



# Operations Manual

# **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 BOATS**

### **1. SKIPPERS**

- 1.1 As approved by the Safety Committee.
- 1.2 The Skipper is responsible for the safe handling of the boat and responding to any on-course instructions as required by the Sailing Day Coordinator.
- 1.3 The Skipper must be familiar with all local hazards and have a chart of the sailing area.
- 1.4 The Skipper ensures that all boats remain in the designated sailing area.
- 1.5 The Skipper together with the Observer maintains a constant check of all sailing craft. The safety boat should remain on station at approximately the center of the sailing area except when carrying out an instruction issued by the Sailing Day Coordinator.
- 1.6 When two safety boats are on duty they are to maintain radio contact advising each other of their intentions, e.g. 'rescue', 'returning to base', 'photo shoot' etc.

### **2. OBSERVERS**

- 2.1 There must be at least one Observer who is responsible to the Skipper.

### **3. STARTING PROCEDURES**

- 3.1 Collect key from the locker in the Boat Room
- 3.2 Check there is sufficient fuel for the activities planned.
- 3.3 Make sure the dinghy is securely made fast to the mooring rope and bring the oars aboard the rescue boat before casting off.
- 3.4 Check that the boat hook, towropes and red "return to base" flag are on board and readily available.

- 3.5 Disengage motor locking mechanism and lower engine leg into the water.
- 3.6 Pump fuel line.
- 3.7 Switch off *kill switch* located under the starting consul and start motor
- 3.8 Check if cooling water is circulating, run the engine for several minutes and pump the bilges before casting off.
- 3.9 Let go mooring and give motor a good run prior to proceeding to pick up observers and passengers.
- 3.10 There must be one life jacket for each person you intend to have on board.

#### **4. RADIO**

- 4.1 Switch on radio and test call to Sailability Manly base, channel 94.

#### **5. RETURNING**

- 5.1 On advice from the Sailing Day 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 at end of jetty.
- 5.2 Proceed to the mooring and approach head to wind/tide, bring the mooring buoy and rope on board over the bow roller and ensure it is made fast firmly to the bow cleat. Refit bow roller pin.
- 5.3 Ensure motor is raised and locked into position, and *kill switch* on.
- 5.4 Log off with Sailability Manly base.
- 5.5 Switch off radio, stow away all gear, remove all rubbish, and clean the boat.
- 5.6 Report any damage or maintenance requirements to the Coordinator and return key to the locker in the Boat Shed.

## **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.**

Pass the tow rope through the ring bolt on the bow of the sailboat to be towed, put 2 turns around the mainmast and instruct the sailor to hold onto the rope, then pay out approx 7 meters of rope advising the sailor to hold his craft about 2 meters off the quarter, leaving the sailor to decide when to let go as you approach the pontoon.

6.3 **Option 2.**

In fine weather make the sailboat's painter fast to the safety boat's towrope using 2 bowlines or a reef knot, pay out approx 7 meters of rope and tow at slow speed, when close to the pontoon advise the sailor you will be shortening the tow rope then let go the painter.

In both cases ensure that the engine is in neutral and ropes do not foul the prop.

## **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 the person in the water is 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 will be extremely difficult or almost impossible to bring them aboard safely. It will therefore be necessary to seek assistance from the 2<sup>nd</sup> Safety boat with additional persons onboard and/or seek assistance from other craft in the vicinity to ensure the person is removed from the water as soon as practicable.
- 7.4 Return to shore as quickly as possible and endeavor to keep the person/s warm.
- 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 or lost completely, also the rudder depending on the degree of capsize

## **8. ASSISTANCE REQUIRED**

- 8.1 If for any reason the volunteer sailor requires assistance and /or is in any sort of trouble, he/she is to attract the attention of a safety boat by waving the safety flag in the sailing boat.

## **ON SHORE PROCEDURES**

### **9. SAILING DAY COORDINATOR**

- 9.1 Is to be readily recognized by wearing an Orange Safety Jacket.
- 9.2 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, and First Aid Officer
- 9.3 Life jackets are to be kept on the deck thus avoiding congestion on the pontoon.
- 9.4 The Life Jacket Controller is responsible for ensuring all sailors are allocated the correctly fitting PFD, and that they are returned to the correct bin.
- 9.5 Meets and greets clients and carers and establishes any special needs or requests.
- 9.6 Notifies the Pontoon Manager of the day's bookings.
- 9.7 Is to be aware of weather forecasts and any likely changes that could affect sailing.
- 9.7 Instructs the Radio Operator on communications with safety boats.
- 9.8 Boat defects to be reported to the Maintenance Officer.
- 9.9 Ensures that all boats are washed with fresh water before stowing away.

## **10. PONTOON MANAGER**

- 10.1 Is to be readily recognized by wearing a Yellow Safety Jacket.
- 10.2 Makes decisions on the number of boats that are needed according to advice from the Sailing Day Coordinator.
- 10.3 Is responsible for the collection and rigging of the appropriate number of boats for the expected sailors.
- 10.4 Responsible for the collection and placing of hoists, in addition to cushions and sundry equipment.
- 10.5 Ensures that safe embarking and disembarking practices are carried out at all times.
- 10.6 Ensures that boats do not exceed their maximum capacities of 160 kg for 303 and 120 kg for the 2.3
- 10.7 In conjunction with advice from the safety boat crew and the Sailing Day Coordinator, decides when sailing is to be abandoned on account of weather conditions or at the end of the session.
- 10.8 Where applicable disabled sailors are to be embarked on their preferred side.
- 10.9 When required the car seat is to be made fast on the boat's port side.

