

SAILABILITY MANLY OPERATING PROCEDURES

FOREWORD

The objective of these Operating Procedures for Sailability Manly is to ensure that:

- (i) our operations are conducted efficiently in a manner that delivers a safe and enjoyable environment for all persons involved and
- (ii) satisfies the relevant regulations applicable to Maritime and Workplace Safety.

All Volunteers must read and be familiar with these procedures which will be updated and amended as required.

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SUPPORT BOAT

1. SKIPPER

Requirements

- 1.1 The skipper must have a current power boat license, be proficient in boat handling, have sailing experience and knowledge of the relevant Maritime Regulations, understand nautical terms and be proficient in basic rigging knots.
- 1.2 The skipper must wear a PFD at all times in the Support/Safety Boat
- 1.3 Prior to commencement of sailing, the skipper must ensure that adequate fuel is on board; that the engine cooling system is operating correctly, that the radio is correctly tuned and functional and that all other RMS prescribed safety equipment is on board the Support Boat and serviceable. Any missing or damaged equipment must be reported and logged in the Maintenance Book. Also ensure that the Bird inhibitor is securely tied, and that the Radio aerial is positioned upright.

Responsibilities

The skipper is responsible at all times for the safe handling of the Sailability Manly Support Boat and must respond to any on-course directions issued by the Sailing Coordinator of the day. To satisfy these responsibilities, the skipper must

- 1.4 ensure that all crew and passengers are wearing life jackets. The maximum number of persons permitted on board is 5;
- 1.5 be familiar with all local hazards and have a chart of the sailing area;
- 1.6 ensure that all Sailability craft remain in the designated sailing area and that all boats 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;
- 1.7 maintain regular contact with the shore base relating to weather and other matters affecting the sailing area;
- 1.8 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 a sailing boat;
- 1.9 together with the observer, maintain a good lookout at all times and promptly attend to the needs of any sailor signaling for assistance. Eg. Towing away from the ferry lane.
- 1.10 In order to minimize time away from the designated support station, it is important that whenever an exchange of support boat crew and or passengers is required, that any 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, the attention of the Safety Boat is attracted by waving the boat's paddle. The sailor in need and the Safety Boat may also request assistance from boats nearby.

2. **OBSERVERS:**

- 2.1 There must be at least one competent and able-bodied observer on the boat at all times who has some seamanship and sailing skills
- 2.2 Whilst Observers are responsible to the skipper at all times, duties include:
- 2.3 Complete check every 5 minutes and report to Skipper, of
 - all Sailability boats sailing and their location;
 - ferry movements to and from Manly wharf;
 - movements of other vessels and users of the waterway.
- 2.4 Undertake other duties as required by the skipper, such as towing, anchoring, buoy placement and rescue.

3. **SAFETY BOAT STARTING PROCEDURES**

- 3.1 Skipper (or delegate) collects keys 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 that 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. Fuel can be found in the Fuel Locker on deck of MYC.
- 3.4 Check the filter next to the battery and if any water is in the sight-glass, drain it off and decant into the red container.
- 3.5 Ensure that the motor is not started until the motor-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 to Channel 72 and test call Sailability base.
- 3.11 Prior to taking-up station, top-up fuel, if necessary, with UNLEADED fuel only (NO Ethanol)
- 3.12 Tow ropes are conveniently placed for immediate use.

4. **RADIO COMMUNICATION.**

- 4.1 a. Ensure microphone is handled carefully at all times. Indavertent pressure on Channel selector will cause channel to be reset.
- b. Ensure that red button on lower left is not accidentally pushed as it alerts Marine Rescue.
- c. Marine language to be used at all times. Messages limited to essential information.
- d. Above applies to both ship to shore and shore to ship messages.

