



CRUISING BOAT SKIPPER INFORMATION FILE

Revisions Adopted by Board October 5, 2016

This Cruising Boat Skipper Information File (SIF) sets forth the skipper responsibilities and SCOW procedures specific to the use of SCOW's three cruising boats – *Rebecca* (a 1980 Catalina 25), *Hiatus* (a 2003 Catalina 250), and *Skirmish* (a 1981 Capri 25), which are docked on G dock. The SIF supplements the SCOW Skipper Requirements and Boat Use Policy, which contains general procedures for use of all club boats. Cruising Skippers must be familiar with both and the Washington Sailing Marina Rules, which are posted on the Bylaws and Policies page of the SCOW website.

This SIF only emphasizes important features of the boats; it is not an “instruction manual” on how to operate the boats. Detailed operating instructions, equipment inventories and stowage plans are on board each boat. Each skipper must be familiar with how to operate all of the systems on each boat. This SIF is not a substitute for a Cruising Boat class or other land/water training.

Our boats are for enjoyment by all of our members. Take pride in our boats removing all trash and cleaning the cabin after use. Please scrub the deck and cockpit and wipe the cabin sole after each use. Stow equipment only where identified on the stowage list. Failing to return equipment to the proper location endangers the next crew, who could be unable to find equipment in an emergency.

Refill the gas tank if less than 3/4 full (and it would be courteous if you filled the tank no matter what). Note Section III below regarding ethanol treatment for gasoline, especially that the measurement is .2 ounces (two-tenths of an ounce) per gallon of gas that you add to the tank.

I. GENERAL USE PROCEDURES

Boats are available for year-round use by Authorized Skippers certified in accordance with the Skipper Requirements and Boat Use Policy. To use our Catalina 250 Cruiser, *Hiatus*, you must have attended a familiarization session. The boats will be used only under the on-board supervision of the skipper who scheduled the boat. Boats are to be operated in a safe manner. Cruising boats may be sailed upriver only to the 14th Street Bridge or upriver on the Anacostia River under the Frederick Douglass Memorial Bridge and up to the Martin Luther King Jr. Ave SE/ 11th St. Bridge. Boats may be sailed as far downriver as the skipper pleases, provided that the boat can be returned on time. Boats must be motored under the Douglass Bridge and the Wilson Bridge. The sails may be left up while motoring if steering will not be affected. (The Anacostia Channel Familiarization Sheet on the SCOW website contains additional details for passing safely under the Douglass Bridge, which may not have adequate clearance in certain conditions, as well as restricted areas near the Navy Yard.)

Boats may be reserved during the following time slots below, following the instructions on the “Reserve a Boat” link on SCOW’s website (scowreg.herokuapp.com). The boats must be returned

to their proper slip at the end of the usage period except in emergency situations. If the boats are not returned to their proper slip on G dock, the skipper must notify the Skipper Director and Commodore as soon as possible.

1. Day Sail Time Slots
 - a) 8:00 a.m. to 5:00 p.m. daily
 - b) 5:00 p.m. to 12:00 a.m. daily

2. Overnight Sail Time Slot
 - a) 5:00 p.m. to 8:00 a.m. daily
 - b) Skipper must have prior permission of Skipper Director and pay a fee of \$10 for each overnight period. Reservations must be made one week before departure by payment of boat fees in full to the Skipper Director. Cancellation must be made at least 2 days before departure date or the fee will be forfeited. No refunds are otherwise authorized when cancellation is made within less than 2 days of the reservation period except when a small craft warning is issued that would prevent the reservation from being used.

II. SAFETY CONSIDERATIONS

A. The cruisers have different sailing characteristics than small boats. *Rebecca* and *Hiatus* are heavy boats. They do not “turn on a dime” like Flying Scots. This has to be considered in light winds or when in close proximity to other boats or obstructions. *Skirmish* has approximately the same sail area as the much heavier Catalina 25s and responds more quickly to smaller tiller movements. *Skirmish* may need to be reefed earlier. Sailing directly into chop will cause pounding and will slow the boat. The lower freeboard on *Skirmish* will cause more spray.

B. Skippers should be careful of running aground as the Potomac River shoals change from season to season, particularly after flooding or high water. If in doubt, seek “local knowledge” from other skippers. Charts are often out of date and unreliable for shoaling conditions. Channel markers sometimes move, or are completely lost, during winter particularly if there has been heavy ice (The red nun marking the sunken barge in our channel is often lost over the winter). In addition, skippers should be alert for logs or debris that may wash into the river after a heavy rain.

C. After a heavy rain, be alert for logs or debris that may wash into the river, which may be partially or totally submerged. In winter, do not sail into areas covered with ice, even if it appears to be thin. If the fairway out of the channel is iced over, the cruisers cannot be taken out. If the lagoon or river is partially iced over, the cruisers cannot be sailed where the ice is solid and the skipper should assess whether it is safe to take the boat out at all. In winter, always be alert for floating ice.

D. Cigarette, cigar, and pipe smoking is not permitted on the cruising boats. Open flames of any type are not permitted, other than as set forth in E below. Each boat has gas tanks.

E. The Marina prohibits charcoal grills, gas grills or open flames of any type on the docks or on any boat tied to the docks. The use of grills is not permitted on board SCOW boats at any time, whether or not at the Marina. Only the alcohol, butane, or propane stoves installed in the cruising boat galleys by the club may be used for cooking on board. Be sure that the hatch is open enough to provide adequate ventilation in the cabin during use of any of the stoves. Be sure that the fire

extinguisher is charged and that you are familiar with its use. These stoves are reasonably safe but can cause a fire, or carbon monoxide (CO) poisoning, if used improperly. Skippers are responsible for bringing their own fuel for the stoves.

Stoves may be used only when docked or moored. Use of a stove while the vessel is underway presents a fire risk. Only refill an alcohol stove when the boat is docked or moored. Avoid spilling or overfilling. Never refill a hot stove. If there is spillage, do NOT light the alcohol stove until the area has been thoroughly cleaned and any spill has evaporated – it is possible to start a fire if alcohol spilled near the stove and the stove is then lit. Have an extinguisher ready to douse a fire when refilling.

Butane propane, and gasoline vapors are heavier than air. Because of this butane canisters should never be stored below deck and should not be left in the stove when not in use. When the boat is docked, butane canisters should be removed from the boat entirely. The propane stove on *Hiatus* should be turned off at the knob on the propane tank, at the LPG switch on the starboard cabin wall, and at the knob on the stove. When turning off the propane stove on *Hiatus*, burn out the propane in the hose between the propane tank and the stove and ensure that all knobs and switches are in the off/closed position. Before introducing a spark in the galley of any of our cruisers, ensure that the cabin is well ventilated and free of gasoline vapors. Carbon Monoxide/Smoke detectors are installed on our cruisers. Ensure that the detectors are charged and working.

F. SCOW teaches the “quick stop” method of crew overboard recovery, which has been shown in studies to be most effective. The cruisers also are equipped with Lifeslings. Skippers should be familiar with quick stop procedures and operation of the Lifesling. Instructions for the Lifesling are printed on the cover of the Lifesling case. Throw cushions must be in the cockpit of all cruisers when in operation to comply with Coast Guard regulations and available for use in case of crew overboard. *Rebecca* and *Hiatus* have swim ladders on the transom.

G. Each boat has a stowage plan in the log itemizing the equipment on the boat and its proper stowage location. Equipment is generally stored in the same areas on each boat. Skippers must ensure that all equipment, especially safety equipment, is stowed in the proper location before and after use and that it is in working order. If broken equipment is found that would affect the safety of the vessel, the boat should not be sailed and the maintenance director should be notified.

H. A float plan must be filled out and left in the SCOW dock box at the end of G dock. Blank float plan forms can be found either in the log or dock box.

I. Any seacock valves on *Rebecca* should be closed at all times, unless the associated sink or ice box will be used. The seacocks should be turned clockwise to close, and counter-clockwise to open. See *Rebecca's* pre- and post-sail checklist for seacock valve locations. The sink in *Skirmish* is not connected to a drain and should not be used. *Hiatus's* sinks drain above the waterline.

IJ. The skipper must comply with the SCOW Skipper Requirements and Boat Use Policy on issues such as weather conditions limiting cruiser usage, PFD requirements, etc.

K. Skippers should check the weather before leaving the dock and should monitor the weather while sailing. For example in the summer, thunderstorms can suddenly form. Skippers should be familiar with safe harbors.

L. Fire Aboard A Vessel: Fires may be electrical such as from wiring or a battery (“Type C”), liquid such as gas or alcohol (“Type B”), or, less likely on a boat, paper/wood (“Type A”). SCOW’s cruisers are equipped with Type A/B/C extinguishers that will be effective on any type of fire. Only Type A fires can be extinguished with water.

The most effective fire-fighting technique is to avoid fire in the first place. This is why SCOW prohibits smoking, grills, or other open flames in the cockpit or cabin. In addition to the gas tanks, boats have wood fixtures and cloth cushions. The fiberglass itself is flammable. *Burning fiberglass is extremely hot and gives off noxious fumes.* Skippers should be alert for dangers such as a leaking fuel line, or frayed wires when they perform their pre-sailing check of the vessel. If detected, the boat must be taken out of service immediately and the Maintenance Director notified.

If a fire occurs on a vessel, you must act quickly. Maintain focus on the safety of the people aboard rather than the vessel. Your first priority is the safety of the crew, who should immediately don PFDs and, if below, immediately go topside. If the fire is small and contained, you may be able to fight it. But, if you have the slightest doubt about whether you can contain the fire, the BoatUS Safety Foundation recommends that you focus instead on the safety of the people aboard. If you have any doubt about whether you can contain the fire, immediately give a Mayday with your situation and location and prepare to abandon the vessel. If you do fight the fire, have the crew continue preparations to abandon the vessel in case you are unsuccessful.

AN EXTINGUISHER WILL DISCHARGE FOR APPROXIMATELY 10 SECONDS BEFORE EMPTY. DO NOT OVERESTIMATE YOUR ABILITY TO PUT OUT A FIRE.

It is critical to use an extinguisher correctly, and to aim it at the BASE of the fire. To use a fire extinguisher, BoatUS recommends a mnemonic, **P-A-S-S**:

Pull the pin at the top of the cylinder
Aim the nozzle at the base of the fire
Squeeze or press the handle
Sweep the contents from side to side at the base of the fire or use a series of short blasts aimed at the base until it goes out

III. OPERATING PROCEDURES

These are general procedures for operating certain important equipment on our boats. The on-board operations manual contains the actual instruction manuals. The Pre-Sail and Post-Sail checklists on each boat list additional items that must be done before and after sailing.

A. Four-Stroke Engine Operation: SCOW’s cruisers all are equipped with four-stroke engines, which use regular unleaded gas, not an oil/gas mixture. **Do not mix oil in the gas. Do not use gasoline with more than 10 percent ethanol.** For issues not addressed below, see onboard operations manual.

1. The Honda engine on *Rebecca* does not have a manual choke.

2. On *Rebecca*, check the drainage ports behind the gas tank to ensure they are clear. On *Skirmish*, there is an internal gas reservoir on the engine and an external gas tank located in the cockpit. Members should use the external tank. There is a switch beneath the engine cowling to toggle between the internal and external tanks. The position for each is marked.
3. The engines on *Rebecca* and *Hiatus* have electrical starters. If the batteries have discharged, the starters will not work. In that case, both engines can be started with their manual pull starters. *Skirmish* does not have an electric start and must be pull-started. Before pull-starting *Skirmish*'s engine make certain that you have turned ON the Main battery switch to ensure that you do not damage *Skirmish*'s motor.
4. To start the engine, open the air vent on the gas tank (open the vent completely or the vibration may re-close the vent later), pump the bulb on the gas line two or three times until it is firm, make sure the engine is in neutral and the throttle is at the "start" setting. Make sure the kill-switch key is properly attached. On *Rebecca*, then push the start button. On *Hiatus*, then insert and turn the start key. On *Skirmish*, after you have turned on the main battery switch (at the bottom of the electrical panel) then pull the starting cord. To stop the engine, throttle to idle, put the engine in neutral, and then push the kill-switch button.
5. The engines are water-cooled. The "cavitation plate" on the engine must be underwater when the engine is running to allow the engine to draw cooling water. When you first start the motor, check to see that a small "stream" of water about the width of a pencil is coming out from below the engine housing and do so periodically thereafter. This shows that engine cooling water is flowing. The stream must be continuous as long as the motor runs. Note that if several people are on the foredeck, the engine may lift out of the water high enough so that the cavitation plate will not be underwater and, therefore, will not draw in water to cool the motor. ***Even a few seconds without cooling water will destroy the water pump.***
6. When the engine is off and you are sailing, you must close the air vent on the tank to avoid gas spilling if the boat heels or rocks. When *Rebecca* or *Hiatus* are docked or at anchor, it is also closed. On *Skirmish*, leave the cap slightly open to vent the tank.
7. Filling the fuel tank and treating gas with ethanol treatment:
 - a) After using boat, the skipper *shall not leave the fuel tank less than three-quarters full*. The skipper is responsible for refilling the fuel tank when the boat is returned to the dock. *Foul weather or a late return is not an excuse*. If you cannot refill the tank when you return, you must see that it is refilled before the beginning of the next reservation slot. Many skippers bring a gallon or two of gas with them to the Marina so that they can "top off" the tank when they return; this is especially recommended if you believe you will be returning late.
 - b) ***Never fill a fuel tank onboard the boat.*** The tanks may be removed and taken to a gas station to be filled. Alternatively, the skipper may bring gas in an approved container to the marina. If this is done, the tank must be removed from the boat and the fueling done ashore. If refueling the boat at a gas dock during a cruise, the tanks must be removed from the boat and filled ashore or on the gas pier. If refueling at a gas pier, the fire extinguisher shall be readily available.

- c) **Ethanol Treatment:** Ethanol in gasoline attracts moisture, which causes corrosion of fuel lines, carburetors and injectors. SCOW uses a fuel treatment to prevent this. The treatment is kept in the dock box. **Add .2 ounces (TWO TENTHS OF AN OUNCE) to the boat's gas tank for every one gallon of gas you add to the tank.**

B. Docking Procedures

1. Whether docking at the Marina or elsewhere, boats must be docked under engine power, except in emergencies or during training, tutoring or checkouts.
2. At the Marina, boats must be docked in their correct slips. *Rebecca* and *Hiatus* are secured against the "T" end of G dock, with bows facing each other, approximately 6 feet apart. *Skirmish* is docked in a separate slip. All boats are to be secured with fore and aft spring lines and bow and stern lines, and with fenders. Secure fenders only to the base of stanchions or to rail cleats, not lifelines, to avoid lifeline damage and difficulty opening lifeline gates. (Always tie fenders to the base of stanchions and not to the tops because if you push the tops of the stanchions, you cause leaks where the stanchions meet the deck.)
3. The skipper is responsible for ensuring that the companionway hatch and any lazarette hatches are locked and all equipment is secured before leaving the boat at the end of a usage period or if leaving the boat unattended. Even if you have an experienced crew, as a skipper, you should check your crew's work to ensure it has been done properly. If you discover an improperly put-away boat, please send a courteous email to the previous skipper noting the discrepancy, and also let the Maintenance Director know (maintenance@scow.org). Leave the boat in as good a condition for the next skipper as you'd like to find it yourself.

C. Displacement, Freeboard, Sail Area, Draft and Keel/Centerboard

1. *Rebecca* displaces approximately 4500 pounds, with approximately 1500 pounds of ballast and approximately 270 square feet of sail area. *Hiatus* weighs approximately 4,200 pounds with approximately 1,050 pounds of ballast and a little less sail area. *Skirmish* is much lighter with the same amount of sail; it displaces 2780 pounds with 800 pounds of ballast and has approximately 270 square feet of sail. As a result, *Skirmish* is a little more advanced intermediate boat than *Rebecca* and *Hiatus*. *Skirmish* sails a little faster, and is a bit more tender and responsive than her sister cruisers.
2. *Rebecca* and *Hiatus* have more freeboard (the distance from the deck to the waterline). Freeboard acts like a sail when the wind is blowing. This means that *Rebecca* and *Hiatus* will be more affected by wind conditions than *Skirmish* when you are docking.
3. *Rebecca's* draft is 4 feet; it has a fixed keel with no centerboard.
4. *Skirmish* has a fixed keel with a draft of 4' 2."

5. *Hiatus*' fixed wing-keel draft is 3'5". Because *Hiatus* has a wing keel, if you happen to go aground, instead of shifting weight from port to starboard to help ungrounding, you should instead move weight fore and aft to assist in ungrounding the boat.

D. Marine Head

1. Portable heads with removable holding tanks meeting Federal regulations are installed on all three vessels. Instructions for operation are posted next to the head. In short, you detach the base and empty the waste from the bottom half into the nearby toilets. After reassembling the head, you refill the head with the enzyme product that breaks down waste and eliminates odors. It is poured **directly into the waste holding tank (the bottom half)**, not into the fresh water tank (in the top half). Use the amount shown on the label. The top half is only filled with water.
2. Avoid putting tissue into the head. Rather, use a trash bag for tissue paper. Putting tissue in the head makes it more difficult to empty. If tissue is put in the head, use only the single-ply tissue on the boat, which is specially made for use with the portable heads. If the head was used during the sail, the skipper is responsible for emptying the holding tank. The tank may be taken to a marina restroom and emptied, or the skipper may pump out the holding tank at the pump-out station at D dock (dock the boat in its own slip and go to the marina office to arrange access to the D dock pump-out station). To empty, follow the instructions posted in the head, remove the holding tank and carry it to the pump out dock or restroom. If at the pump-out station, pump out the holding tank, fill with fresh water and pump the tank out again. If at the restroom, it will only be possible to empty the tank into a commode. If necessary after emptying the holding tank at the restroom, use the hose at G dock or some other nearby location to fill and rinse the tank with fresh water and return to the restroom to empty the tank into the commode a second time. Reinstall the head per the posted instructions.

E. Electrical System

1. SCOW cruiser engines have alternators that charge the batteries when the engine is running.
2. If running lights are inoperative or not bright enough to be seen at a safe distance at night because of a weak battery, do not use the boat at night until the battery has been charged or replaced and all running lights are working properly. Be sure that you are familiar with procedures for charging batteries or seek assistance from the Maintenance Director or others familiar with the process before attempting to charge batteries with a battery charger to ensure that the settings are correct for the type of battery on the boat.
3. Due to the location of the bow running lights on the foredeck of *Skirmish*, if the headsail is lowered and left on the foredeck, it may cover and obscure the light. If operating at night, the headsail must be moved to make the light visible.
4. *Skirmish* has a single battery and no 1+2 battery switch. Before attempting to pull-start, check that power is available by turning on the master power switch, the bottom switch on the power panel. If the switch does not light up, leave that switch on and try other switches. If none light up, then DO NOT run the engine; otherwise it will be damaged.

When leaving the boat, make certain that the radio, cabin lights, and all of the switches on the electrical panel are turned to “Off.”

5. *Rebecca* has two batteries and a battery switch. DO NOT CHANGE THE BATTERY SWITCH POSITION WITH ENGINE RUNNING – doing so may damage the engine’s alternator diodes.
 - Switch the battery to position “1 + 2” before STARTING AND RUNNING the ENGINE. This charges both batteries.
 - IF ANCHORED OR USING THE ELECTRICAL SYSTEM AT A DOCK WITHOUT ENGINE RUNNING, OR UNDER SAIL WITHOUT ENGINE RUNNING: Switch to “1” on odd calendar days; “2” on even calendar days.
 - LEAVING BOAT: Turn off VHF radio and all electrical panel switches, then turn battery switch to “OFF.”
6. *Hiatus* has two batteries: a starting battery and a house battery. The two red switches on the bulkhead at the aft end of the quarter berth should be left ON at all times. If the starting battery is dead, the yellow EMERGENCY PARALLEL switch can be turned to the on position to place the batteries in parallel for starting. Once started turn the EMERGENCY PARALLEL switch to off. These sets of switches automatically control charging of the batteries when the engine is running. The DC electrical panel is above and to the right of the galley. When leaving up the boat, make sure all switches on the DC panel are off.
7. *Hiatus* also has a shore power cord for AC power when docked. UNDER NORMAL CONDITIONS, INCLUDING ROUTINE DOCKING IN ITS ASSIGNED SLIP, SKIPPERS SHOULD NOT PLUG HIATUS IN TO SHORE POWER.

WHEN USING SHORE POWER ON ANY BOAT, NEVER CONNECT OR DISCONNECT THE PLUG ON THE BOAT WHEN THE SHORE POWER CORD IS “LIVE.” WHEN CONNECTING TO SHORE POWER, ALWAYS PLUG THE POWER CORD FIRST INTO THE RECEPTICAL ON THE BOAT, THEN INTO THE SHORE POWER ON THE DOCK. WHEN DISCONNECTING, DO THE REVERSE. FIRST, DISCONNECT THE CORD FROM THE DOCK, THEN DISCONNECT THE CORD FROM THE BOAT. Failure to do this can cause “arcing” on the plug and socket of the boat, which is a leading cause of fires. Also, this SEQUENCE means that individuals are never holding the live end of a shore power plug while standing near or in water.

SHORE POWER USES A SPECIAL CORD WITH LOCKING CONNECTORS. CAREFULLY READ THE INSTRUCTIONS BELOW ON THEIR USE.

To connect Hiatus to Shore Power:

- 1) Shut everything down (ensure all power switches on *Hiatus* are in the off position. Note that there are two panels of power switches on *Hiatus* – a plastic panel and a wooden panel below it. Also ensure that the power switch on the dock’s white pedestal is in the off position. Finally inspect the cord to ensure that there is no damage to it and that the plug ends are clean and do not evidence shorts or corrosion.

- 2) With the power off, connect power cord to the boat first and then connect power cord to outlet on the dock's white pedestal (Note: When attaching the power cord to *Hiatus* in the starboard cubby hole, the cord is fit in and then twisted an eighth of a turn to lock into place, the black retaining ring is then screwed on to ensure that the cord does not pull loose. If this cord pulls loose when power is going through it, it could lead to boat fires, so ensure your cord is securely attached. Next attach the cord to the power outlet on the dock. Wrap the cord once around the white pedestal before plugging it in.). Ensure that the cord will not dip into the water or become wedged between the boat and the dock.
- 3) Now, you may turn on the switch on the shore and you may turn on the AC main switch on the wooden box on *Hiatus*. Once you have turned on the AC main switch on *Hiatus*, the boat has AC power

To Disconnect Hiatus from Shore Power:

- 1) Shut everything down. Turn the power switch on the dock to the off position. Then, ensure all power switches on Hiatus are in the off position. Note that there are two panels of power switches on Hiatus – a plastic panel and a wooden panel below it.
- 2) Disconnect the cord at the white pedestal on the dock.
- 3) In the starboard cockpit cubby, disconnect the cord from the boat by unscrewing the black retaining ring, rotate cord (eighth of a turn) to unlock and pull gently. If the cord cannot be removed gently, make sure the black retaining ring is completely loose and rotate the plug to find the position where it releases.
- 4) Coil and stow the power cord aboard Hiatus following the stowage list.

F. Radio

1. All cruisers are equipped with marine radios. No license is needed to operate these radios. The radios also receive National Weather Service broadcasts.
2. As required by Coast Guard regulations, skippers should monitor Channel 16 unless they are monitoring another channel, for example, during a race. You do not transmit messages or engage in conversations on Channel 16. Instead, only hail another vessel on Channel 16. Then immediately direct the other vessel to switch to another channel to conduct your discussion. Normally, you tell the other vessel to switch to Channel 68.
3. To initiate a transmission, announce the name of the boat you are hailing three times, then the name of your boat, then say “over” to indicate that you are done transmitting – then release the talk button. You cannot hear a response if the transmit button is depressed. In general, keep messages short and concise.
4. Skippers must comply with the proper usage of “Mayday,” “Pan Pan,” and “Securite” hailing.

G. Getting Underway Under Power

1. Make the mainsail ready to hoist in case the motor fails. Also make certain that the anchor and rode are not fouled in case the motor fails and it is necessary to drop anchor.
2. Start the engine. For *Rebecca* and *Hiatus*, cast off the spring lines. Undo the stern line from the boat cleat and hold onto the stern line. Cast off the bow line. Push the bow away

- from the dock (crew will need to be slightly forward of amidships), making certain that the engine doesn't hit the dock. It may be useful to have a boat hook ready above decks in case the boat needs an additional push from the dock or to fend off the boat in front if needed. Once the bow has cleared the other boat, place the motor into forward; apply modest throttle and toss the stern line onto the dock. The engine may be used in reverse to assist backing down the fairway far enough to clear the boat ahead.
3. For *Skirmish*, station a crewmember on the bow of the boat with a boat hook to fend off the dock or the boat in the adjacent slip. Cast off the spring lines. Have the crewmember on the bow uncleat and hold the bow line and either the skipper or a crewmember then uncleat and hold the stern line. Put the engine in reverse. As the boat begins to back up, the remaining lines are tossed to the dock. Use the tiller to turn and back *Skirmish's* stern down the fairway, so its bow is pointing out and clears the dock. (Remember that when the boat is moving in reverse from the slip, moving the handle end of the tiller to the port side of the boat will cause the boat to torque in a counter-clockwise fashion, which is what you will want to get your stern backing down the fairway. Keep your engine speeds low so that it is easy to fend off if needed, and easy to compensate if you make an error.) Once *Skirmish* is in the fairway, the engine is put in forward.
 4. All lines are left fixed to the dock and cast off from the boat. Leave the lines on the dock organized and arranged in a manner that they can be easily retrieved during docking.

H. Docking

1. Before docking, advise your crew of your docking plan and what you want them to do. If there are crew that should do nothing, tell them to do nothing and tell them where to sit. Crew will tend to go to the side of the boat nearest the dock as you approach to "be helpful." This can alter the direction of the boat.
2. The sails should already be doused. You may need to adjust your speed depending on wind or currents. On one hand, it is better to be going more slowly, since it is easier to add speed than to slow a boat down. On the other hand, the ability to steer the boat diminishes as speed decreases. If the boat has no forward movement, there is no water moving over the rudder and, consequently, the boat cannot be steered at all. The "freeboard" of a boat may cause the wind to push it sideways and the skipper may need to increase the throttle speed to counteract this. The skipper should analyze all of these variables before attempting to dock, to select the correct speed and should monitor them during the docking to make needed adjustments. Note: One easy way to reduce speed on our cruisers is to smoothly wag the tiller back and forth several times.
3. As the bow reaches the mooring location on the dock, the boat should be close enough to allow the crew to retrieve the bow line and the bow spring line.
4. For *Rebecca* and *Hiatus*, approach the dock from the direction in which you plan to be facing when docked, at about a 45 degree angle and a low speed aiming for a point just a foot or two from the corner of the dock. Station crew at the bow or forward of amidships with boat hooks. Ask one crew member to call out the distances from the dock to the bow. When the bow is approximately 3 feet from the dock, sharply turn the tiller so that the stern of the boat swings into the dock, bringing the boat parallel to the dock. The crew may retrieve and secure the bow line and spring line. You might also find that a crew member can easily step from the boat to the dock and arrest the movement of the boat by

gently holding onto the shrouds. Retrieve the stern and stern spring lines. Do not plan to use the engine in reverse to slow the boat; while it may be necessary occasionally to do so to slow the boat, your docking plan should not assume that you can approach at too high a speed then use reverse. Secure the boat so that crew can easily step from the cockpit to the dock (misguided crew members will often tie the bow lines too tight so that the cockpit is pulled away from the dock).

5. *Skirmish* is turned into the fairway, then turned into the slip. Before turning into the fairway, check for departing boats by looking for masts moving down the fairway. Crew should be posted on the bow with a boathook to fend off the adjoining vessel, to fend off the dock if the approach is “hot,” and to pick up lines. Wind or current may suggest stationing another crew amidships with a second boathook. Do not plan to use the engine in reverse to slow the boat; while it may be necessary occasionally to do so to slow the boat, your docking plan should not assume that you can approach at too high a speed then use reverse. A helpful strategy for docking *Skirmish* is to have just enough forward momentum to enable waterflow across the rudder and steerage and to reduce speed as necessary by wagging the tiller. Plan to have your port beam just barely pass by *Skirmish*'s dock slip's corner and then turn the boat smartly to port so that your crew members can step off and hand over dock lines.

I. Headsails: The cruisers each have different headsail configurations.

1. **Rebecca Jib:** *Rebecca* has a set of jibs with traditional “hanks” that are attached to the forestay.
2. **Hiatus Roller Furling Jib:** *Hiatus* is equipped with a roller furling/reefing system which allows the jib to adjusted from a minimum of a 0% (fully furled - heavy winds or docked) to a maximum of 130% of (full Genoa - for light to moderate wind conditions). To unfurl the jib, luff up slightly off the wind and pull on the active sheet, while at the same time easing the grey furling line; maintain some furling line tension. When at the desired sail position, cleat off the furling line, adjust the jib lead blocks on both sides, and tension the jib sheet appropriately as you fall off the wind. To furl the jib, luff up and ease the active sheet slightly, but maintain some sheet tension; pull the grey furling line until you reach the desired amount of sail. Cleat off the furling line. Adjust both jib sheet blocks and tension the jib sheet as you fall off the wind.
3. **Skirmish Headsail Foil:** *Skirmish* is equipped with a headsail foil, which is a “track” attached to the forestay. The jib has a “luff tape” sewn into the luff, which is fed through a “pre-feeder” and then into one of the tracks on the foil. There are two tracks (port/starboard) and each has a different halyard, which is color-coded (red = port/green = starboard). Prepare for the hoist by securing the headsail on the foredeck with the tack secured. Make sure the luff of the sail is not twisted by following the luff tape from the tack to the head of the sail. Determine which halyard you plan to use, then select the foil groove that corresponds with that halyard. Attach the halyard to the head of the sail and slide the head through the pre-feeder before inserting the head into the port or starboard groove. Tension the halyard so the head of the sail is several inches into the groove. *Skirmish* has a storm jib that can be flown by attaching the tack and halyard; it cannot be

hanked onto the forestay. When the jib is doused, it will tend to fall to the deck after leaving the foil but before going through the pre-feeder. This will cause the jib to feed incorrectly when raised again (and if you raise the jib incorrectly you can break the sail or the track, costing the club money.). Ensure that the jib is pulled *entirely through the pre-feeder* before settling on the deck. The foil can be easily damaged. If the track in the foil is crimped, the sail will not properly feed. Keep the spinnaker pole, whisker pole, and any similar hard objects well away from the foil.

4. **Skirmish Spinnaker:** *Skirmish* is also equipped with a spinnaker. *The spinnaker can only be used for racing by skippers who have completed SCOW certification on cruiser spinnaker use and have been certified by the SCOW Race Director as qualified to race with a spinnaker.* These should be skippers who already have significant experience as racing skippers. Skippers should also practice with their crews before racing with a spinnaker.

IV SECURING THE BOAT AFTER SAILING

- A. Go through the Post-Sail checklist, which can be found in the boat's log.
- B. Remove all food, trash and personal items.
- C. Clean the boat. Damp towel and broom clean the cabin. Scrub and rinse the deck and cockpit with a small amount of boat soap and water. Cleaning supplies are in each boat. If the anchor has been used, clean the anchor and chain. See that the ground tackle and rode have been stowed properly (so they can be deployed quickly) and that the foredeck is scrubbed.

NOTE: Coming home late at night is no excuse not to clean the boat. Factor in time to clean up when you are determining when to head back to port.

- D. Clean the galley. Water on the boats is not potable but may be used for washing hands or dishes. Keep the sink drains clear of debris and food, which will clog the hoses. Never use the sink on *Skirmish* as it does not have a drain to the outside.
- E. Check that all gear is stowed as shown on the stowage plan in the log.
- F. If you or your crew used the head, empty, clean and refill the head.
- G. Turn off VHF radio and all electrical panel switches, then, on *Rebecca*, turn battery switch to "off."
- H. Close the gas tank vent on *Rebecca* and *Hiatus* (On *Skirmish*, leave this vent open). If the gas tank is less than 3/4 full, then you must put gas in the tank with the ethanol treatment.
- I. Stow all dry sails in the v-berth. If sheets are wet, leave them outside of the bag. Wet sails, wet sail bags and wet sheets should NOT be stowed in the v-berth; they will cause the cushions to mildew. Leave them on the cabin sole, and put a note in the log that you

left then in that condition because they were wet. Put the sail cover on the main sail and secure it properly

- J. Be sure all lines are run properly and no line is in the water or lying loose on the deck.
- K. Make the proper entries in the log and sign the log. If the previous skipper had left the boat in disrepair, please send a courteous email noting the deficiency, and also let the boat's bosun team know (Skirmish@scow.org, Rebecca@scow.org, or Hiatus@scow.org). If there is any lost or damaged equipment or repairs needed to the boat, note it in the log so the next skipper is aware of it, assuming that the issue does not require that the boat be taken out of service. Report lost and damaged equipment and repairs needed to Maintenance@scow.org, taking boat out of service if necessary. Please help us to make needed repairs by volunteering to help with the assistance and/or guidance of our senior bosuns. Repair any minor items yourself if possible before leaving the vessel (such as replacing batteries in a flashlight).
- L. Immediately notify Commodore@scow.org, Skipper@scow.org and Maintenance@scow.org of any incident involving accident or injury, promptly followed by a written report as per SCOW policy, including filing any accident report required by law with state or District authorities having jurisdiction over the waters where the incident occurred. Additional information, including an Incident Report Form, are found on the link on the SCOW website Bylaws and Policy page.
- M. Even if you have an experienced crew, as a skipper, you should check your crew's work to ensure it has been done properly and that you are leaving the boat in ship-shape.
- N. Secure all hatches and lock the companionway hatch (with the numbers in the combination lock right-side up). Spin the wheels on the companionway lock so the combination is scrambled. When leaving the dock, be sure the gate is closed and locked behind you.