## **11. BOAT SHED AND PONTOON ACTIVITIES**

- 11.1 At least 3 persons are to be used while bringing boats down from their racks and loading onto the boat trolley.
- 11.2 Boats are to be brought down to the pontoon stern first, making a half turn of the painter around the trolley handle.
- 11.3 Masts and ancillary gear to be handled carefully and colour coded sails are matched to coloured hulls.
- 11.4 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.
- 11.5 Boats to be turned into the wind.
- 11.6 Step the main, unfurl, then connect the boom rowlock to the goose neck and shackle the clew to the boom, set up the sail as instructed.
- 11.7 Step the jib, ensuring the reefing system and sheets are correctly set up.
- 11.8 Rudder box and traveler system to be carefully fitted and correctly set up.
- 11.9 Make sure joystick, bailer, paddle and safety flag are in the boat.
- 11.10 Boats to be launched stern first at the end of the pontoon then moved alongside head to wind and made fast.
- 11.11 Using the hoist carefully fit the keel, then the rudder 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.
- 11.12 Rudders, keels, booms and sails for 2.3 and 303 are not interchangeable
- 11.13 Servo assisted boats to be rigged, set up, and dismantled by competent persons familiar with this operation.

## **12. BOAT RECOVERY**

- 12.1 Boats to be berthed alongside the pontoon head to wind. Passenger then sailor to disembark.
- 12.2 First remove the keel using the hoist, then the rudder, after which the boats should be brought up bow first at the end of the pontoon. Turn the boat head to wind.
- 12.3 Unshackle the outhaul, release the boom rowlock from the gooseneck and unshackle the sheet from the traveler.
- 12.4 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.
- 12.5 Carefully roll sail around its mast, ensuring it is not creased and remove from the boat.
- 12.6 If sails are wet leave out to dry before stowing away.
- 12.7 Remove rudder box assembly and together with the joystick, bailer, paddle and flag place in the appropriate boat bag and put into that boat.
- 12.8 Ensure that masts and booms are handled carefully and not just dropped on the deck.
- 12.9 Stow rudders and keels in their respective trolleys.
- 12.10 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.
- 12.11 All boats to be washed inside and out before being stowed away, it is essential that batteries and wires be removed from servo boats prior to washing.

### **13. HOISTS**

**Preamble.**

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

Attachments. Rope hoist with a safety carabina, lightweight retractable energy absorber, and a spreader bar.

Safety harnesses have 4 straps, 2 short straps fitted at the top and 2 longer straps at the bottom of the harness.

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

- 13.1 At least three (3) people should be involved which could include a carer who is familiar with this function.
- 13.2 Ensure that the correct size life jacket is securely fitted.
- 13.3 Place the sling around the person's back, pull it down and slide the front section with its two lifting strops under the person's bottom then pull these two strops up between the person's legs.
- 13.4 Bring the other top two short straps under each armpit and attach to the spreader bar, one on each hook.
- 13.5 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.
- 13.6 Position the wheel chair under the spreader bar and put on the brake.
- 13.7 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.
- 13.8 It is important to ensure that arms, legs, and head are kept clear of sails, the boom and pontoon. In some instances it will be necessary to control the placing of arms and legs into the boat by the sailor.

- 13.9 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.
- 13.10 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.
- 13.11 Slings and life jackets to be returned to their respective bins.
- 13.12 As previously mentioned (see 11.11), hoists are also to be used to insert and remove keels.

#### **14. VOLUNTEER SAILORS**

- 14.1 Must wear the appropriate size PFD and have sufficient experience and skill to safely handle the prevailing weather conditions.
- 14.2 Must be aware of all local hazards and only sail in areas designated in the attached chart, and obey the sailing instructions.
- 14.3 Must check the boat is correctly rigged.
- 14.4 Embark first and be seated on the outboard side of the craft and assist the safe stowage of the passenger.
- 14.5 Sailor to sit on the side that ensures the intended passenger is clear of fittings that will cause chaff or discomfort.
- 14.6 Is to be advised of any special needs and /or sailing skills of the passenger and is to introduce him/herself.
- 14.7 Keep a good lookout, and keep well clear of ferries and other large craft.
- 14.8 Head directly into heavy wakes created by large craft.
- 14.9 On return, if the pontoon is congested then stand off until it is clear then come alongside and berth head to wind, use the paddle at any time.

- 14.10 Should there be any problems with the passenger such as not heeding instructions or advice from the sailor, 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 safety flag.
- 14.11 On embarking return the life jacket to its respective bin.
- 14.12 Report any damage or maintenance requirements to the Maintenance Officer.
- 14.13 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.



## **16. END OF DAY - CHECKLIST**

1. Safety boats securely moored, keys in locker.
2. All boats and equipment correctly stored in Boat Shed.
3. Both hoists removed and stored in Boat Shed.
4. Gazebo dismantled and stored in Boat Shed.
5. Servo batteries in bags for take home charging.
6. BBQ equipment cleaned and stored in equipment room.
7. Unopened water bottles put in kitchen cupboard and locked.
8. Esky placed on top of metal locker in Boat Shed.
9. Put car seats on top of side locker.
10. Life jacket bin locked and put in Boat Shed.
11. All car-parking permits collected.
12. Paper work into metal locker in Boat Shed.
13. Membership monies to Membership Secretary, other monies to be recorded and banked.
14. Check: All lockers locked including Boat Shed.  
Upstairs doors closed and locked.  
Close roller shutters.  
Turn on alarm.

## **17. IMPORTANT PHONE NUMBERS**

Ambulance.....000

NSW Water Police .....1800 658 784

Manly Police ..... 9977 9499

Coastal Patrol ..... 9969 3270