

"Freedom on the water regardless of ability."

HANDBOOK FOR VOLUNTEERS

Sailing information line 0407 979 666 Welcome to Sailability Gold Coast Inc.

Your time with us as a volunteer is most valuable. Please read this document carefully as it will explain how this club is set up.

We want you to enjoy your work with us and stay safe.

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Section 1

Initial Information for All Volunteers

1. Aims and Objectives

The principle aim of Sailability Gold Coast is to facilitate sailing and boating activities, in all forms, for people with disabilities. The sport of sailing has given added meaning to the words freedom and fun for a person with diminished capabilities be they physical, intellectual or both. This is the experience we hope to give to all persons regardless of their ability. Our program encourages people to sail solo in our dinghies or sail on our yachts.

2. Funding

Our funding is made possible through the generous donations of local area clubs, local businesses, volunteers and private individuals. We also organise various fund-raising activities and apply for grants that are available for sporting clubs.

3. Arrangements with Southport Yacht Club (SYC)

We are hosted by the Southport Yacht Club (SYC) at their sailing facility in Hollywell and our dinghies and equipment are stored in the SYC shed. We have the use of the tractor to launch

or retrieve our larger boats including our support boat but the use of this is restricted to SYC approved members only.

4. Fleet

Since the inception of Sailability Gold Coast in 1998 with two '2.3 Access Dinghies' our fleet has grown rapidly to:-

Two 7.4 metre yachts.

Two 2.3 Access Dinghies.

Twelve 303 Access Dinghies.

One Access Liberty

One Savage Dolphin daysailer

One Pontoon Boat, which can accommodate clients in wheelchairs.

5. Activities

Our activities include an introductory and recreational sailing program every Tuesday from 8:00 am and advanced training for volunteers and selected sailors with a disability on Thursday. We also participate in select events organised by our host club, Southport Yacht Club. From time to time, Sailability Gold Coast will sponsor social activities for members and volunteers. Dinghy and Yacht rigging and de-rigging start at 8.00am and there are also the final tasks of the day.

6. Work Health and Safety

(1) An employer has an obligation, under the Work Health and Safety Act 2011, to provide a safe and healthy workplace for volunteers, clients and visitors. Sailability GC (SGC) has produced a document interpreting the requirements of the Act as it applies to Sailability. The document SGC Health and Safety Manual is available in PDF format from the internet at <u>www.sailabilitygc.org</u>. All volunteers are requested to read this document in conjunction with the SGC Management Plan, as <u>this</u> handbook only covers the sailing day activities of volunteers. The SGC Management Plan document goes into more detail covering dignity of care, risk, rights and responsibilities etc. Printed copies are available on loan from the Safety Officer for those who do not have access to the internet.

- (2) The committee has approved the procedures described in the various sections of this handbook on the basis that they are considered to be the most efficient methods for carrying out the various tasks while at the same time minimising risk of injury to volunteers and clients. Accordingly, volunteers are to follow these procedures as closely as practicable. Training in these procedures is given regularly, however in the event that any problems with the procedures occur or are foreseen then details should be referred to the Safety Officer.
- (3) Volunteers attention is drawn to the following factors that can affect both their short- and long-term health and safety:

(1) To minimise the effects of UV radiation on the skin volunteers should wear appropriate clothing, headwear and

sunglasses. Recommendations on these aspects are contained in SGC document "Health and Safety Manual".

 Sunscreen will assist in blocking damaging UV rays from exposed skin.
Sunscreen with the recommended Sun Protection Factor of 50+ is available on site.

(3) Covered areas by use of Marquees are provided each day that clients are in attendance. When duties permit volunteers as well as clients should take advantage of these areas to minimise exposure to UV rays.

(4) A First Aid Officer is available on every sailing day. This Officer will attend to any minor injuries and, in cooperation with the Officer of the Day (O.O.D), make any arrangements necessary in the case of more serious accidents. All injuries/accidents should be reported to this Officer in the first instance.

