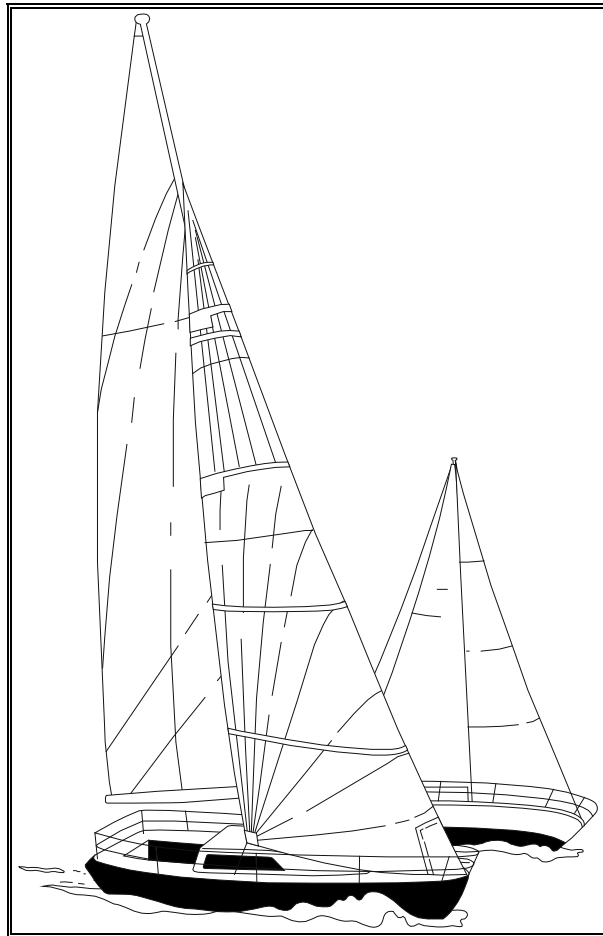


Fairwinds Sailing Association **Standard Operating Procedures**

Revised: Dec 8, 2008

Part I - General Sailing Procedures



*Fairwinds Sailing Association***Standard Operating Procedures****I. ADMINISTRATION****A. PREFACE**

- This document supersedes all previous Standard Operating Procedures manuals (SOP). This is Part I of a multi-part SOP. This part deals with General Sailing information and procedures as they apply to all club boats. In addition, there are separate boat-specific Parts for each vessel of the association. These additional Parts provide details on individual boat systems and procedures.

Amendments to the SOP will be published on the club website.

B. SAILBOATS

1. C&C 27 Fairwinds (*for details refer to SOP PART II*)
2. Pearson 33 Jolie (*for details refer to SOP PART III*)

C. DINGHIES**1. OAK BAY MARINA:**

The Skeeter sailing dinghy is usually assigned with the C&C and its equipment is stored in the C&C. Check that all components are aboard your boat before departing.

2. SIDNEY NORTH SAANICH MARINA:

- The marina rules prohibit storage of dinghies on the floats; dinghies (*Fairwinds Sailing Association*) are stored on the dinghy rack to the left of the ramp as you enter the south floats.

3. WHEN USING DINGHIES:

- Ensure the dinghy has the required Department of Transportation safety items on board (eg. personal flotation devices, bailer, whistle)
- Sailing dinghy: ensure centreboard cover is in place while underway.
- Please be especially vigilant about the safe use of the dinghy by your crew.
- Under rough conditions, the dinghy may be more secure lashed down on the foredeck than under tow.
- Clean dinghy after use.
- Secure dinghy well when finished: bow to bow in the water in such a way that contact with the sail boat is prevented, or preferably on the dinghy storage racks provided at Sidney North

Saanich Marina.

D. LOG KEEPING

- Skippers should be sure to review recent log entries prior to sailing to check for anything which might affect the safety or serviceability of the boat.
- The following essential information should be entered in the log each day when the boat is being used:
 - a. Name of skipper and other *Fairwinds* members
 - b. Date and time of departure and arrival from moorages
 - c. Engine operating hours (departing and arrival hours from the engine hour meter)
 - d. Fuel added (put receipts in petty cash)
 - e. Any servicing or maintenance done
 - f. Malfunctions or maintenance required
 - g. Equipment damages, missing or removed
 - h. Custom clearance numbers
 - i. Emergencies or accidents experienced (in case extra maintenance is needed in the future, as a result of the incident)
 - j. Weather and sea conditions
 - k. Any other information which would be helpful such as good or bad anchorages, fishing spots, rocks or navigational hazards not on charts, etc.

