



## *Sailability Manly*

### *Support Boat Skipper Operation & Information*

*Skippers must have a NSW Boat Drivers Licence and the following knowledge and skills in order to operate the Safety Boat.*

#### Getting started:

- The Support Boat, *Charlie's Chariot* is a centre console aluminium whaler powered by a 70 hp outboard and is moored off the beach at East Esplanade. The mooring buoy is red, registration number: 6114.
- *Charlie's Chariot* is licenced to carry **no more than 5 people** and everyone on board **must wear a life jacket at all times.**
- The keys to *Charlie's Chariot* hang inside the right-hand side cupboard door in the boat shed. Also on the key ring are the keys to the Dinghy Locker, and to the Fuel Locker.
- On Sailing Days, the Support Boat skipper nominated by the Sailing Day Coordinator, removes and launches the Sailability dinghy, stored in the locked outside area of the boat shed. Oars are stored on the jib rack in the Boat Room.
- The dinghy and oars can be taken to the pontoon on one of the dinghy trolleys. A lifejacket **must** be worn.
- The skipper rows out to *Charlie's Chariot* in Sailability's dinghy. On arrival make the dinghy fast to the safety boat, put the oars onboard and climb aboard. Remove the bird netting from the console.
- Behind the battery box on the starboard back corner is a battery switch which must be turned into the "on" position.
- Insert the key into the ignition and engage the red safety lock.
- Raise the motor with the switch on the end of the engine control lever, go to the engine and disengage the engine rest, go back to the switch and lower the motor right down.
- Near the battery box at the starboard back corner of the boat, is a fuel filter which needs to be drained before starting the motor, to keep water out of the fuel - a constant problem.
- Unscrew the cap on the bottom of the filter and drain about an inch of fuel into the cup provided, but never empty the filter. Screw the filter cap back on tightly and pour the drained off fuel into the red container and replace cap tightly. This **must** be done before starting the engine.
- Check the level of fuel in the tank with the dip stick located in the seat locker. This is marked off in 10 litre marks. It is a requirement to refill the fuel tank at the end of the day before returning to the mooring, however it is the responsibility of the skipper of the day not to run out of fuel.

- *Charlie's Chariot* has an automatic bilge pump, but check there's no excess water in the boat, and if so, turn on the manual bilge pump located on left of the console. Be sure to turn the switch off once any water has been pumped out.
- Check the engine control lever is in neutral and start the engine with the key. No choke is needed. Check for a water tail coming out of the motor and let the engine idle to warm up.
- Unlock the radio hatch, turn on the radio, tune to Channel 72 and place the handset in the holder on the consol.
- Tie the dinghy painter securely onto the loop in the mooring line with a bowline knot. Cast off the mooring line with dinghy attached.
- Go for a motor around the outside of the moorings to check the motor is running well.
- Do a radio check with Manly Sailability. Leave the radio on at all times and at a reasonable volume.

### Reporting into the Pontoon:

- Come alongside the pontoon if possible, otherwise tie up alongside the wharf in a safe and convenient spot.
- Following the team briefing meet your designated observer(s), and ensure they have lifejackets on.
- Discuss procedures and conditions with your observer and check the number of sailing vessels that are to be used that day.
- Set up a towline ready for use and have the boat hook and red flag ready for use if needed. Red flag is kept in the seat locker.

### Regular Operations:

- Take up a position in the centre of the sailing area which is inside a line between Kilburn Towers and Reef Beach, east of the moorings in North Harbour, and not within 100m of the ferry wharf. Sitting between the Manly East and Manly West YA marks is a good location.
- It is the role of the skipper and the observer to constantly monitor the location and wellbeing of all sailing vessels.
- All Hansa 303 skippers have hand-held VHF radios and can be communicated with either by Manly Sailability shore radio direct or by *Charlie's Chariot*.
- Monitor all radio conversations between Manly Sailability and any Hansa 303 and ensure that the skipper complies with any instructions. A list of Hansa vessels name and colour is fixed on the driving consul of *Charlie's Chariot*.
- If called back to the pontoon to pick up passengers for *Charlie's Chariot*, the Safety Boat skipper will decide if it is appropriate to do so, and over-rules the Sailing Day Coordinator if it is not.
- Ask that passengers be ready on the pontoon to get onboard immediately, and any passengers onboard are ready to get off. Passengers should **never** be winched aboard the Safety Boat.

- Never have more than 5 people on board, and never have the observer give way for a passenger. Everyone onboard must be wearing properly fitting lifejackets, done up.
- Maximum time spent on the pontoon should be 3 minutes.

### Weather:

- Keep a constant eye on the weather as the MYC is often sheltered from prevailing winds. Communicating with skippers to find out how they're coping with the conditions is essential.
- Hansa 303 class guidelines suggest reefing sooner rather than later in winds gusting 15 knots and over. Reefing is much easier on the dock than on the water, so if warranted radio the shore base and request that reefs be put into the sails. Don't hesitate to send boats back to the pontoon by radio or red flagging them, or tow them back, if they aren't handling the conditions.