(5) Personal flotation devices (PFD) Type 1 and Type 2 are provided. **All** persons are required to wear a PFD when sailing. In addition, all clients are required to wear a PFD whenever they are on the pontoons. The Type 2 is generally adequate, however in those situations where the user is profoundly disabled and there is concern about their ability to float with their head above the water then it is preferred that a Type1 be worn. A range of sizes is available and users must select, or be fitted with one that suits their weight and build.

(6) Volunteers must not attempt to lift clients in or out of boats or wheelchairs except by means of a hoist and a sling. When manual lifting is required other than this, it must be undertaken by a trained Carer. Volunteers may provide assistance under the Carer's guidance.

(7) Clients must always be kept under supervision when they are in potentially hazardous locations (refer Sect. 7.1 below).

(8) Clients react in different ways to the various conditions that can occur when sailing. Some don't like excessive heeling; others don't like getting wet etc. Where the volunteer skipper cannot effectively communicate with the client, then he/she should seek advice from the Carer as to whether there are any special precautions that need to be taken.

(9) It is the skipper's responsibility to ensure that the sail area used is appropriate for the prevailing conditions. If the O.O.D. considers that conditions have become unsuitable, sailing will be abandoned, and all skippers will be notified to return to shore.

(10) Volunteers are also advised that for the health and safety of all concerned throughout a Sailability day, volunteers frequently must make decisions and react quickly to situations that arise. Under <u>NO</u> circumstances will any volunteer who is affected by alcohol or drugs take part in any Sailability activities for that day.

7. Client Supervision

 Whenever clients are on the pontoons they must be under the supervision of a carer or volunteer. In addition, volunteers should ensure that the clients are wearing a lifejacket (PFD)

(2) When the clients are in any other area they are the responsibility of their carers, however, if a volunteer sees a client in a potentially hazardous situation it should be brought to the attention of a carer or in an urgent case, handled directly by the volunteer.

8. Volunteer Tasks & Further Documents

- 1 Pontoon duties
- 2 Dinghy Skipper
- 3 Maintenance worker (*no document*)
- 4 Support boat Skipper & Crew
- 5 Yacht Skipper & Crew
- 6 Officer of the Day, Safety Officer

7 Administration, including Lifejackets There are many aids to the physical tasks performed at Sailability. Volunteers should be very aware of their own physical capabilities and never be in a position to cause harm.

9. Contact Details

The Secretary Sailability Gold coast PO Box 877, Runaway Bay, QLD 4216 Email: <u>sailabilitygc@sailabilitygc.org</u> Check the Website for up to date details www.sailabilitygc.org

Section 2

Pontoon Volunteer Tasks

On volunteering days, you may bring lunch with you or there is a sausage sizzle. Please be aware to stagger your lunch time with other volunteers to always have people available on the pontoon over the whole day.

Pontoon volunteers should always be aware of the prevailing wind and tide conditions. These will affect the way dinghies leave and return to the pontoon.

Dinghies should always return to the pontoon with de-powered sails and sailing into the wind.

2.1 Officer of the Day (OOD)

On a normal sailing day, Sailability will appoint an experienced volunteer to perform the duties of OOD. This person is backed by the committee and oversees all sailing aspects of Sailability for that day.

Duties include:

- 1. Wear the orange jacket.
- 2. Monitor the wellbeing of all clients, especially children. In this activity the OOD will be assisted

by a client carer, the safety officer and committee members.

- 3. Supervise and delegate volunteers on the dock to ensure the safe and competent handling of the yachts and the dinghies.
- 4. Supervise the loading and unloading of clients on to yachts and into dinghies in a safe and timely manner.
- 5. Allocate skippers to dinghies.
- 6. Together with the "Client Recorder" allocate clients to boats as they become available.
- 7. Together with the "Yachting Co-coordinator" allocate skippers and crews to yachts.
- 8. Together with the "Safety Officer" decide on when to abandon activities for that day if conditions become unsuitable.
- 9. The OOD should not be doing the physical tasks on the pontoon.
- 10. Together with the First Aid Officer manage the steps to be taken in an accident situation.

