



Sailing Protocols

Effective: June 1st, 2017

Melges 24s

Getting on the boats

1. Please - 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 shoe soles before getting on the boat.
2. Board the boat one person at a time. Use the shrouds/sidestays as a hand hold and step on the gunwale outside the lifelines with both feet, then step over the lifelines on to the boat.
3. If people have bags, have one person board the boat first and then hand the bags to that person and then board the boat.

Melges 24 - Opening the boat

1. The top hatch is very fragile (do not step on it) and flimsy (it will fall inside cabin when jostled). Please put both hatch covers inside the custom padded bag. Store in forepeak.
2. The cabin floor acts like a bilge basin, do not place bags on the floor or on the molded seats or else items will get wet. Dry out cabin floor and compartments behind companionway with the sponge and bucket (stored on port side aft of the companionway).
3. Equipment check – make sure you have all the safety equipment (Port side behind companionway: Anchor + chain, rode, fire extinguisher, first aid kit, bucket, sponge & bilge pump, chemical ice packs). Whistle is on the stern pulpit. Portable navigation lights are available for sign out from the Sailing Center.
4. Extra life jackets (identified with correct boat number) hanging on line on port side. Do not hang anything on the furler control line.
5. Type IV PFD is stuffed on the starboard support beam with cloth handles hanging down.

Melges 24 - Rigging the boat

1. Check tack line and spinnaker sheet is on the boat. The spinnaker strop is available on the kill switch.
2. Do not adjust the jib forestay tension (turnbuckle below deck on the port side) without staff supervision – the rig will come down.
3. BE VERY CAREFUL WHEN HANDLING HALYARDS – they will sky if you let them run free. There is an assessment for retrieving halyards charged to the skipper.
4. Roll the jib sock from the bottom and roll the main sail cover from the back to the front. Store the jib sock and main sail cover in the forepeak on the port side (opposite the pole). Secure spinnaker halyard to the base of the port side forward stanchion when not in use. Check that the other end of the spinnaker halyard has a stopper knot.
5. Remove safety line on the tiller and secure it to the stern pulpit or store line below. Temporarily secure the tiller by crossing the backstay lines.
6. Secure main halyard with the shackle. Check that the other end of the main halyard has a stopper knot.
7. Ensure the end of the boom does not scrape the cockpit floor.