5. RETURNING SAFETY BOAT TO THE MOORING

- 5.1 After advice from the Sailing Coordinator that all boats have returned alongside and that sailing is finished for the day, return to the jetty.
- 5.2 Top up fuel from plastic jerry cans located in the large Yellow Fuel Store on the jetty. The keys are on the boat key-ring.
- 5.3 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.
- 5.4 Ensure motor is up and weight taken on Tilt Arm Support and tilted to port.
- 5.5 Log off radio with Sailability Manly base.
- 5.6 Switch off radio and ensure all switches are in the down (off) position.
- 5.7 Stow away all gear, remove all rubbish and clean the boat. The white hatch cover on the port quarter is a "No Step Area" and contains a small scrubbing brush and cleaning sponges.
- 5.8 Report any damage or maintenance requirements to the Coordinator, and return keys to the locker in the Boat Shed.
- 5.9 Finally, 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.

6. ANCHORING

- 5.1 Determine water depth, wind direction 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 the anchor.
- 5.4 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
- 5.5 Once the boat is brought up, check the anchor is 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

Option 1. Preferred method of towing:

- 6.2 Pass 3 turns of the tow-rope around the main mast of the sailboat and instruct the sailor to hold onto the end. **Go ahead slowly** and pay out approximately 5/6 metres of tow-rope, then make the tow rope fast to a quarter cleat.
- 6.3 Observer **must** maintain vigilant observation of sailboat at all times.

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

Option 2. Calm Weather Alternative

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

Option 3. Personnel Disability / Difficulty / Safety

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

Larger craft.

- 6.7 When towing larger craft use the blue bridle tow rope as per instructions 6,2 above.

7 PERSONS IN THE WATER.

- 7.1 Radio situation to Sailability base.
- 7.2 Come close to the person/persons in the water head to wind/tide and put the engine in neutral.
- 7.3 If necessary use the boat hook to bring the person/s alongside.
- 7.4 If all persons involved are able-bodied, assist to board over the stern, or use the ladder. It is **essential** that engine is in neutral at all times during boarding
- 7.5 If the person in the water is disabled and /or is of medium or heavy build, it may be extremely difficult or almost impossible to bring them aboard safely.
- 7.6 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.
- 7.7 Return to shore, or alternative location as directed from Sailability base, as quickly and as safely as possible. Maintain radio contact with base.
- 7.8 If applicable, leave sail craft to be retrieved later. However, be aware that the keel and rudder may have been dislodged, depending on the degree of capsized. If practicable, check whether the keel retaining pin is in place.

ON SHORE PROCEDURES

8 SAILING DAY COORDINATOR

- 8.1 The Sailing Day Coordinator has overall responsibility for the efficient and safe operation of the day's sailing activities, and is readily recognized by wearing an Orange Safety Jacket.
- 8.2 The Sailing Day Coordinator must determine how many boats are needed for the day's sailing event and ensure 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, Time Keeper.
- 8.3 The Sailing Day Coordinator meets and greets clients, volunteers and carers, establishes any special needs or requests, and ensures that all participants in the day's activities sign in with the Registrar and pay any monies due.
- 8.4 Other responsibilities of the Sailing Day Coordinator include:
 - notification to the pontoon Manager of the day's bookings
 - ensure that the Radio Operator can maintain communications with the safety boats.
 - ensure that Life jackets and all bins are kept on the deck, thus avoiding congestion on the pontoon.
 - maintain awareness of weather forecasts and any likely changes that could affect sailing.
 - ensure that all boats are washed with fresh water before stowing away. This does not include the servo, which should be sponged down, batteries removed and stowed in battery stowage container.
 - report boat defects to be to the Maintenance Officer
- 8.5 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.

