

# Sailing Protocols

## Sailing Protocols

August 7th, 2015

Before boarding the launch

1. Skippers should ensure float plans are correctly filled out
2. Guests must sign the waiver
3. Melges 24 skipper have to sign out portable navigation lights
4. No street shoes on the boat. If you've been walking on the streets with your shoes, please wear a different pair of non-marking shoes on boat. Wipe shoes before getting on the launch
5. Wear a life jacket before you board the launch

Getting to the boat

1. Use the shrouds as a hand hold, step on boat with both feet on the outside of the lifelines – then step over the lifelines
2. Board the boat one at a time
3. Have one person board the boat and then hand bags to them
4. Check fuel before launch leaves

## Melges 24

Opening the boat

1. The top hatch (marked with a red 'x') is very fragile (do not step on it) and flimsy (will fall inside cabin when jostled). Please put the hatch covers inside the custom padded bag. Store in forepeak.
2. The cabin floor and molded benches acts like a bilge basin, do not place bags on the floor, else they will get wet. Dry out cabin floor and compartments behind companionway with the sponge and bucket.
3. Equipment check – make sure you have all the safety equipment
  - Port side behind companionway: Anchor, rode, fire extinguisher, first aid kit, ice packs, portable navigation lights, bucket, sponge & bilge pump and registration.
  - Starboard side behind companionway: Extra Life Jackets and Type IV PFD (ensure this is easily accessible).

Rigging the boat

1. Check tack line and spinnaker sheet plus strop is on the boat
2. Do not adjust the jib forestay tension without staff supervision – the rig will come down
3. BE VERY CAREFUL WHEN HANDLING HALYARDS – they will sky if you let them run free
4. Roll the jib sock (roll from the bottom – unzipped) and main sail cover (roll from closed end). Store in the IKEA bags forepeak on the port side
5. Tie spin halyard to port side forward stanchion when not in use
6. Tie main halyard with a bowline with a small loop and short tail or with stopper knot as shown. This is a critical step or else the main halyard tensioner cannot be engaged



7. Hint: sometimes it is easier to rig the spinnaker first before rigging up the mainsail

#### Casting off

1. Start Engine. Recheck engine clamps, open air valve and fuel shut-off valve and check fuel level. Ensure cooling water stream is flowing.
2. Leave short white mooring tether line (clips) on the mooring ball and bring black mooring line (cow hitched to the bow D-ring)
3. Tie black mooring line to starboard side of the forward stanchion base
4. You should motor in reverse or drift aft off the mooring ball
5. Do not sail off the mooring, there are too many boats close by

#### Setting Sail

1. You will likely need three people to raise the main – one down below, one at the mast and one at the helm. Remember to ease the boomvang and put a slight bit of tension on the outhaul.
2. Make sure you use the main halyard tensioner to secure the main halyard—but be careful you don't pull the headboard above the white band
3. The main halyard tensioner connects to the upper eye splice. Adjust main halyard bowline as required.
4. Attach Cunningham through the grommet and then tie a bowline around the gooseneck
5. Tilt engine out of water when sailing – less pressure on transom. Close the air valve and fuel shut-off valve.

#### Returning to the Mooring

1. Attach the short white mooring tether (with clips) to the top ring on the mooring ball first. Add black mooring line with about three (3) feet of line between the mooring buoy and bow of the boat.
2. Secure jib with the short sail tie. Tension jib sheets.
3. Roll mainsail on boom, detach from boom and then store in bag and inside boat if it is the last sail of the day
4. Secure main halyard down below using cam cleat and add slip knot tied above the cam cleat as a back up in case the halyard slips out of the cam cleat
5. Hang spinnaker sheet and tack line on the white line on the port side below deck
6. Hang excess coiled spinnaker halyard on hook underneath boom
7. Secure Cunningham on boom with a clove hitch
8. Hang excess coiled boom vang control line on hook underneath boom
9. Secure boom using a long sail tie around the boom or main sheet block (with a clove hitch) tied to the stainless steel rings where the spinnaker blocks are located. Release tension on main sheet to reduce compression on the traveler bearings.
10. Secure tiller using a long sail tie around the tiller (with a clove hitch) tied to stern pulpit
11. Hang coiled main sheet from boom or main sheet blocks
12. Ensure furler line, pole line and traveler lines are off the cockpit floor
13. Close air valve and fuel shut-off valve and tilt engine out of water

14. Lock down hatch with peg – otherwise the hatch will slip off
15. Return portable navigation lights to the dockmaster
16. Sign out Float Plan and report incidents and make suggestions

## **J-80**

### Opening the boat

1. Remove hatchcover and store below – next to cabin step on the port side
2. Pump out bilge (deck mounted handle) after launch has departed
3. Equipment check – make sure you have all the safety equipment
  - a. Starboard side next to mast underneath benchcover: Fire extinguisher, first aid kit, ice packs, regulatory placards and registration.
  - b. Starboard side next to cabin step: Extra Life Jackets and Type IV PFD (ensure this is easily accessible) . Anchor rode and chain in compartment.
4. Check engine clamps

### Rigging the boat

1. Remove mainsail cover – roll up from the back towards the mast and store in cabin
2. Attach main halyard to main sail (use forward hole). Be careful not to sky the halyard.
3. Untangle boom vang lines used to secure sliding hatch cover
4. Do not run jib sheets through the block attachment point near the primary winches

### Casting off

1. Keep white mooring line (with clip) attached to foredeck cleat and clip end to base of forward stanchion.
2. Tie black mooring line to starboard side of the forward stanchion base
3. You should motor in reverse or drift aft off the mooring ball
4. Do not sail off the mooring, there are too many boats close by

### Setting sail

1. Remove boom topping lift and secure on bungee cord tied to the stern pulpit before easing out the mainsail
2. Attach Cunningham through the grommet and then tie a bowline around the gooseneck
3. Tilt engine out of water when sailing – less pressure on transom. Close the air valve and fuel shut-off valve.

### Returning to the mooring

1. Attach boom topping lift prior to lowering the mainsail
2. Attach the short white mooring tether (with clips) to the D-ring on the bow first. Add black mooring line with about three (3) feet of line between the mooring buoy and bow of the boat.
3. Tension jib sheets on furler headsail and keep two wraps on the winches on both sides.
4. Flake mainsail with alternating folds on boom and put mainsail cover on
5. Secure main halyard on the boom with slight tension
6. Secure spinnaker halyard on base of port stanchion just forward of the chain plates and tension halyard
7. Hang spinnaker sheets, spinnaker twings and tack line on the white line on the port side below deck
8. Turn off main battery switch
9. Secure Cunningham on boom with a clove hitch
10. Secure boom using a long sail tie around the boom or main sheet block (with a clove hitch) tied to

the stainless steel rings where the spinnaker blocks are located. Release tension on main sheet to reduce compression on the traveler bearings.

11. Secure tiller using a long sail tie around the tiller (with a clove hitch) tied to stern pulpit
12. Hang coiled main sheet from boom or main sheet blocks
13. Ensure furler line, pole line, backstay and traveler lines are off the cockpit floor and stored in line pockets
14. Store winch handle in starboard line pocket
15. Install washboard
16. Tie excess boom vang control lines ahead of the top sliding hatch cover to prevent it from sliding forward
17. Close air valve and fuel shut-off valve and tilt engine out of water

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