### Ferry Traffic:

- There are several ferries. Off peak Manly Ferry timetable means the Manly ferry leaves the wharf at 15 mins past and 15 minutes to the hour. This is every 20 minutes during December and January. The incoming ferries arrive approx. on the hour and the half-hour. The Fast Ferry and Manly Fast Ferry also make regular trips during our sailing mornings. Most ferry skippers are considerate, but a few are not.
- Patrol the ferry lanes and have your observer watching for potential problems. Stop dinghies from crossing the ferry lanes when ferries are about to leave or are approaching the wharf.
- If dinghies are becalmed in the ferry lane, **tow them out** of the ferry lane. Tie their painter on the bow of the Hansa onto a stern cleat of *Charlie's Chariot* and get them out of danger. Your observer's skill is key to a successful manoeuvre, so practice this operation.

### Towing:

- When approaching a sailing dinghy come alongside slowly from astern on the windward side. When leaving, do so gradually without leaving a wake.
- In light winds it may be necessary to tow boats through the moorings or across the ferry lane. This needs practice, cooperation between skipper and observer and the sailor in the dinghy.
- In light wind or in an emergency the Hansa's painter can be used, however the preferred method of towing is to pass a towing line through the eye on the bow of the Hansa, take 2 or 3 turns around the base of the mainmast, then pass the end of the line to the skipper to hold while they are being towed. Pay out about 5-6 meters of towline as you go slow ahead and make the tow rope fast to a stern cleat. While towing a sailing dinghy the observer must be vigilant and watch the towed dinghy at all times.
- The skipper of the Hansa must let off all sails and steer the dinghy while being towed, following the track of *Charlies Chariot*.
- Proceed to drop off point and ensure the sailboat skipper is aware of your intentions. When either the skipper of *Charlie's Chariot* or of the Hansa 303 is ready the skipper of the sailing dinghy will release the line.

- With engine in neutral to avoid tangling in the propeller the observer should haul the tow rope aboard.
- When towing 2 or more boats vary the length of each tow line so that the sailing vessels are not being towed next to each other.
- Sometimes it may be necessary to tow dinghies sideways, off rocks or beach. In this case, throw or pass line and have it tied around the top of the keel. Ensure the keel pin is secured. Then back off to tow out sideways into deeper water.
- If continuing to tow after gaining deep water, revert to the standard towing method described above.
- If a sailboat skipper is in difficulties, it may be necessary to secure the boat alongside and proceed back to the pontoon. Tie the dinghy's painter to the forward cleat and pass a line through the mainsheet traveller onto the aft cleat of *Charlie's Chariot*. Someone onboard the dinghy should try to steer the dinghy. Take extra care through the moorings.
- All of these procedures should be practiced on a regular basis.

### Anchoring:

- From time to time it may be necessary to anchor *Charlie's Chariot*. This could be as a race-course mark or if the outboard engine has mechanical issues and ceases to operate.
- The anchor is kept in the starboard forward locker. There is approx. 5m of light chain, and 20m of rope secured to the hull and this is sufficient for anchoring in Manly Cove.
- To anchor, place the anchor in the bow roller, and flake the rode ready to be run out. Bring the boat's head to wind/tide, upwind of your intended position, stop the engine or make a little sternway, lower the anchor and play out the rope. Anchor rope length should be about 5 times the depth of water. Secure the anchor rope around the Samson post.
- Check the position with shore transits and if dragging pay out more rope or re-anchor. Do not anchor near YA marks, ferry lane, anchor free zones

### Returning to mooring:

- Before leaving the pontoon at the end of the sailing day, check the fuel level with the dip stick in the seat locker.
- On a normal day, less than 10 litres will be used, but we re-fill to keep condensation out of the fuel tank, so the fuel level should never be let get low.
- Fuel is kept in the fireproof blue locker on the deck. The key to open the fuel locker is on the key ring. There are 3 Sailability fuel containers, 2 x 13 litre, and 1 x 10 litre, on the bottom shelf, and clearly marked. Use up the fuel in half empty containers first. If needed rags and a funnel are in the locker to right of the tank filler cap on *Charlie's Chariot*.

- When the tank is close to full, securely re-fasten the tank caps on *Charlie's Chariot* and on the red portable fuel cans. Return the fuel cans to the fuel locker, even if empty.
- Take the safety boat back to the mooring which should still have the dinghy attached. Approach upwind and pick up the line to the buoy with the boathook. Secure the heavy mooring line over the bow roller, with the loop over the Samson post. Leave the mooring buoy in the well on deck, with the number showing. Untie the dinghy and make fast astern.
- Turn off the engine, and with helm to port raise the engine with the switch on the end of the engine control arm. Go back and engage the engine rest bracket, then with switch on the engine control arm, lower the engine to rest lightly on the bracket.
- Contact Manly Sailability by radio to advise that you are safely on the mooring and closing down for the day.
- Turn off the radio, return the handset to its original position and lock the radio hatch.
- Turn off the battery switch behind the battery box.
- Remove the key and red lock. Put all gear (tow ropes, fenders, red flag etc.) back in seat locker. Check all switches on the console are in the down position, check nothing has been left onboard, and that mooring is secure. Replace the bird netting over the console.
- Put oars onboard dinghy, climb aboard, unfasten, and row back to the pontoon.
- At the pontoon disembark and put the dinghy and oars away.
- Make sure that you return the keys to the hook inside the right-hand locker in the boat shed.

*Thank you. You have ensured that our sailors have had a safe sailing experience*