9 BOAT OPERATIONS MANAGER.

- 9.1 The duties of the Boat Operations Manager are to
 - supervise unloading the required number of boats from the storage racks,
 - supervise transport by trolley to the rigging deck, and placement of boats facing into the wind to facilitate rigging;
 - check that each boat is correctly rigged - NOT to rig each boat;
 - check that the keel pin, joy-stick, bailer and paddle are in each boat;
 - then ensure each boat is replaced on the trolley and taken to the pontoon.
- 9.2 When sailing is finished for the day, the Boat Operations Manager must
 - supervise de-rigging and washing of each boat with the fresh water hose, ensuring that special attention is paid to the metal pieces that will rust if the salt is not removed
 - ensure that after the boats are washed, the booms are correctly derigged and stowed, the boat room is restacked according to the plan placed on the wall of the boat room.

10 PONTOON MANAGER

10.1 The Pontoon Manager has overall responsibility for the efficient and safe management of all activities on the pontoon and is readily recognized by wearing a Yellow Safety Jacket

10.2 Specific responsibilities and duties of the Pontoon Manager are

- ensure that boats are correctly rigged and do not exceed their maximum capacities of 160kg for 303's and 120 kg for the 203's, ensuring that water has sufficient depth on inside of pontoon.
- supervise the collection and placing of hoists
- supervise the placing and fixing of rudders into the dinghies as they are lowered into the water.
- supervise keels being lowered into the boats using the hoists, and the keel pin being inserted.
- ensure that safe embarking and disembarking practices are carried out at all times. Where applicable disabled sailors should be embarked on their preferred side.
- -in conjunction with advice from the Safety Boat crew and the Sailing Coordinator, decide if boats are to be reefed or sailing is to be abandoned because of weather conditions or the end of the session

11 BOAT SHED AND PONTOON ACTIVITIES

11.1 At least 2 persons must be used when removing and replacing boats into their racks.

11.2 Boats must be brought out to the rigging deck and placed bow to the prevailing wind.

11.3 Masts and ancillary gear must be handled carefully and colour- coded sails must be matched to coloured hulls.

11.4 Care must be taken when handling the keel kaddys, ensuring that the safety ropes are used to prevent keels and rudders from falling out. Trolleys are wheeled to the pontoon.

11.5 Boats must be launched stern first at the end of the pontoon then moved alongside head to wind and made fast. The rudder is fitted when the stern of the boat is balanced over the water and the returning clips fitted and locked in place.

11.6 Using the hoist and rope grommets carefully fit the keel, then check that the boat is properly rigged and no lines are fouled. It is recommended that the joystick be fitted once the sailor and passenger are on board.

11.7 Rudders, keels, and booms for 303's are interchangeable, but those for 2.3's are specific to each boat.

11.8 Servo assisted boat must be rigged, set up, and dismantled by competent persons familiar with this operation.

12 **BOATS- RETURNING**

- 12.1 Boats should berth alongside the pontoon head to wind. Disembark passenger first then sailor.
- 12.2 Then remove the keel using the hoist. It is essential to remove the rudder before bringing the boat onto the pontoon bow first, then turn head to wind. Stow rudders and keels in Keel Kaddy, tying in.
- 12.3 Boats are then wheeled to the deck to be derigged and washed. If wind is very strong, furl sails before wheeling up the ramp. Return Keel Kaddies to the deck when they have 3 rudders and 3 keels each.
- 12.4 Once boats are up on deck, remove the boom and secure the main sheet by passing the large block shackle over the rowlock then loop the loose ends of the main sheet and outhaul onto the boom. (See Instructions for De-Rigging the Boom)
- 12.5 Carefully undo holding screw and remove mast from the boat, roll sails around the mast and tie up ensuring they are not creased. Place masts on correct shelves in boat room.
- 12.6 If sails are wet, leave out to dry, where possible, before stowing away.
- 12.7 Ensure that masts and booms are handled carefully and not dropped on to the deck.
- 12.8 All boats except servo boats are to be washed inside and out before being stowed away. Pay particular attention to rinsing salt from the pulleys and metal pieces in order to prevent rust.
- 12.9 The servo should be sponged down. Batteries remain in the boat and are recharge using long lead in the boat room.
- 12.10 If there are indications that a boat was taking on water, unscrew the inspection hatch of the buoyancy chamber at the stern. If a large quantity of water is found, drain out and report it to the Maintenance Officer

13 HOISTS AND SAFETY STRAPS FOR MOBILITY-IMPAIRED CLIENTS

PREAMBLE.