2.2 Securing lines to cleats on pontoons

(1) Boats are secured to and freed from the cleats on the pontoons almost continuously throughout a Sailability day. At times there can be 4-5 dinghies secured to one cleat and invariably the next dinghy required is the one that was first secured to the cleat. On some occasion's dinghies have to be moved quickly to make room for a 24 ft. yacht backing into the end finger of the pontoon. Painters/ mooring lines that have been wound an excessive number of times around the cleats are a hindrance in these circumstances.

- (2) To facilitate quick handling of the boats it is necessary to use a method that is simple, quick and secure. The method to be used is described in the next paragraph. It meets these requirements and is widely used throughout the boating community.
- (3) The line is passed once around the base of the cleat then in a figure of eight around the horns finishing with a half hitch. Refer fig.1.



The Cleat Hitch

Fig.1

2.3 Handling of lines

- (1) When there is any load on a line it should not go direct from a volunteer's hand to the boat. The volunteer must always take a turn around a cleat. e.g. when taking the strain on the bow line while a boathook is being used at the stern to position a gunwale at the jetty, or slowing down a 24ft yacht when coming in to berth, etc..
- (2) Boats should not be secured with too short a bow line as this limits the ability to position the boat alongside the pontoon and sets the stern too far

out. It is normal practice to set the bow line so that the centreline of the boat is parallel to the pontoon. In the event that the stern has to come closer to the pontoon for loading/ unloading clients or removing rudders, then the bow line will have to be eased accordingly.

- (3) (*Trained volunteers only*). When the 24 ft. yachts are berthing it is important that volunteers on the pontoon clearly indicate to the yacht's crew who will be taking the stern line and who will be taking the bow line. This is particularly important when the yacht is backing into the outer finger. Rapid and coordinated handling of both lines is required to arrest its backward progress and at the same time avoid losing control of the bow in strong wind conditions.
- (4) After the mooring lines have been secured to cleats, any excess line should be neatly coiled and stowed beside the cleat. Lines left lying haphazardly around the pontoons are a danger to both clients and volunteers.
- (5) At all times the skipper of a boat is in charge of all activities relating to the mooring, departure and loading of the boat under his charge. Accordingly volunteers working on the pontoons should follow any directions the skipper may give in this regard. In particular when the boat is departing, volunteers should not release the mooring lines until requested to do so by the skipper.
- 2.4 Positioning of boat at pontoon for loading/unloading clients
- (1) With a dinghy, the boat is positioned into the wind with its gunwale held at the edge of the pontoon.

The bow line is set so that the boat is approx. parallel to the pontoon. The gunwale is then pulled under the pontoon by hooking the boathook under the traveller and pulling back at 45 degrees while the mast is pulled towards the pontoon by a volunteer. This will minimise the chance of the Client's hands or feet being caught between the boat and the pontoon.

- (2) Once the boat is in position, the client is to sit on the pontoon adjacent to the boat. The legs are then swung into the boat and finally the body eased into the seat.
- (3) It is not necessary to set the gunwale under the pontoon if a sling is being used. However, there is a need to position the boat so that the client is lowered by hoist directly into the seat without having to push them backward or forward while they are in the air.
- (4) Unloading clients from dinghies is basically the reverse of the above.

Never attempt to lift a client from a boat by the arms, or under the arms or any other manual method.

2.5 Fitting of slings

(1) Slings are used to load and unload clients who are not able to get in and out of the boats by themselves unaided. Most of the slings are made of a canvas material and they have six loops attached to them as depicted in fig.2 below.



