



## *Sailability Manly*

### *Sail boat skipper – operation and responsibilities*

*These guidelines are for people who have sailing experience and would like to skipper the Access 303 dinghies on normal Sailing Days.*

#### Getting started:

Volunteer sail boat skippers arrive between 8.30 and 9am on designated sailing days, and stay till boats are put away at approx. 1pm. If you've been rostered on, and can't make it, or can only spare a couple of hours, please make arrangements with the Volunteer Coordinator.

#### On arrival:

- Sign on the Volunteer Register, on the Registrars desk, essential for insurance purposes.
- Greet the Sailing Day Coordinator, and find the Boat Operations Manager in charge of efficient rigging.
- The BOM will allocate a boat to rig the way you've been shown. If unsure read the rigging instructions in the training section of the website before coming, or check the laminated sheet in the ring binder on the Registrars desk. There will usually be someone to help you, but this is not the time for instruction. If you're not confident, find another role.
- Check the Sailing Area Map, also in the ring binder.  
You can sail anywhere except within 200 metres of the Ferry Wharf and Ferries Past a line between Kilburn Towers and Dobroyd Point opposite Into the moorings West of Fairlight Beach.
- It is highly recommended that depending on wind direction and sailing conditions, a triangular course is sailed around the YA marks (yellow cylinders) e.g. Reef Beach, Fairlight, Manly W. That will keep you away from traffic.  
Repeat (time permitting) or head back to the pontoon.  
If you sail a course, you will be getting to know the boat, and improving your skills.
- When you've helped rig and launch all the boats needed, report back to the Pontoon Manager, and ask which boat has been assigned to you.  
If you're not needed right away, ask the Sailing Day Coordinator to assign you a role.
- You're likely to be on the water for quite a while, so make yourself comfortable.
- Put on a suitable lifejacket and ensure it's done up. Have a drink of water, or take some with you. Wear a hat that won't blow off, apply plenty of sunscreen from the Registration desk where there are also spare sunglasses, rug up if it's cold.
- Make your way down to the pontoon and get into a dinghy, sitting on your preferred side. CHECK ALL THE RIGGING. This is YOUR responsibility. Sails will be reefed, unfurl them if conditions are favourable. If not, unfurl to a sail area you're comfortable with. It's easier to let a reef out than put one in when you're in open water.  
If you don't know how to reef the sails, ask the Pontoon Manager to show you.

## Sailing:

- Your first sailor of the day will be brought to the boat and introduced. Remember their name. If possible, ask the carer for background, and any special needs. You'll soon get to know our regulars and build a relationship.
- If the sailor needs to be hoisted in, help guide them into the dinghy, whilst holding the boom out of the way. Unhook the hoist keeping the metal part away from their face.
- Make your sailor feel comfortable and safe. Some are nervous at first and need encouragement. Some like to chat and others don't, so build rapport, and gauge the potential ability of your charge as soon as you can.
- Check the wind strength and direction from the flags flying at the end of the jetty at the Skiff Club next door, and the wind sock at the end of Manly Wharf.
- The Pontoon Manager and helpers will unite the boat, and push you off. Set the sails and steer out through the moorings.
- Check your watch. Unless otherwise instructed, sailing time is approx. 30 minutes.
- Before reaching the Ferry Lane just outside the moorings, check the clock on the wharf tower, or your watch. Most of the year, Ferries leave the wharf at 15 mins past, and 15 mins before the hour. You can tell an imminent departure by a puff of black smoke from the funnel.
- You have to keep a sharp lookout for incoming Ferries, and the Fast Ferry etc.
- IF IN ANY DOUBT WHETHER YOU CAN CROSS SAFELY AND ABIDE BY THE STRICT EXCLUSION ZONE - DON'T!
- If the safety boat tells you to turn back or stay put, obey their instructions.
- It's a one strike and you're out rule.
- When safe, cross the Ferry Lane, don't sail in it, make your way to the sailing area in the middle of the Cove, and sail around the YA marks.
- If your sailor is able, give them as much instruction as you can.  
Ask if they can feel which direction the wind comes from?  
Point out why you're tacking and gybing. Get them involved.

There will be a one day course during the year for improving your own training skills. Check when it's scheduled, and enrol.

- If you have trouble with the conditions or the behaviour of a sailor, return to the pontoon immediately, or raise your paddle to attract the safety boat.
- If you are becalmed and wish to be towed in, raise your paddle and hail the safety boat. They will throw you a tow line which is best wound twice around the base of the mast where it enters the console, and played out with you holding the end. IT IS ESSENTIAL FOR YOU OR SOMEONE IN THE DINGHY TO STEER WHILE BEING TOWED. When asked to do so, release the end of the line, so it can be retrieved, and paddle in the last few metres.  
Be aware that at low tide, the area inside the pontoon can be too shallow for our keels when fully extended. Moor on the outside, or raise the keel.

- To raise the keel, stand with one foot either side of the centre casing, remove the keel pin in the top of the keel and grip the handle. By bending your knees then straightening them, raise the keel to the first set of holes in the keel, and put the keel pin right through the casing and keel. This will give you an extra 12 inches of clearance. Practice before you need to do this in an emergency.
- If your sailor falls or jumps overboard, come alongside immediately, grab them by their life jacket, loop the end of the mainsheet under their arms and hold them up against the hull until help comes. This is why it's important they are wearing a correctly fitting life jacket, done up.
- When time is up and you're heading back to the pontoon, again be very vigilant in checking for traffic, especially Ferries.
- If you need to pull up alongside a hoist, check if there's one available. If there are 3 or more boats busy, go around the moorings until there's a space.
- When coming alongside, remind, or check that your sailor doesn't have their fingers, hand, or arm outside the cockpit. Come in head to wind when possible.
- If the Pontoon is un manned, go around again unless you're confident you can stop the boat gently, and hold onto the deck.
- Help the pontoon volunteers assist the sailor out of the boat by holding the boom out of the way. If the sailor needs hoisting, help attach the lifting device to the hoops in the sling that the sailor is sitting in, keeping the metal away from their face. Guide their legs out of the boat if necessary.
- Once the sailor is safely ashore, let the Pontoon Manager know if you need a break. There will be water, tea, coffee and possibly sausages sizzling on the barbeque.
- Sometimes, if we are short of skippers, you'll need to make several trips, but if there are enough, we like to give a break every couple of trips. It's up to you to ask if you'd like a break, or to take up a shore job if you're cold or the conditions are stressful.
- It's part of the skipper's job to help haul out, de rig, wash and put away the dinghies. When you pull alongside the pontoon and your passenger is out of the boat, furl the sails for easy keel removal and transporting. Stay in the boat while the keel is removed, and take out the rudder if you can.

There are usually plenty of hands to make light of this work, so please stay and help, and enjoy the social chit chat.

*Thank you. You've ensured our sailors had a wonderful experience*