It is frequently necessary to utilize a hoist and winch to enable mobility-impaired clients to be embarked and disembarked to and from the sailboats.

The operation of the hoist is an important and critical function and the person in charge must ensure it is carried out meticulously. Ideally three (3) people should be involved which could include a carer who is familiar with this function.

The hoist with the red base fits the red fitting on the pontoon, and the grey base fits the grey 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.

- 13.1 **Ensure that the correct size life jacket is securely fitted to each client.**
- 13.2 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.
- 13.3 Place the sling around the person's back, pull it down and slide the front section with its two longer straps around the person's buttocks then pull these two straps 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. (Some smaller participants like the straps to be over the arms for security.)
- 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 Take the weight on the winch and check that the harness is well fitted and comfortable. If OK 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.
- 13.7 It is important to ensure that arms, legs, and head are kept clear of sails and fingers are kept inside the boat to avoid jamming them between the gunwale and pontoon. In some instances it will be necessary to control the placing of arms and legs into the boat by the sailor.
- 13.8 Avoid putting any weight on the boom as it will not support any weight placed on it, and it will pull away from the mast.

- 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 Harnesses, life jackets, safety straps and cushions to be returned to their respective bins.
- 13.12 As previously mentioned, hoists are also used to insert and remove keels.
- 13.13 **Safety Straps** Black safety straps are available for clients who do not have full control of their upper body
- 13.14 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 the end back onto its own part.
- 13.15 Check that the client is comfortable and that breathing chest movements are not hindered.

14 VOLUNTEER SAILORS

- 14.1 All volunteers **must** sign on at the registration table on arrival, and sign-off when leaving.
- 14.2 Sailors must wear the appropriate size life jacket and have sufficient experience and local knowledge to safely handle the prevailing weather conditions.
- 14.3 Sailors 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.
- 14.4 Sailors must check that the boat is correctly rigged.
- 14.5 Sailor is to embark first and be seated on the outboard side of the craft then assist the safe placing of the passenger into the boat.
- 14.6 Where possible the Sailor to sit on the side that ensures the participant is clear of fittings that may cause chafing or discomfort.
- 14.7 The Sailor is to be advised of any special needs and /or sailing skills of the participant and is to introduce him/herself.
- 14.8 Keep a good lookout, keep well clear of ferries and other large boats including large sailing craft that may be racing.
- 14.9 Head 45 degrees into heavy wakes created by large craft.
- 14.10 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.
- 14.11 Should there be any problems with the participant, 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.
- 14.12 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.

- 14.13 On disembarking return equipment used to respective bins.
- 14.14 Report any damage or maintenance requirements to the Maintenance Officer and record details in Maintenance Book.
- 14.15 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.

15 **PROCEDURES for CARERS.**

15.1 Carers are very important to the smooth running of our sailing days, and without their help, it would be difficult to accommodate the number of people we take out on the water. The following points explain how they can help, thereby ensuring that our procedures are carried out safely for the benefit and comfort of our participants.

15.2 **Bookings.**

- Please confirm with the booking officer, eli@manlysailability.com.au or phone 9976 2747 in the week preceding the sailing date required if you intend to bring a person or a group to a sailing day.
- Specify the number of people attending and their level of ability if they are new sailors

15.3 **On arrival.**

- Report to the Sailing Coordinator, who will be wearing an orange jacket to ensure that your arrival time is noted.
- Sign forms for your participants and for yourself. If any member of your party is not a member, you will need to pay a \$5.00 Temporary Membership fee.
- Tables and chairs are provided on the deck for you and your participants.