Before lifting a client using a pontoon hoist, be sure to advise the client that they will now be lifted. Treat the client with care when lifting.

(2) To fit the slings, they are first placed under the client when seated in their wheelchair. If they don't use a wheelchair then under a person while seated in a plastic chair which should be positioned under the hoist, so that when the hanger is attached the lift will be vertical. It should be noted that when a Client is about to be fitted with a sling on the pontoon or about to be winched into or out of his wheelchair/chair, the chair should be parallel to the water's edge. The sling should be positioned so that the edge E-F will be about shoulder height when the client is seated. Once seated and A-D and B-C are under the Clients legs without any twists, pass A through B. Next pass C through A and D through B. Loops C and D should now be in control of the two legs and the sling is ready for attachment to the winch hanger. It is important that E and F go on the hanger first followed by D on the same hook as E and C on the same hook as F. As C and D carry most of the weight this sequence is a safeguard against the lighter loaded loops slipping off during the lift.

- (3) Where the client has only one leg a different procedure is necessary. In this case place both leg sections under the leg. Pass A through B but this time pass C through B and D through A. From this point proceed as in the previous paragraph.
- (4) There are some grey coloured slings for larger people which only have the loops C, D, E and F. These slings are used in the same manner with C crossed through D so that D and F go to one hook on the hanger and C and E to the other. Loops E and F pass under the arms of the client.
- (5) Although it is the carer's responsibility, before commencing winching the volunteer on the hoist should ensure that the wheelchair seatbelt and/or leg straps are released.
- 2.6 De-rigging. (Access 303 & 2.3) on the pontoon
 - (1) The de-rigging is carried out in two stages. The first stage occurs on the water at the pontoons.
 - (2) Furl the jib using the furling cord.
 - (3) Undo the stopper knots in the jib sheets, remove them from the cleats and use them to secure the jib in the furled position.
 - (4) Furl the mainsail using the furling cord.
 - (5) Slacken the mast locking nut and then unshackle the sail from the boom.
 - (6) Completely furl the sail either by wrapping it around the mast or by rotating the mast which is now free to be turned by hand.

- (7) The fully furled sail should then be secured using the special straps.
- (8) Take up the slack in the mainsheet and outhaul. Place the slack on the dinghy seat to allow them to dry.
- (9) Unclip the boom from the mast and place it in the dinghy.
- (10) Remove the rudder and place it in the dinghy.
 - NOTE: Actions 2 to 10 above can be performed either from within the dinghy or from the pontoon. However, <u>under no circumstances</u>, are volunteers to be in a dinghy that has <u>no keel</u> in it.
- (11) Raise the keel and lock in the raised position using the short keel pin.
- 2.7 Installing and removing keels. On the pontoon (Access 303 & 2.3)
- (1) Keels are to be installed at the pontoon using any of the winches.
- (2) The keels are lifted up slightly out of the keel holder by attaching the winch hanger to the two loops on the keel handle. Remove the small keel pin.
- (3) The keel can then be lowered gently all the way down into the slot.
- (4) Once the keel is fully down the hanger can be removed and the keel locked in position using the long keel pin provided.
- (5) The keel pin itself is locked in position by passing the shock cord around and under the keel handle and then back over the plastic ball.

- (6) Nobody is to board the dinghy until the keel is fully down.
- (7) To remove the keel, withdraw the long keel pin. Attach the two steel wire loops to the hoist hanger. Lift the keel using the hoist until the last pin hole in the keel can be seen. Insert the smaller keel pin and lower the keel until the small pin is resting on the keel box. Remove the hoist hooks from the wire loops.

Once winching starts nobody is to be in the dinghy.

(8) The Liberty keel is removed entirely from the dinghy and winched on to the appropriate trolley.