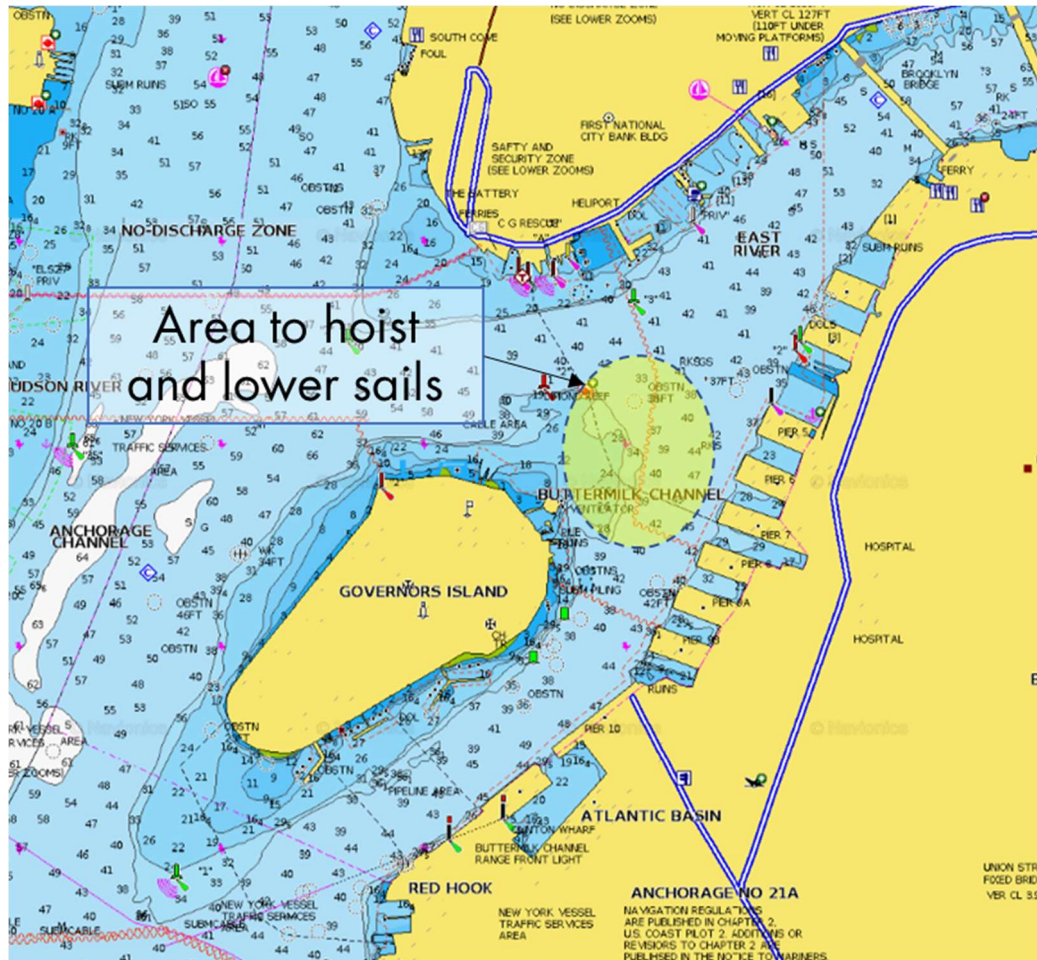
Casting off

1. Retighten engine clamps, check fuel level, open air valve and fuel shut-off valve. Start engine in neutral.
2. Prepare to cast off docks. The Melges has bow lines with clips, one spring line and one stern line. Unwind spring and stern line but leave one loop on the dock cleat to enable a quick release.
3. Ease stern line and spring line so that the bow clip can be released. Unclip the bow line clip and leave the bowline on the dock. Have one crew hold the boat in position on the dock – while the remaining crew are ready to cast off the spring line and stern line. Position crew to keep boat flat and ready to fend off both sides of the boat when departing.
4. Next, cast off the stern line and the lastly, the spring line.
5. Depart the dock by slowly moving astern under power or have the boat walked to the end of the dock.
6. Spring line should be removed and stored below in the cabin.
7. The stern line can be flaked and secured to the stern pulpit OR removed and stored below in the cabin.
8. Fenders should be removed and stored below in the cabin.

Area to raise and lower sails

1. Large wakes are hitting the Marina's wave attenuator when vessels steer a course closer to the Marina to avoid our Sail Club boats when hoisting and lowering sails.

Skippers should make every effort to raise and lower sails between Pier 5 and the Battery Tunnel ventilator structure to keep vessel traffic away from wave attenuator.



Raising sails (Melges 24)

1. You will need three people to raise the main – one below deck to hoist the main halyard, one at the mast feeding the mainsail bolt rope and one at the helm. Remember to ease the boomvang, outhaul, Cunningham and main sheet before hoisting.
2. Make sure you use the main halyard tensioner to get a full hoist –but be careful you don't pull the headboard above the white band.
3. Ensure the tack of the mainsail is close to the gooseneck.
4. The main halyard tensioner connects to the upper eye splice. If it does not reach, you may have to lower the main sail and readjust main halyard bowline loop and tail as required.
5. Tilt engine out of water when sailing – less pressure on transom. Close the air valve and fuel shut-off valve.

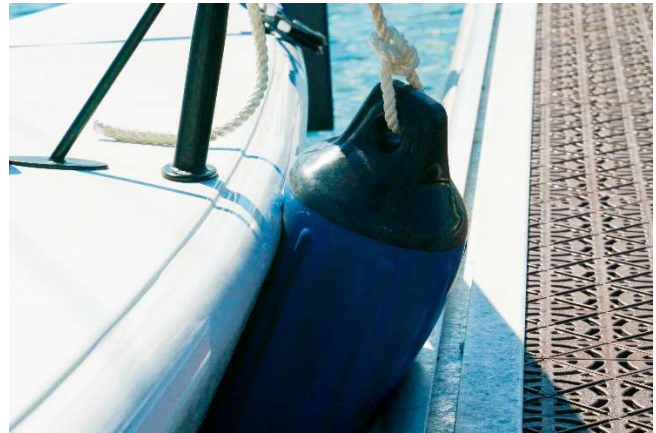
Lowering sails (Melges 24)

1. Furl the jib loosely by heading downwind and a limited tension on the jib sheets.
2. Make sure the outhaul is loosened BEFORE you lower the main sail. If not, when the boom is lowered to the deck it will stretch the foot of the main eventually rip the main sail.