15.4 **Preparation.**

- Check that your participants have had a drink, had sun-screen applied, and used the toilet.
- Check that they are wearing a hat that will not blow off, and sunglasses if necessary. Spare sunglasses are available at the registration table.
- Select a well-fitting PFD. PFD's are arranged in bins according to size.
- Ask a volunteer for help if necessary.

15.5 **Departing from pontoon.**

- Pontoon Manager wears a Yellow jerkin.
- Go onto the pontoon with your person as soon as you are called for a sail. The participant must be wearing a PFD.
- Accompany your person to the boat that is ready and briefly give an account of the participant, to the skipper E.g. no speech, visual impairment, understands language, signs, etc
- Be guided by the volunteers and if necessary assist in embarking.
- Please be patient, as there can sometimes be an unexpected delay.
- Note the sail colour of the boat your participant is on, as you need to be back on the pontoon to help with the disembarking, and accompany up to the deck.
- If a wheelchair has been used, take it up to the jetty and secure safely.
- Don't forget to take the wheelchair back when your participant returns.

15.6 Returning to the pontoon.

- Be available to assist your participant on their return.
- Take your participant back to the deck and remove PFD. Put in the correct bin.
- Please spend time and enjoy refreshments while socializing with other carers, participants and families on the deck. Coffee and tea are available, on Saturdays a barbecue lunch is also available.

15.7 Facilities.

- The downstairs toilet is for non-ambulant participants. There is a toilet upstairs for ambulant participants, carers and volunteers.
- Please note that the toilet is for body-waste only. If there is disposable underwear, pads, etc, please put in a plastic bag that is on the railing beside the toilet and take it home with you to dispose of properly. We do not have facilities for this at Sailability.
- The most important thing is for you and the people who come with you to enjoy the morning in a happy, relaxed and safe atmosphere.
- There is **NO SMOKING ANYWHERE ON THE PREMISES.**

16 END OF DAY – CHECKLIST

- 16.1 Safety Boat securely moored, keys and anemometer placed on hooks in the locker.
- 16.2 All boats and equipment correctly stowed away in the Boat Shed.
- 16.3 Both hoists removed and stored in Boat Shed.
- 16.4 Tents, tables, and other items dismantled and stored in Boat Shed and toilet
- 16.5 Servo batteries replaced in cupboards, or put on charge if needed.
- 16.6 BBQ equipment cleaned and stored in equipment room.
- 16.7 Hose put away
- 16.8 Life jacket bins locked and put into the Boat Shed.
- 16.9 All car-parking permits collected.
- 16.10 All Paper work and miscellaneous items locked away.
- 16.11 Membership monies to Membership Secretary, other monies to be recorded and given to Eli for banking.
- 16.12 Check that all lockers are locked including exterior gate and furniture.
- 16.13 Upstairs doors closed and locked

17 IMPORTANT PHONE NUMBERS

Ambulance.....000

NSW Water Police 1800 658 784

Manly Police 9977 9499

Coastal Patrol 9969 3270

18 SAIL BOAT TRAILER.

- 18.1 Storage. The Boat Trailer is stored at Cromer Golf Club, Cromer Rd, Cromer.
- 18.2 Call Gordon Gower 9982 3088 or 0408 478 770 when it is to be picked up or delivered. Keys are with Warwick McKenzie.
- 18.3 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.
- 18.4 Load keels and rudders first, and then load sailing boats, masts and sails. Lash down with straps similar to attached photo.
- 18.5 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.
- 18.6 Trailer tows well. Total weight of trailer loaded with 3 boats and all equipment is approximately 700 kilograms.

18 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. Keys are kept with the maintenance file.
- 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, then load sailing boats, masts and sails. Lash down similar to the photo below.
- 18.4 Check lights and safety tow bar connections prior to departure and check lashings during trip.
- 18.5 Trailer tows well. Total weight of trailer loaded with 3 boats and all equipment is approximately 700 kilograms.