2.8 Installing and removing rudders on the pontoon (Access 303, 2.3 & Liberty)

- (1) Rudders are installed at the pontoon either from the pontoon or from within the dinghy if **it's** keel has been installed.
- (2) If the installation is from the pontoon then it is easier if the stern is pulled in against the pontoon.
- (3) The rudder is installed with the thicker edge facing the bow.
- (4) A shock cord is provided at the top of the rudder to secure it in position. Pull the shock cord rearward to jam the rudder in its box.
- (5) To remove the rudder release the rudder shock cord and remove it from the rudder box. This can be done either from the pontoon or from within the dinghy if the keel is still in position.

- (6) Once removed the rudder should be placed in the dinghy.
- (7) The dinghy can now be retrieved from the water.
- (8) Please don't store the rudder on the seat of the dinghy as this action can tear the seat fabric.

Section 3

Dinghy Volunteer Tasks

The dinghy sailing area is defined by: South to the Southern side of the entrance to the Howard St and North to the 'special' at the entrance to Runaway Bay Marina. Dinghies are to keep out of the entrance to the marina. All dinghies should always be clearly visible to persons on the dock . Dinghies should return to the pontoon with their sails de-powered and sailing into the wind. All dinghy skippers should complete the competency program.

1 Storage

- The Dinghies are stored on their trolleys in the shed as per the diagram on the wall of the shed.
- The masts are stored on the mast rack.
- The jibs are stored on the jib rack.

2 Rigging (Access 2.3 and Access 303)

- 1 Ensure all furling knots are on the port side of the dinghy.
- 2 <u>JIB</u>. Check that the tensioning shock cord for the jib furling line is disconnected from the port side deadeye under the seat. (Port is left side when viewed from the sailing position in the boat and the colour is red. The right hand side is starboard and the colour is green).

The 2.3s do not have a jib mast.

- 3 Pull sufficient slack into the jib furling cord to form a loop. The loop should be larger than the furling drum on the jib and the crossover should be at the front of the dinghy.
- 4 Insert the mast through the loop and into its socket. Fit the cord into the drum groove before pushing the mast fully home. Have the saddle on the drum facing the stern of the boat. This will allow the jib sail to be fully unfurled.
- 5 Re-attach the tensioning shock cord under the seat.
- 6 Fully unwrap the jib manually and run the sheets through the appropriate cam cleats. Tie figure of eight stopper knots in the ends of the sheets. It may occur that the seam is not aligned with the centreline of the dinghy. This

can be corrected, when sailing, by adjusting the position of the furling cord knot from the bulkhead.

- 7 Furl the jib using the furling cord.
- 8 <u>MAIN</u>. Install the mainmast after checking that base of the mast is free of obstruction and sand. Ensure the towing cord loop is positioned over the mast socket and the base of the mast is securely in the mast step (floor socket).
- 9 Connect the boom to the mast and check that there are no twists in the mainsheet at the traveller
- 10 Fully unwrap sail manually. The mast should be oriented so that the seam is aligned with the centreline of the dinghy
- 11 Shackle the clew of the sail to the boom. Check that the sheet and the out-haul are both running freely, are not twisted and have correct stopper knots installed.
- 12 Tighten the mast locking nut (be careful not to over tighten).
- 13 Furl the sail using the furling cord.
- 14 Check joystick and rudder operation.
- 15 Ensure the painter line (rope for securing the bow to the pontoon) has no stopper knot.
- 16 Check the draining bung at the rear of the dinghy is tight.
- 17 The dinghy is now ready to launch and have the rudder and keel fitted and locked in place.