E. FINANCES

1. BOAT USAGE FEES

- The schedule of boat usage rates is posted on the Association web site and can also be obtained from the Treasurer or Secretary.
- Annual billings for boat usage will be calculated from the Booking System and cross checked with the log books.

2. REFUELLING COSTS

- Members pay for engine use based the hourly engine rates as posted on the Association web site. Upon returning a boat to home port, the *Fairwinds* member pays into the boat's petty cash an amount based upon the total engine hours used (as per the the engine's hour meter). Note that the hourly rate is to intended to cover engine maintenance costs as well as fuel costs. As such, it is not sufficient for one to simply top up the fuel tank with money from one's own pocket. Hours used must be recorded and an appropriate contribution made to the kitty. A note should also be made in the log of any monies added/removed to/from the kitty.

If the boat has less than 1/2 a tank of fuel, the member should top up the tank using money from the kitty (including their current contribution calculated using the hourly rate).

3. PETTY CASH (Kitty)

- Petty cash is to be used for only the following items (put receipts in petty cash box):
 - a. engine fuel (see *Refuelling costs*)
 - b. minor items required for boat
 - c. toilet paper
 - d. minor consumables (see definition below)
- Petty cash may be used by any *Fairwinds* member
- Any monies added or removed from the petty cash are to be recorded in the petty cash journal along with the receipts (signed by the member).
- Minor Consumables: stove fuel, garbage bags, paper towels, cleaning supplies etc. from petty cash.

F. EQUIPMENT DAMAGE OR LOSS

- All damage, breakage or loss of any items on the boat are to be detailed in the log book.
- Equipment damage or loss should be reported to the Boat Captain, or if unavailable the Bookings Director, as soon as possible.
- Boat Captain should be contacted before major repairs or alterations are undertaken.
- Equipment should not be removed from a boat or transferred between boats, or any alterations undertaken, without the approval of the Boat Captains and a log entry.
- The member(s) responsible for the damage or equipment loss due to negligence will be financially responsible on a pro-rated basis for the repair/replacement cost of the item, determined by a three member committee consisting of the boat captain, the commodore and the vice-commodore, or suitable replacement if any of these persons is involved with the incident. All boats are covered by insurance, and are subject to a deductible.

G. CANADA / U.S. CUSTOMS CLEARANCE

It is up to the individual skipper to be familiar with and comply with U.S. Federal Law while sailing in U.S. waters, or not enter U.S. waters.

Due to holding tank regulations, only vessels with working holding tanks are allowed in U.S. waters. Systems must be “locked” (e.g. selection handle removed) so that only a holding tank can be used.

1. U.S. REGULATIONS CONCERNING HOLDING TANKS:

- Holding tanks **MUST** be used in U.S. waters.
- A boat without a functioning holding tank is not allowed to be sailed in U.S. waters, even with a port-a-pottie.

2. U.S. CUSTOMS/IMMIGRATION REGULATIONS:

- U.S. customs regulations require all Canadian boats that anchor, dock, pickup a mooring, contact another vessel or run aground in the U.S.A. report to the NEAREST U.S. customs entry port:
 - a. Roche Harbour

- b. Friday Harbour
 - c. Anacortes
 - d. Port Angeles
- If no customs person is present, you can clear customs by phone.
 - You cannot bring potatoes or citrus fruits into the U.S. The customs officer will inspect them, and they may be confiscated.
 - No one is allowed off the boat until the boat has been cleared by officials.
 - The customs officer will give you a U.S. Customs Clearance number. Write it in the log book (you will need it when you return to Canada)
 - If bad weather or other emergency forces you to land at a U.S. port which has no Customs office, it is your obligation to telephone the nearest Immigration / Customs Office to report the circumstances of your arrival.
3. CANADIAN CUSTOM/IMMIGRATION REGULATIONS:
- Canadian custom regulations require all Canadian boats returning from the U.S. to clear customs at the closest port of entry:
 - a. Tsehum Harbour (Van Isle Marina)
 - b. Sidney
 - c. Oak Bay
 - d. Victoria
 - e. Bedwell Harbour (May 1 to September 30 only)
 - No one is allowed off the boat until the boat has been cleared by officials.
 - If bad weather or other emergency forces you to land at a Canadian port which has no Customs office, it is your obligation to telephone the nearest Regional Customs Office, or the nearest office of the Royal Canadian Mounted Police, to report the circumstances of your arrival.
4. INFORMATION REQUIRED FOR U.S. OR CANADIAN IMMIGRATION AND CUSTOMS CLEARANCE:
- a. vessel name, model and length
 - b. vessel licence / registration
 - c. citizenship of skipper and crew
 - d. proper identification for everyone on board (passports or drivers licence)
 - e. skipper's name, birth date and address
 - f. crew names, birth dates and addresses
 - g. last port of call in foreign country
 - h. U.S. Customs only: are you carrying potatoes or citrus fruits? (they may be confiscated)
 - i. Canadian Customs only: date of entry to U.S. and U.S. Custom Clearance Number.
5. FISHING LICENCES
- Canadian and American fishing regulations require all salt water fishermen to possess a valid fishing license for *each* country you fish in.
 - If you fish from any of the club's boats, you need to be aware of any fishing restrictions either country may have, and carry your fishing license(s).
 - **FAILURE TO HAVE A VALID LICENCE COULD RESULT IN SEIZURE OF THE CLUB BOAT AND/OR A FINE.**

II. SAFETY

A. SAFETY EQUIPMENT

1. DEPARTMENT OF TRANSPORTATION REQUIRED SAFETY EQUIPMENT

- The Canadian Department of Transportation requires all boats to have on board certain minimum safety items (fire extinguisher, personal flotation devices, etc.) The length of the boat determines which items and quantity the boat must carry.
- See Inventory List in this Standard Operating Procedure Manual for list of safety equipment carried on each *Fairwinds* Boat. **BE AWARE OF THE CORRECT OPERATION OF EACH OF THE BASIC SAFETY EQUIPMENT ON EACH BOAT.**
- Dinghies are also required to carry safety items: one approved lifejacket per person, 2 oars with rowlocks or two paddles, one hand-held bailer, some type of sound signalling device.
- It is the skipper's responsibility to ensure that the boat is equipped with these minimum items and to ensure that they are in good working condition before leaving the dock.

2. PERSONAL FLOTATION DEVICES

***Fairwinds* recommends that Coast Guard approved Personal Flotation Devices be worn when on deck, especially in rough weather or at night, and for children at all times.**

3. OTHER PERSONAL SAFETY DEVICES

- Safety harnesses, and personal lights are personal safety items, and are not equipped on the boats (except where noted in the boat's inventory).

4. VHF Radio

- VHF radios are installed on the C&C and the Pearson 33.
- Each boat has a unique call sign associated with each boat's VHF radio:
C&C: VD 8895 Pearson: ??
- The Department of Communications requires all users of a VHF radio to be in possession of a Radio Telephone Operators Licence (except in case of an emergency). All Skippers must obtain a Radio Telephone Operators Licence.
- Weather: channel 4, 21b, 39(WX1)
- Emergencies: Channel 16
- See *General Safety Procedures: VHF Radio Emergency Procedures*

5. CHARTS

- Each *Fairwinds* boat carries a set of *Small Craft Charts* (strip charts) and a large scale chart for the immediate area.
- It is the skipper's responsibility to supply all other charts necessary for safe navigation in the intended area of cruising.

- Good seamanship dictates that a skipper should also carry charts to the area surrounding the intended cruising area in the event of a change in plans.
- Keep all charts up to date.

6. PUBLICATIONS

- Each boat is equipped with the following minimum books, and it is the skipper's responsibility to become familiar with them to make appropriate use of them when necessary.
 - Safe Boating Guide (Canadian Coast Guard - CCG)
 - The Canadian Aids to Navigation System (CCG)
 - Small Craft Guide (Canadian Hydrographic Service - CHS)
 - Tide and Current Tables (CHS)
 - Chart 1, Symbols and Abbreviations (CHS)
 - Radio Telephone Operators Handbook (Department of Communications)

B. GENERAL SAFETY PROCEDURES

1. INSURANCE

- Fairwinds Sailing Association's insurance policies allows sailing in the inside passage waters from Cape Flattery to Alert Bay.

2. CHECK WEATHER FORECASTS:

- Observe weather & water conditions, and check weather forecasts before sailing and as often as possible at sea.

3. CHECK TIDE CHARTS:

- Check predicted tide heights (high and low tides) and currents before and during your trip. Recheck them before anchoring, especially at night.

4. CHECK CHARTS:

- In unfamiliar waters, or when there is an especially low tide, check your charts and position frequently.

5. PERSONAL FLOTATION DEVICES:

Fairwinds recommends that Personal Flotation Devices be worn when on deck, especially in rough weather, and worn by children at all times.

6. MAINTAIN A LOOKOUT:

- To prevent injury to persons and damage to the boat, a good lookout should be maintained at all times. Logs, deadheads, rocks, kelp, debris, ships and fog are some of the hazards in our area.
- "The *Collision Regulations* require every vessel to maintain a constant lookout. You must

also use every available means, such as radio, to determine whether there is a risk of collision." (quote from the Canadian Coast Guard *Safe Boating Guide*)

7. KNOW THE RULES OF THE WATER:

- Under normal circumstance, power-driven vessels must keep clear of sailboats, rowboats and canoes. Normally, a sailboat sailing on starboard tack has right-of-way over a sailboat sailing on port tack.
- The *Collision Regulations*, and common sense, require all boats to follow rules of the water, but also to avoid collisions with other vessels regardless of whose right-of-way it is.

8. VHF RADIO: EMERGENCY PROCEDURES (Channel 16)

a. Standardized alphabet for radio communication:

A alpha	K kilo	T tango
B bravo	L lima	U uniform
C charlie	M mike	V victor
D delta	N november	W whiskey
E echo	O oscar	X x-ray
F foxtrot	P papa	Y yankee
H hotel	Q quebec	Z zulu
G golf	R romeo	
I india	S sierra	
J juliet		

C&C Fairwinds: F A I R W I N D S

Foxtrot, Alpha, India, Romeo, Whiskey, India, November, Delta, Sierra

Aloha Mystere: M Y S T E R E

Mike, Yankee, Sierra, Tango, Echo, Romeo, Echo

**b. VHF Radio Channel 16 for immediate danger, loss of life or vessel: DISTRESS
(MAYDAY)**

"Mayday, Mayday, Mayday"

Repeat name of boat three times:

example, for the C&C: "Fairwinds, Fairwinds, Fairwinds"

"Mayday"

Repeat name of boat again

Give position

State nature of distress

Give description of boat

example, for the C&C: 27 foot sloop rigged sailing vessel, hull is light blue,
deck is white

Give number of persons aboard

Give condition of anyone injured

"Over"

c. VHF Radio Channel 16 for an urgent message regarding the safety of a person or the vessel with no immediate danger: URGENGY (PAN PAN)

"Pan Pan, Pan Pan, Pan Pan"

Repeat name of boat three times:

example, for the C&C: "Fairwinds, Fairwinds, Fairwinds"

"Pan Pan"

Repeat name of boat again

Give position

State nature of distress

Give description of boat

example, for the C&C: 27 foot sloop rigged sailing vessel, hull is light blue,
deck is white

Give number of persons aboard

Give condition of anyone injured

"Over"

d. VHF Radio Channel 16 for reporting another vessel in distress:

"Mayday relay, Mayday relay, Mayday relay"

"This is " - repeat name of your boat three times

example, for the C&C: "This is Fairwinds, Fairwinds, Fairwinds"

"Mayday" - give name of vessel in distress

Give description of vessel in distress

sail or power

length

colour

State nature of distress

State your intentions

Give your position

Give your estimated time of arrival at the vessel in distress

9. SMOKING ON BOARD:

- To reduce the possibility of fire aboard, smoking is not permitted below decks, nor while refuelling. In general, smoking should be discouraged. Smoking on deck is permitted when not near the sails.

10. CREW FAMILIARIZATION:

- Skippers should familiarize crew on the location and use of all safety equipment, VHF radio for emergency use, engine operation and use, man-overboard procedures, and the use of the ships domestic equipment (head, stove, heater) prior to departing the dock.

11. ANCHORING

- Before anchoring, check the tide tables.
- The bitter end of the anchor rode must be secured to a solid part of the boat (eg. the mast or suitable fixture near anchor locker) before lowering the anchor. If equipped, guide the anchor over an anchor roller or through a chock to prevent damage to the fibreglass.
- When anchoring at night, be sure to have an anchor light.
- When storing the anchor, ensure the anchor, chain and line are thoroughly cleaned of dirt. When at port with fresh water, rinse line in fresh water and allow the line to dry before storing.
- Ensure anchor and rode are safely secured when underway.

Length (feet)	Length (metres)	Anchor Line Markings Number of Bands
30	10	1 red
45	15	1 blue
60	12	2 red
75	25	1 blue
90	30	3 red
105	35	1 blue
120	40	4 red
135	45	1 blue
150	50	5 red
165	55	1 blue
180	60	6 red

12. NIGHT SAILING

- Running and steaming lights must be used while the boat is underway.
- See section of SOP for specific boat for other night lights (eg. compass light)
- Maintain a good lookout for deadheads, other debris in the water, and other vessels.

