

# ASC Sailing On-Shore Checklist

rev 050521

## Setup:

- Set up board/antennae. Review volunteer/participant info
- Set up power/safety boat if endorsed operators present
- Make sure enough marine radios are available/charged
- Rake/smooth beach, remove rocks/sticks to 6" depth
- Set anchor & mooring buoy (tie off excess line to prevent fouling)
- Check boats for loose/damaged hardware/stays/shrouds
- Install drain plugs (make sure no grit or debris is in the drain hole)
- Make sure downhaul and boom vang are loose.
- Make sure halyards are not fouled.
- Install jib, flake & secure, tie stopper knots on jib sheets
- Feed mainsail, attach tack then clew, tension outhaul
- Flake mainsail w/battens securely in place then tie/strap
- Secure safety/pulling lines to boat/dolly as appropriate

## Load sailboat with:

- Go-bag (with registration/distress flag), sponges, bailer
- Water bottles and sunblock (recommend sunglasses)
- Type IV PFD(s), bumper(s), paddle(s), rudder & tiller
- Any participant pads and/or adaptations. Gait belt
- Ensure everyone has a Life Jacket on and is secure
- Ensure someone has a marine radio & whistle onboard
- A bag with tools/spare plugs/items as appropriate

## Greet participants:

- Greet participants and make sure they are registered
- Introduce participants to skipper and crew
- Ask their goals/expectations. Tell them what to expect
- Ask what assistance they need boarding and sailing

## After sailing:

- Let participant(s) say what they need to disembark
- Get everybody off the boat. Secure safety/pulling lines
- Carefully align boat and dolly. Secure before pulling out
- Derig sails, ensure sails/sheets are dry before stowing
- Remove and properly store all gear (empty the boat)
- Remove drain plugs, empty water, wipe everything clean
- Secure cover(s) so water will not collect in the boat
- Tilt boat/trailer to drain, chock wheels, lock boat/trailer
- Retrieve anchor & buoy, dry line, put away/secure kayak
- Derig and secure/lock power/safety boat if rigged
- Make certain event sheets/participant notes are recorded
- Put away/secure board, antennae, and all other items
- Check to make sure everything is locked before leaving

## Notes/additional information: