

Fairwinds Sailing Association **Standard Operating Procedures**

Part I - General Sailing Procedures

Revised: April 15, 2024

REVISION HISTORY:

Apr 15, 2024 – expense policy clarification (\$200 max), Safety updates

Oct 19, 2022 – clarification of “no pets” policy

Oct 1, 2020 – updates to Anchoring

Oct 16, 2018 – minor typographical changes

April 5, 2017 - updates to Safety section

Aug 20, 2016 - updates to Anchoring and US customs clearance

July 6, 2016 - Pre/Post Sail Checklists moved to individual boat SOPs

of

Fairwinds Sailing Association

Standard Operating Procedures

I. GENERAL

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 Massilia (*for details refer to SOP PART II*)
2. Pearson 33 Jolie (*for details refer to SOP PART III*)

Boats may not be leased, loaned or chartered to others. Boats may not be used for personal financial gain. Boats must be reserved via the Association Booking System prior to use.

C. DINGHIES

- Ensure the dinghy has the required Department of Transportation safety items on board (eg. personal flotation devices, bailer, whistle)
- 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. At home port, position on dock rack upside down so that it does not overhang the dock (to prevent accidental contact when boat is coming in to slip). If stored temporarily in the water, then position bow to bow and secure so that there is no contact with vessel.

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 persons on board
 - 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.
- 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.

You are expected to carry sufficient cash to make payment to the kitty for engine use.

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. 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 that may be purchased from the kitty: marine grade toilet paper, stove fuel, garbage bags, paper towels, cleaning supplies etc.

4. OTHER EXPENSES

Any expense greater than \$200 must be approved by the club. Depending upon the nature of the expense, this may require a resolution and membership vote.

F. EQUIPMENT DAMAGE OR LOSS

of

- 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 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. All members must familiarize themselves with the Association's insurance policy and satisfy themselves that the coverage meets their requirements.

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. U.S. Customs and Border Protection is VERY serious about their regulations.

As of this writing (Oct 2018) Canada's marijuana laws don't align with U.S. Federal Law. Do NOT travel in US waters with any form of cannabis. You MUST comply with US Federal Law while in U.S. waters.

1. U.S. REGULATIONS CONCERNING HOLDING TANKS:

- Holding tanks MUST be used in U.S. waters and systems "locked" so that only a holding tank can be used.
- 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:

- Ensure everyone on board has a passport.
- 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
- As of January 2016, there is an additional cruising license requirement when sailing into US waters. At initial check-in, the US Customs will inspect the boat and the skipper will pay a \$19 Navigation fee for form CBP-1300 (Vessel Entrance or Clearance Statement). The skipper then has the option of also applying for the cruising license for which there is no extra cost. The cruising license is good for one year.

The advantage to a cruising license is that a boat now does not have to pay the \$19.00 Navigation fee each time it enters and departs (the technical word is "clear) from US waters.

Without it, the vessel would file a CBP-1300 and pay the Navigation fee in order to proceed between ports of entry. Additional information is available at the US Customs website:

<https://www.cbp.gov/newsroom/local-media-release/2015-12-22-000000/new-procedures-small-boat-reporting-beginning-2016>

<http://currents.bluewatercruising.org/articles/pleasure-boat-entry-us-new-process-2016>

- 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 comply with all fishing restrictions

of

either country may have, and carry your fishing license(s).

- **FAILURE TO HAVE A VALID FISHING LICENCE COULD RESULT IN SEIZURE OF THE CLUB BOAT AND/OR A FINE. MEMBERS ARE PERSONALLY RESPONSIBLE FOR COMPLIANCE WITH ALL REGULATIONS.**

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

Ensure there is a suitable personal flotation device for each person on board. Members taking children must provide all safety equipment and are fully responsible for them.

***Fairwinds* recommends that Coast Guard approved Personal Flotation Devices be worn when on deck, especially in rough weather or at night, and for children and non-swimmers at all times. If you are single-handing, then wear a PFD and consider the use of a safety line.**

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. Refer to the separate boat-specific SOP for additional radio information.
- 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
- Ship to Ship: 68, 72, 73
- Marina: 66A
- Digital Selective Calling (DSC) Distress and Safety: 70
- See *General Safety Procedures: VHF Radio Emergency Procedures*

5. CHARTS

- Each *Fairwinds* boat carries a large scale chart for the immediate area as well as one or

of

more additional charts.

