crew prepares to come about when skipper says "ready about" and replies "ready" after a quick check/scan
- The crew frees leeward jib sheet and properly trims other sheet while shifting to maintain a proper boat balance
- The crew checks to make sure everything is still safe and comfortable for the participant
- The skipper and crew monitor the time and wind conditions to return participant on time to the beach

#### While participants are out sailing:

- The shore master/boardmaster, or a radio endorsed volunteer, needs to always be by the board and radio.
- Other volunteers may kayak but must stay within eyesight and/or communication distance of beach/boats
- The shore master or other volunteer should make sure boats are headed back 15 minutes before end of session

#### Returning to the mooring/beach/dock:

- The crew and skipper prepare for many rapid tacks/jibes/wind shifts when returning to/in the inlet
- The crew drops and secures jib when skipper says to (make sure halyard is not fouled, do not lose ends)

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#### Returning to the mooring/beach/dock (cont.):

- The skipper and crew decide on the mooring/beaching strategy and let the participant know what to expect
- The crew snags the mooring buoy and attaches snap shackle to bow eye or stemhead
- The crew drops and secures mainsail when skipper says to (do not lose halyard ends). Be sure boom does not contact participant(s) when lowering mainsail and the mainsail does not blow into or cover the participant(s)
- The crew releases bow line/painter (attach snap shackle to white anchor loop) and paddles to beach/shore
- The crew stops paddling before shallow water. Centerboard is raised, rudder raised (H/Capri) or removed (DS)
- The crew resumes paddling to beach while turning the bow to the appropriate direction
- The crew and/or shore help catch and stabilize the boat so the participant(s) can be safely off loaded

### ASC SAILING PROCEDURES – 3 RETURN TO BEACH TO PULLOUT AND PUT AWAY

#### From beach to pullout:

- After participant(s) is/are safely away from the boat, attach lines to boat for hauling out of the water
- After participant(s) is/are safely away from beach area position the boat and roll dolly into the water
- It is important to position and stabilize the boat so it is not damaged by metal parts of the dolly
- Winch the boat onto dolly with front on rollers and back held in alignment
- Have enough people pulling to safely move boat out of water to derigging area
- Check to make sure the boat is positioned properly on the trailer. Several people to adjust if necessary
- Align the boat dolly so it will not roll accidentally (perpendicular to the slope). Watch for tree branches.

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### ASC SAILING PROCEDURES – 3 RETURN TO BEACH TO PULLOUT AND PUT AWAY

#### While some volunteers are derigging:

- Talk to participants about their experience. What did they like? Ask if there is anything we can do better?
- Make sure participant notes are recorded including a participant satisfaction survey if available
- Paddle out to retrieve the anchor and mooring buoy (we keep the anchor, buoy, and lines tied together)
- Hang the anchor line off the ground to dry as much as possible before returning to the sailing shed
- Return kayak(s), paddle(s), etc. to appropriate locations, secure/lock when done
- Retrieve and put away antenna in paddle shed. Collect/count marine radios and put into bucket.
- Put away board, life jackets, beach signs, any other items to go into PFD and paddle sheds. Lock when done.

#### Derigging the sailboat(s) and putting gear away:

- Take the battens out of the mainsail before pulling the mainsail off of the boat (less stress on sail)
- Take everything out of the sailboats and lay sails out to make sure they are dry and ready to fold
- Remove/loosen drain plugs as appropriate and put into plastic bags in Go-bags
- Sponge/wipe all dirt/mud from the boats
- Secure the boat cover(s) in place then roll boat(s) into parking spot(s)
- Use cable and lock(s) to secure boats (prop the Capri 14.2 up and hang hand dolly on sailing shed wall)
- Fold the sails when dry (careful about windows). Leave jib sheets hanging out of sail bag if at all damp.
- Coil all lines and hang everything in appropriate places in the sailing shed. Lock the shed with sailing lock
- Take marine radios to house and put on charger. Put event sheets/notes/waivers in appropriate places in house

**Congratulations, you are done.**