III. BASIC OPERATION

(for details, see specific SOP for each boat)

A. PRE-SAILING CHECK LIST

- Remove all padlocks. (If you re-close padlocks, this will reduce the chances of locking yourself out of the boat accidentally)
- Check the boat usage and maintenance logs for boat's serviceability. Note any deficiencies in the log.
- Pump bilge.
- Check oil*, alternator belts*, fuel.
- Calculate the tides and currents for cruising area.
- Obtain the latest weather report.
- Familiarize crew with location and use of safety equipment and domestic equipment.
- Engine pre-start checks (see individual lists for each boat)
- Inventory checklist (equipment in assigned places)
- IF SAILING TO U.S. WATERS, to comply with U.S. laws: switch head operation to holding tank, and lock holding tank in the *HOLD* position.

B. POST-SAILING CHECK LIST

- Top up fuel tank as required. The boat must always be left with at least ½ tank of fuel. Add money to kitty as per engine hour meter and current rate schedule (as posted on the web).
- Boat safely secured to dock with fenders secured in appropriate places.
- Fill in Log book.
- Clean boat (see *Cleaning Boats*) especially cooler, head, deck and dinghy. Always leave the boat tidier than when you found it.
- Water tank filled (summer season).
- Pump bilge (not in marina waters!).
- Pump holding tank (not in marina waters!).
- Battery selector switch to *OFF*.
- Close all *through hull fittings* (EXCEPT ENGINE COOLING WATER INTAKE and cockpit drains).
- Connect power cord, if necessary.
- Remove all loose equipment from deck (winch handles, boat hook, oars, flag, blocks, lifesling, etc.) and store appropriately.
- Put covers on Main, and tiller or winches.
- Secure dinghy in appropriate storage place.
- Secure halyards away from mast.
- Fold sails and stow in bow.
- Lock forward hatch.
- Remove all personal gear, and perishable foodstuffs. Any food that would spoil or attract pests should not be left on board. Beer and wine left on board will be assumed to be surplus!

- Replace all locks.
- With little layover of the boats between bookings, it is important that each skipper carry out routine maintenance as it is required, and that he/she transfers a clean, smoothly running boat to the next party.
- If something goes wrong on the trip, make a note of it in the log book, and contact the Boat Captain, Bookings Director or Commodore as soon as possible or immediately upon return so that we can make whatever arrangements are required to minimize downtime.

D. CLEANING BOATS

1. GENERAL

- Leave boat in a clean and tidy condition – as good as or better than when you arrived.
- Return equipment to their assigned places outlined in the inventory list.
- Scrub the deck with fresh water.
- Clean cooler.
- Clean head and head area.

2. AFTER OVERNIGHT USE

- Remove cushions to air and/or dry on the deck (or the dock).
- Sweep the floor in the hold.
- Clean all lockers, walls, ceilings and floors with soap and disinfectant.
- Clean stove and cooler.
- Thoroughly clean all surfaces in the head with disinfectant.
- Leave lockers and cooler open to air.
- Lean cushions on edge to air.

3. OFF SEASON (if boat not in use)

- The boats are equipped with electric heaters to remove excess condensation. Plug the extension cord into the receptacle on the dock, and the heater into the extension cord. Set heater in the middle of the cabin on the floor, facing towards the rear of the boat with the thermostat setting on low. Be sure that no pillows etc. can fall on the heater.
- During extremely cold weather, remove the engine compartment access panel to allow heat to circulate to the engine compartment.
- During extremely cold weather, the fresh water system should be drained to prevent freezing.
- Open up the engine compartment to allow air to circulate.

D. REFUELLING

- Moor boat securely
- Shut off engine; make sure all passengers are ashore.
- Don't smoke and extinguish all open flames; close all windows and hatches.
- Take portable tanks ashore.
- **Ground nozzle against filler pipe;** don't overfill.
- Wipe any spillage.

- Check for vapour odours.
- See Canadian Coast Guard's *Safe Boating Guide* for complete safe refuelling procedures.
- Fuel tanks should be refilled at the end of a cruise to prevent condensation forming in the tanks and as a courtesy to the next skipper.

E. EQUIPMENT REMOVAL / TRANSFER

- Equipment should not be removed from a boat or transferred between boats without the agreement of the Boat Captain(s) and a log entry

F. DUTY SKIPPER

- The duty skipper is available to take out any non skipper member(s) who wish to sail, and if requested prepare for checkouts.
- The member(s) requesting the booking will pay the booking cost for the boat and the refuelling charges.
- Members wishing to sail with the duty skipper, should contact the duty skipper before 9 p.m. on the Thursday evening before the desired date. If a boat is available the duty skipper will arrange with the Bookings Director for its use.
- Duty skippers do not have priority over other members when reserving a boat.
- If a duty skipper is unable to fulfil the duty skipper obligations, he/she is responsible for finding a replacement and for notifying the Bookings Director.