Returning to the Docks

1. Call the Marina on VHF 71 before entering. Stay clear of the entrance if you are asked standby for outbound or inbound traffic.

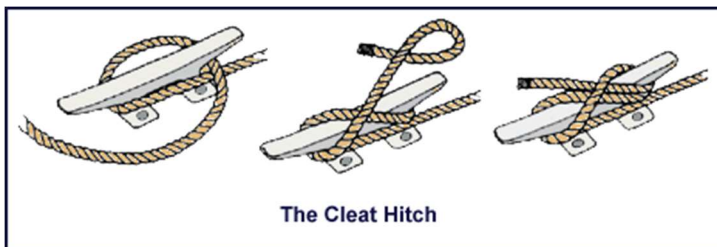
2. Have the lines ready to be deployed. Secure fenders to the widest part of the boat and adjust height so that the top of the fender is about 2 inches above the deck – this prevents the fender from rolling under the dock.



3. As you come into the dock have the crew positioned so that the boat is balanced (flat) and the crew is ready to fend off
4. Lines that are secured to the base of stanchions should be done around the thickest part of the stanchion with two round turns and bow line or luggage tagged.
5. Have one crew positioned at the sidestays/shrouds outside the lifelines ready to step (not jump) onto the dock with the spring line.

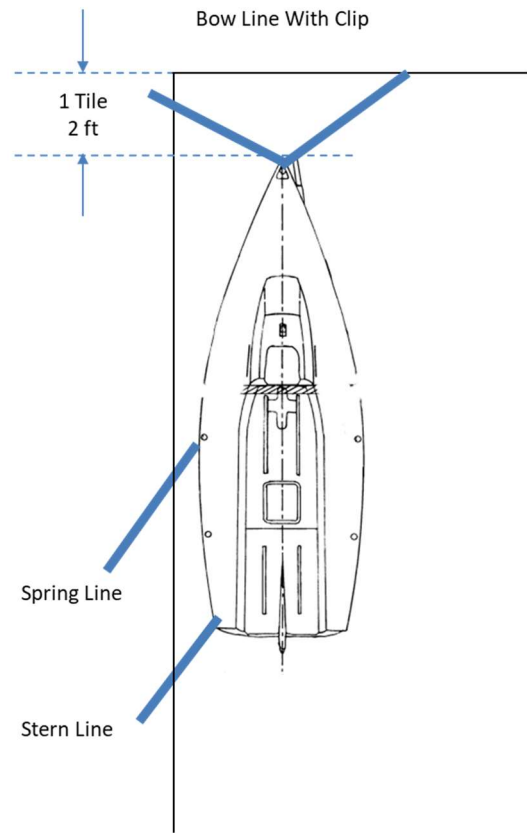


6. Come alongside the dock finger at low speed and have first crew step off with the spring line and loop it around a dock cleat to slow down the forward motion of the boat.
7. Have the next crew step off by sidestay/shrouds with the stern line. All dock lines should be lead to the part of the dock cleat furthest away from the boat.
8. Position the bow of the boat about 2 feet (approx. one dock tile) from the end of dock and attach the bow line clip. Tension up the spring line and then the stern line. These lines should be very TIGHT. You will need to sweat the lines to pin the boat against the dock finger.
9. Make off the stern line and spring lines with a cleat hitch – ensure you have THREE locking hitches on the dock cleat.