- It is the skipper's responsibility to supply all other **PAPER** charts necessary for safe navigation in the intended area of cruising. Note that digital charts or a GPS mapping application such as Navionics (alone) are not sufficient.
- 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 be 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

The following is an outline of general safety considerations. It is not possible to anticipate all possible safety scenarios, so common sense is required. Always err on the side of caution. The Skipper is responsible for the safety of the boat and passengers.

1. CHECK INSURANCE

- Fairwinds Sailing Association's insurance policies allows sailing in the inside passage waters from Cape Flattery to Alert Bay. Members must familiarize themselves with, and satisfy themselves that the Association's insurance policy (including its deductible) meets their requirements. In the event of an incident, the deductible and any expense not covered by the Association's policy is the responsibility of the Skipper.

2. CHECK BOAT SEA-WORTHINESS

- Before sailing, satisfy yourself as to the sea-worthiness of the vessel and your ability to handle same. Check critical safety equipment. If you have any concerns about the boat or any of its systems or equipment, or your ability to handle same, do not use the boat. Notify the boat captain of any concerns.

3. CHECK WEATHER FORECASTS:

- Observe weather & water conditions, and check weather forecasts before sailing and as often as possible at sea. Ensure that you are mentally and physically capable of handling any conditions you may encounter.

4. 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.

5. CHECK NAVIGATION CHARTS AND DEPTH:

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

depth frequently. Do not rely solely upon a mapping GPS as it has a margin of error.

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, crab-traps, ships and fog are some of the hazards in our area. Small vessels like kayaks and canoes sit low in the water and can be sometimes hard to see.
- "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. NIGHT SAILING

- Night sailing is not recommended due to the increased risk. It should only be undertaken in unforeseen circumstances when a Skipper determines there is no reasonable alternative to reach a safe harbour or anchorage. It tests a person's ability to deal with problems and equipment issues in a whole different light, and could be an unnecessary risk to persons and boat. As well, it could lead to operator fatigue, as the requirements for concentration and physical stamina are much greater. In areas where many hazards do not have lights, or if weather sets in, or if an unexpected issue arises, it can be very risky. If unavoidable, then running and steaming lights must be used while the boat is underway.

8. KNOW THE RULES OF THE WATER:

- Under normal circumstances, 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. Large vessels that are less manoeuvrable, especially in channels, have the right-of-way.
- 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.

9. NO SMOKING:

- Smoking is not allowed. It's a health and safety hazard. It's also a potential source of combustion and other members may be sensitive or allergic to the smoke or smoke residue.

10. IMPAIRMENT: ALCOHOL, CANNABIS AND OTHER

Operating a boat while impaired is prohibited. Skippers are responsible for the safety of the boat and passengers and must be fully capable of safely and effectively handling the boat and any situations that may arise. This encompasses mental and physical fitness.

11. NO PETS

- Pets are not allowed. Members and/or guests may have pet allergies and it can be very difficult to clean the boat (e.g. of dander) so that there aren't health effects for someone with a sensitivity. Also pets can be problematic to manage onboard ... a walk in the park may not be an option if an animal needs to relieve itself or gets sick.

12. CREW FAMILIARIZATION:

- All crew should wear soft-soled, non-marking footwear. Skippers should familiarize crew with 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

of

(head, stove, heater) prior to departing the dock.