19 Rigging a 303 Access Dinghy.

19.1 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 outhaul dead-eye and cam cleat on the keel box. 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 making sure it is not partially furled

19.2 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 pass through the forward cam cleat on the keel box. (Later adjustment by the skipper)
- Pass the other end of the main sheet through the rear cam cleat on the keel box.
- Tie off with a figure of 8 knot.
- Pull main sheet on to check the correct fitting and alignment of the boom

19.3 Stepping the Jib (Head Sail)

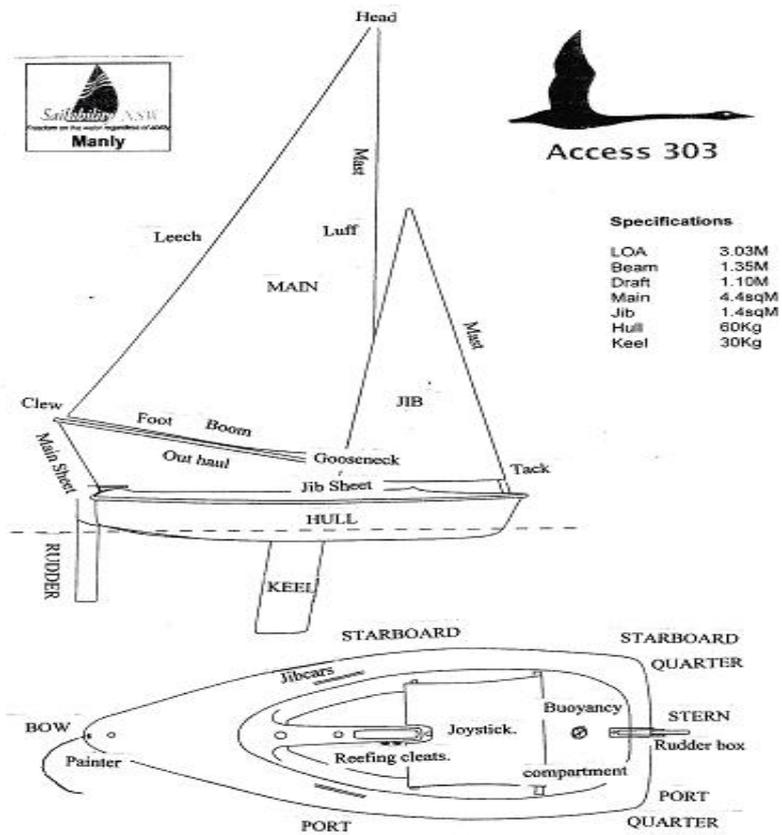
- Unclip the jib's white reefing line block under the seat.
- Pull the reefing line so the knot is as far as it will go on the port side.
- Make a loop with the reefing line around the hole for the mast.
- Place half the base of the headsail into the hole and reeve the loop over the reefing drum.
- Pull 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.

19.4 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 2.3 Hansa Dinghy is very similar to the 303 except that it does not have a jib.

303 DINGHY DIAGRAM & DETAILS



Sailability Manly Child Protection Code of Conduct

I acknowledge that I have read and I understand the Sailability NSW Child Safe, Child Friendly Policy, June, 2015. I agree that in the course of my association with SNSW I must:

- receive a copy of and comply with relevant policy, procedures and guidelines.
- treat children and ALL persons with a disability with respect.
- ensure that the language I use when with children or persons with a disability is age and culturally appropriate and not harassing, abusive, sexually provocative or demeaning;
- wherever possible, ensure that another adult is present when working in the proximity of children;
- ensure that I do not invite unaccompanied children to any isolated area;
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never exploit or harass children or access child exploitation material through any medium;
- not use physical punishment on children;
- comply with all relevant Australian and local legislation;
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures.

Further, when photographing or filming a child or using children's images for work-related purposes, I must:

- obtain informed consent from the child and parent or carer of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used;
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts;
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a person associated with SNSW, to use common sense and avoid actions or behaviours that could be construed as child abuse and exploitation.