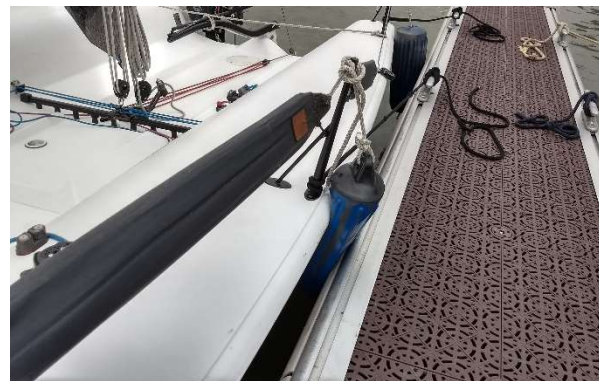


10. Secure the boat with

- i) Two bow lines and bow clip
- ii) A spring led aft from the middle stanchion to the dock cleat – secure dock line with two round turns and bow line or luggage tag the eye on the dock line.
- iii) The stern line from stern pulpit to the dock cleat - secure dock line with two round turns and bow line or luggage tag the eye on the dock line.



- ## 11. All dock lines should be extremely **TIGHT** and the boat should be pressing against the fenders with little movement.
- Note: Normally boats are tied up so they float next to the dock – however, experience is showing us that our boats still jerk back and forth unless all lines are extremely tight.



Closing up the boat (Melges 24)

1. Install jib sock, ensure the lower part of the jib sock is hooked to the luff tensioner lines and not the loop on the bow plate for the navigation lights.



2. Ensure the clew of the jib is fully protected from UV by hand rolling the sail into the furler. You may have to loosen the jib sheets.



3. Roll mainsail on boom (fold at second batten from the top) and store on the boom. Loosely secure the main on the boom with sail ties. Use the main halyard as the boom topping lift and attach it to the outhaul (detach sail from outhaul).

4. Secure main halyard down below using cam cleat. Then lead the halyard through the block at the base of the post and back up to the cam cleat. Secure the halyard with a slip knot around halyard above the cam cleat.



5. Hang main halyard fine tune hook on the main halyard cam cleat eyelet.

6. Hang spinnaker sheets (and return spinnaker strop) and tack line on storage line below deck.
7. Clip all PFDs on the storage line below.
8. Sponge out all water from the bilge basin.
9. Loop furler line on itself so it does not sit on the floor of the cockpit

10. Loop spinnaker halyard and boomvang lines on the spinnaker halyard release hook



11. Secure Cunningham to boom so that the assembly it does not touch the cabin top.

12. Flake and hang main sheet on main sheet blocks.



13. Secure boom using the main sheet. Boom should not move.

14. Secure tiller and tiller extension with a clove hitch. Note clove hitch positions

The clove hitch is at the curve of the tiller.

Tiller and tiller extension should not



move around at all.

15. Backstay should be full released
16. Close air valve and fuel shut-off valve and tilt engine out of water
17. Lock down hatch with peg or lock – otherwise the hatch will slip off.
18. Wash down the boats – spray blocks, furler, jib tracks, traveller and main sheets.
19. Return kill switch, navigation lights and spinnaker strop to the Sail Center.
20. Sign out Float Plan and report incidents and make suggestions.

J80

Getting on the boats

1. Please - 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 shoe soles before getting on the boat.
2. Board the boat one person at a time. Use the shrouds/sidestays as a hand hold and step on the gunwale outside the lifelines with both feet, then step over the lifelines on to the boat.
3. If people have bags, have one person board the boat first and then hand the bags to that person and then board the boat.

J80 - Opening the boat and rigging

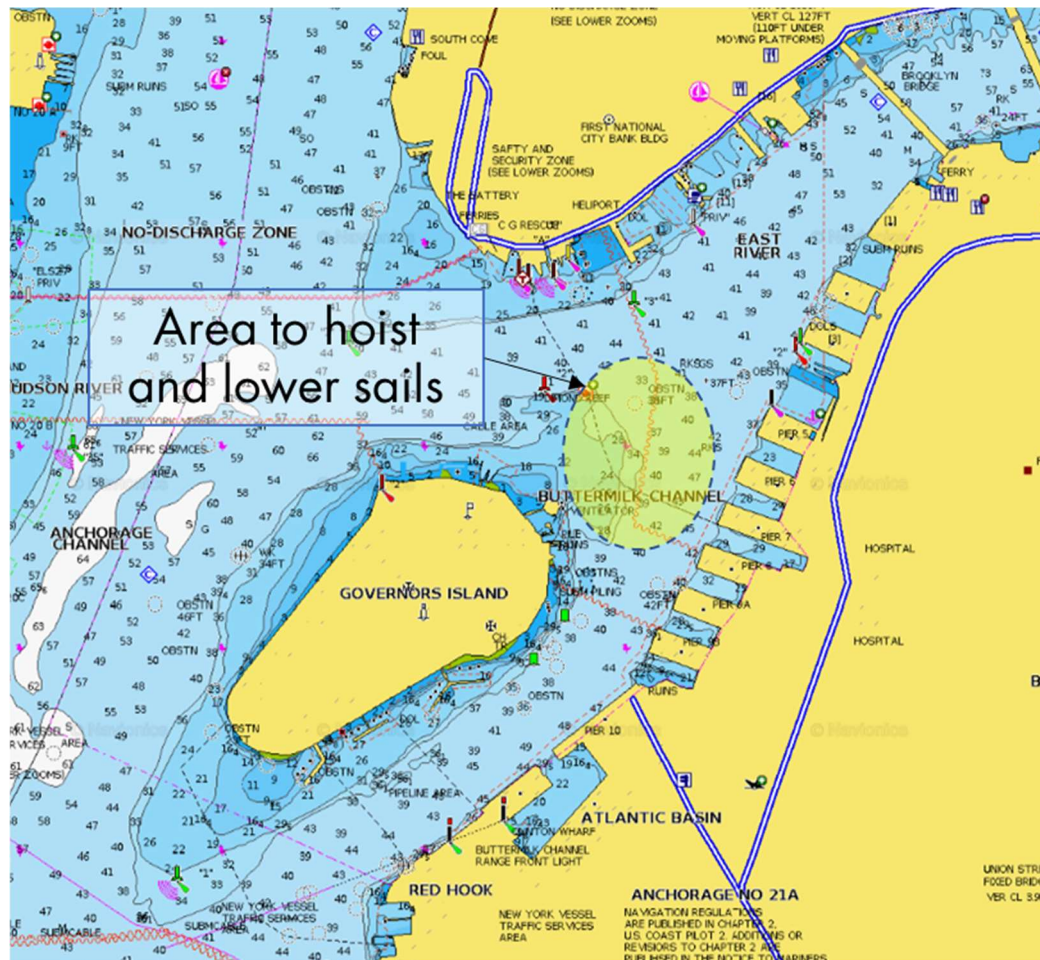
1. Check tack line and spinnaker sheet is on the boat. The spinnaker strop is available on the kill switch.
2. Remove sail club battle flag connected to the spinnaker halyard. Secure the spinnaker halyard on the base of the mast if not in use.
3. BE VERY CAREFUL WHEN HANDLING HALYARDS – they will sky if you let them run free. There is an assessment for retrieving halyards charged to the skipper.
4. Attach the main halyard to main sail using the shackle.
5. Remove main sail cover – roll from the stern towards the mast. Store mainsail cover on the starboard side.
6. Remove and store washboard behind the cabin step.
7. Pump out the bilge using the internal pump on deck.
8. Detach the safety line on the tiller from the port side. Keep the starboard side attached so it can be used to secure the spare fuel tank. Temporarily secure the tiller by crossing the backstay lines on the cockpit floor over the tiller.
9. Equipment check – make sure you have all the safety equipment (Starboard side next to mast: Emergency box with fire extinguisher, first aid kit, flares and regulatory placards and chemical ice packs, bucket, sponge & bilge pump. Starboard side in bench storage: Anchor + chain + bag). Whistle is on the stern pulpit.
10. Battery is connected and nav lights operational.
11. Extra life jackets (identified with correct boat number) hanging on line on port side. Do not hang anything on the pole extension line control line.
12. Type IV PFD is on the starboard bench.

Casting off

1. Recheck engine clamps, check fuel level, open air valve and fuel shut-off valve. Start engine. Ensure the rudder does not touch the engine.
2. Prepare to cast off docks – two bow lines, spring line and stern line.
3. Have crew positioned to keep boat flat and ready to fend off both sides of the boat when departing.
4. First cast off port side bow line from the dock and take up line on the boat. Next, prepare starboard side bow line, stern line and spring line by unwinding lines but leaving one loop on the dock cleat to enable a quick release.
5. Have one crew hold the boat in position on the dock – while the remaining crew are ready to cast off the starboard bow line, spring line and stern line. Position crew to keep boat flat and ready to fend off both sides of the boat when departing.
6. Next, cast off the starboard bow line, stern line and the lastly, the spring line.
7. Depart the dock by slowly moving astern under power or have the boat walked to the end of the dock
8. Bow lines can be flaked and secured to the D-ring on the foredeck OR removed and stored below in the cabin.
9. Spring line should be removed and stored below in the cabin.
10. The stern line can be flaked and secured to the stern pulpit OR removed and stored below in the cabin.
11. Fenders should be removed and stored in the cabin.

Area to raise and lower sails

1. Large wakes are hitting the Marina's wave attenuator when vessels steer a course closer to the Marina to avoid our Sail Club boats when hoisting and lowering sails. Skippers should make every effort to raise and lower sails between Pier 5 and the Battery Tunnel ventilator structure to keep vessel traffic away from wave attenuator.



Raising sails

1. You will need two people to raise the main – one on the port side to hoist the main halyard and one at the helm. Remember to ease the boomvang, Cunningham, main sheet and put a slight bit of tension on the outhaul.
2. On some masts, you will need to feed the mainsail slugs past the mast slot gates (silver plates) slowly.
3. Remove boom topping lift while sailing and secure topping lift via bungee cord to stern pulpit.

4. Tilt engine out of water when sailing – less pressure on transom. Close the air valve and fuel shut-off valve.

Lower Sails

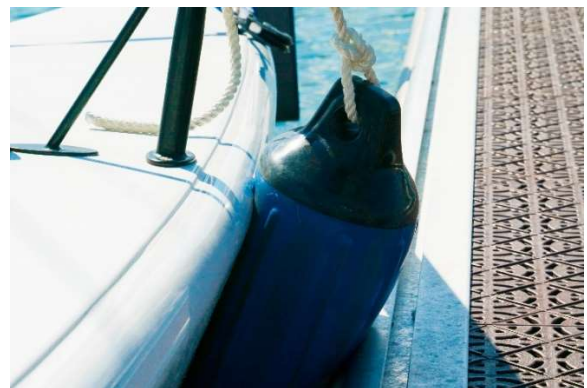
1. Furl the jib loosely by heading downwind and a limited tension on the jib sheets.
2. Reattach the boom topping lift.
3. Alternate the luff of the main sail when lowering the mainsail. This will make it easier for you to flake the sail on the boom at the dock.



Returning to the Docks

1. Call the Marina on VHF 71 before entering. Stay clear of the entrance if you are asked standby for outbound or inbound traffic.

2. Have the lines ready to be deployed. Secure fenders to the widest part of the boat and adjust height so that the top of the fender is about 2 inches above the deck – this prevents the fender from rolling under the dock.



3. As you come into the dock have the crew positioned so that the boat is balanced (flat) and the crew is ready to fend off
4. Lines that are secured to the base of stanchions should be done around the thickest part of the stanchion with two round turns and bow line or luggage tagged.

5. Have a crew positioned at the sidestays/shrouds outside the lifelines ready to step off (not jump off) with the spring line. The spring line should be lead aft of the stern stanchion and then forward to the sidestay/shrouds.



6. Come alongside the dock finger at low speed and have first crew step off with the spring line and loop it around a dock cleat to slow down the forward motion of the boat.
7. Have the next crew step off by sidestays/shrouds with the stern line. All dock lines should be lead to the part of the dock cleat furthest away from the boat.
8. Position the bow of the boat about 2 feet (approx. one dock tile) from the end of dock with the starboard bow line and temporarily attach the port side bow line. Tension up the spring line and then the stern line. These lines should be very TIGHT. Finally, tension up the port side bow line. You will need to sweat this line to pin the boat against the dock finger.
9. Make off the stern line and spring lines with a cleat hitch – ensure you have THREE locking hitches on the dock cleat.

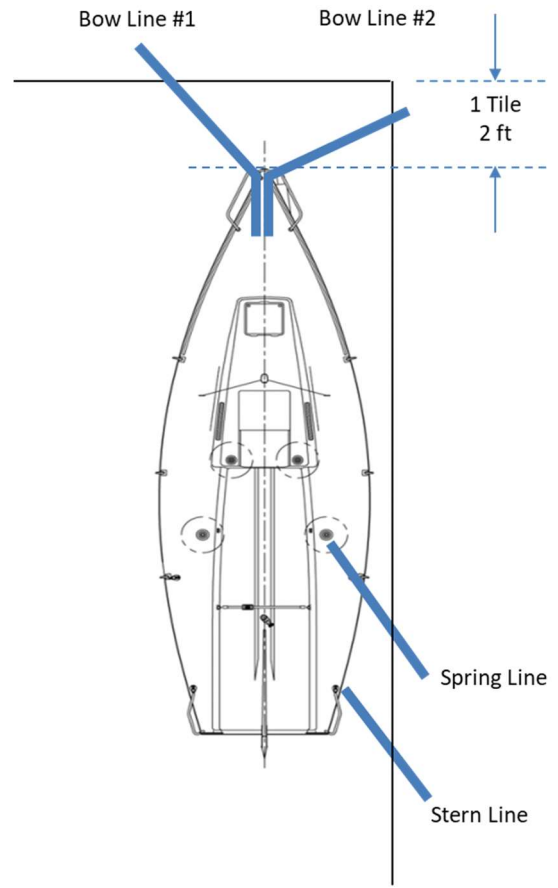


10. Secure the boat with

- i) A spring led aft from winch drum aft of the stern stanchion to a dock cleat

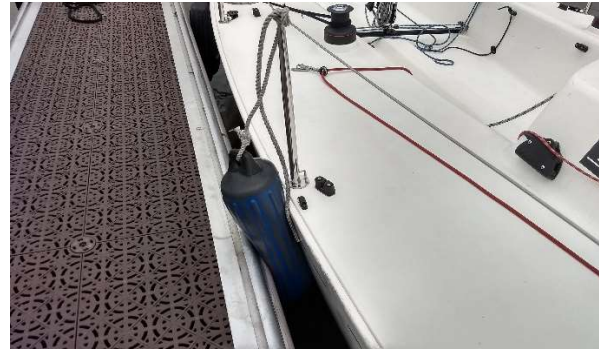


- ii) The stern line should be secured to the forward most post of the stern pulpit not around the thin supporting D-leg with two round turns and lead to a dock cleat.
- iii) Two bow lines one line on either side of the forestay through the forward posts on bow pulpit and then secured to the foredeck D-ring/cleat in the middle of the foredeck.



iv)

11. All dock lines should be extremely **TIGHT** and the boat should be pressing against the fenders with little movement. Note normally boats are tied up so they float next to the dock – however, experience is showing us that our boats still jerk back and forth unless all lines are extremely tight.



Closing up the boat

1. Tension jib sheets.
2. Pump out bilge.
3. Flake mainsail on boom and secure with two sail ties. Install main sail cover, remember to tie off the forward portion of the cover around the mast and stretch out the spine of the cover before tying off the aft portion of the cover.
4. Raise the battle flag with the main halyard. Flag should be secured to the forward part of the bow pulpit with the line and clip. The spinnaker halyard should be flaked and secured to itself underneath the main sail cover



5. Secure the main halyard to the base of the port stanchion just aft of the mast.
6. Hang spinnaker sheets (and return spinnaker strop) and tack line on storage line below deck.
7. Clip all PFDs on the storage line below
8. Store winch handle in bucket below deck.
9. Turn off all lights at the breaker panel. Turn off main battery switch.
10. Store furling lines and jib sheets in storage bags so they do not sit on the floor of the cockpit
11. Flake and hang main sheet on main sheet blocks.

12. Secure tiller and tiller extension using lines and clove hitch.



13. Note clove hitch position, just forward of the tiller extension clip.

Tiller and tiller extension should not move around at all.



14. Backstay should be full released
15. Close spinnaker tack line clutch:



16. Close air valve and fuel shut-off valve and tilt engine out of water
17. Install the washboard and close hatch cover
18. Wash down the boats – spray blocks, furler, jib tracks, traveler and main sheets.
19. Return kill switch and spinnaker strop to the Sail Center.
20. Sign out Float Plan and report incidents and make suggestions.