13. 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. If there isn't a fixed light on the mast, ensure you have a means of retrieving the light that you raise!
- Ensure proper scope, set, and swinging room. Check holding regularly and re-set if necessary.
- If you are unsure of holding and/or rough conditions are forecast then set a second anchor. If in doubt do this during daylight. You really don't want to be dealing with this in howling conditions at 2am.
- Watch out for crab traps or anything that could foul your anchor line.
- If in close quarters and there is limited swinging room then stern-tie.
- If you have the dinghy in tow, remember that it will swing with the boat. Ensure the dinghy is secure and will not contact the boat at anchor.
- When storing the anchor, ensure the anchor, chain and line are thoroughly cleaned of dirt. When at a port with fresh water, rinse line in fresh water and allow the line to dry before storing.
- When using a windlass, protect it from being overloaded. Use a bridle or other means to transfer the load of the boat to the cleats when at anchor, or when doing a "set" or "break" of the anchor. Do not use the windlass to pull the boat up on the anchor – use the motor.
- Ensure anchor and rode are safely secured when underway. The anchor should be secured with a shackle or otherwise lashed to the foredeck. You do not want it to let go while underway – there is the potential for serious hull damage.
- When tied up dockside, ensure the anchor does not chafe against a bowline. Stow the anchor in the locker if necessary.

14. SINGLE-HANDING

- The club restricts single-handing. The Pearson (Jolie), for example, must only be sailed with competent crew. Skippers are responsible for the safety of the boat and must be fully capable of safely and effectively handling the boat and any situations that may arise. This encompasses mental and physical fitness. The requirements for concentration and physical stamina are much greater when single-handing. While it may be enjoyable in light conditions, if poor weather sets in, or if an unexpected issue arises, it can become very risky. How would you handle unexpected personal injury? How would you handle a rigging or engine failure? How would you dock in strong winds? If in doubt, do not single-hand. And do not single-hand in rough or uncertain conditions.

15. VHF RADIO: EMERGENCY PROCEDURES

Some common Pacific VHF channels are 16 (hailing and emergency), 66A (marinas), 68/72 (intership), 83A (Coast Guard radio check), 70 (DSC Distress and Safety).

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
G golf	Q quebec	Z zulu
H hotel	R romeo	
I india	S sierra	
J juliet		

C&C: M A S S I L I A

Mike, Alpha, Sierra, Sierra, India, Lima, India, Alpha

Pearson: J O L I E

Juliet, Oscar, Lima, India, 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: "Massilia, Massilia, Massilia"

"Mayday"

Repeat name of boat again

Give position

State nature of distress

Give description of boat e.g. 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: URGENCY (PAN PAN)**

"Pan Pan, Pan Pan, Pan Pan"

Repeat name of boat three times:

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

of

"Pan Pan"

Repeat name of boat again

Give position

State nature of urgency

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 Massilia, Massilia, Massilia"

"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

Anchor Table

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

III. SAILING CHECKLISTS

Skippers are expected to be thoroughly familiar with all of the content in a boat's Standard Operating Procedures Guide (SOP). For convenience, each boat has a Pre-Sailing and Post-Sailing Checklist which is at the end of respective SOP. The checklists are intended as a guide only. Skippers are responsible for all systems on board and non-inclusion in the list is not an excuse for improper system or boat use.

IV. GENERAL MAINTENANCE AND CLEANING GUIDELINES

At busy times of the year there will be little or no layover of the boats between bookings, and so it is important that each Skipper carry out routine maintenance as it is required, and that he/she transfers a clean, safe, well-equipped and smoothly running boat to the next party. Be thoughtful of other members and brief them on anything that may need attention.

If something goes wrong on the trip, make a note of it in the log book, and contact the Boat Captain

of
or Commodore as soon as possible or immediately upon return so that we can make whatever arrangements required to minimize downtime. You are expected to assist and/or deal with any problems that may arise.

A. 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.
- Scrub the deck with fresh water.
- Clean stove and cooler.
- Clean head and head area with disinfectant
- Sweep the floor; clean with soap if dirty
- Clean lockers, walls, ceilings
- Leave lockers and cooler open to air.
- Lean cushions on edge to air; if damp then dry on deck or the dock.
- Replenish any depleted supplies
- Remove all garbage and perishables

B. OFF SEASON

- 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 and also to prevent algae growth.
- Open up the engine compartment to allow air to circulate.

C. REFUELLING

- Pay attention to any special fuelling instructions in the respective boat SOP!
- 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 (including outboards with integral 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.

D. 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