3 Installing and removing keels (Access 303 & 2.3)

- 1. Keels are to be installed at the pontoon using any of the winches.
- 2. The keels are lifted up out of the keel casing by attaching the hoistn hanger to the two loops on the keel handle. Remove the small keel pin.
- 3. The keel can then be lowered gently into the slot.
- 4. Once the keel is fully down the hanger can be removed and the keel locked in position using the keel pin provided.
- 5. The keel pin itself is locked in position by passing the shock cord around and under the keel handle and then back over the plastic ball.
- 6. Nobody is to board the dinghy until the keel is fully down.
- 7. To remove the keel, withdraw the long keel pin. Attach the two steel wire loops to the crane hook. Lift the keel using the crane until the last pin hole in the keel can be seen. Insert the smaller keel pin and lower the keel until the small pin is resting on the keel box. Remove the crane hooks from the wire loops. **Once winching starts nobody** *is to be in the dinghy.*
- 4 Installing and removing rudders (Access 303 & 2.3)
- 1. Rudders are installed at the pontoon either from the pontoon or from within the dinghy if the keel has been installed.
- 2. If the installation is from the pontoon then it is easier if the stern is pulled in against the pontoon.

- 3. The rudder is installed with the thicker edge facing the bow.
- 4. A shock cord is provided at the top of the rudder to secure it in position. Pull the shock cord rearward to jam the rudder in its box.
- 5. To remove the rudder release the rudder shock cord and remove it from the rudder box. This can be done either from the pontoon or from within the dinghy if the keel is still in position.
- 6. Once removed the rudder should be placed in the dinghy.
- 7. The dinghy can now be retrieved from the water.

5 De-Rigging (Access 2.3 and Access 303)

- 1. As with the rigging, the de-rigging is carried out in two stages. The first stage occurs on the water at the pontoons.
- 2. Furl the jib using the furling cord.
- 3. Undo the stoppers in the jib sheets, remove them from the cleats and use them to secure the jib in the furled position.
- 4. Furl the mainsail using the furling cord.
- 5. Slacken the mast locking nut and then unshackle the sail from the boom.
- 6. Completely furl the sail either by wrapping it around the mast or by rotating the mast which is now free to be turned by hand.
- 7. The fully furled sail should then be secured using the special straps.
- 8. Take up the slack in the mainsheet and outhaul.
- 9. Unclip the boom from the mast and place it in the dinghy.
- 10. Remove the rudder and place it in the dinghy.

NOTE: Actions 2 to 10 above can be performed either from within the dinghy or from the pontoon. However, <u>under no circumstances</u>, are volunteers to be in a dinghy that has <u>no keel</u> in it.

- 11. Lift the keel.
- 12. The dinghy can now be retrieved from the water.
- 13. Once retrieved from the water the dinghy and trolley are to be washed down in the area at the top of the launching ramp.
- 14. Unclip the jib tensioning shock cord and remove the furling cord from jib furling drum.
- 15. Remove all masts and store in the shed in their respective racks.
- 16. Place the boom along with the dinghy's rudder into the dinghy.

6 Positioning of boat at pontoon for loading/unloading clients

- With a dinghy, the boat is positioned into the wind and its gunwale against the pontoon to minimise the chance of the Client's hands or feet being caught between the boat and the pontoon. The bow line is set so that the boat is approx. parallel to the pontoon. The gunwale is pulled under the pontoon by hooking the boathook on to the traveller and pulling back at 45 degrees.. A gentle pull of the mast towards the pontoon will achieve the desired result.
- 2. Once the boat is in position then the client is to sit on the pontoon adjacent to the boat. The legs are then swung into the boat and finally the body eased into the seat.

- 3. It is not necessary to set the gunwale under the pontoon if a sling is being used. However, there is a need to position boat so that the client is lowered directly into the seat without having to push them backward or forward while they are in the air.
- 4. Unloading clients from dinghies is basically the reverse of the above.

7 Furling and unfurling sails

- 1. The furling cord for the jib is the bottom cord. The pulley and tensioning shock cord for the jib attaches to the port side deadeye under the seat. Consequently for the main is the top cord and starboard deadeye which is a permanent connection.
- 2. All sails are furled by pulling on the port side furling cords. Do not push from the other side as this can lead to the cord falling out of the groove in the furling drum in the case of the main or slipping in the groove of the furling drum in the case of the jib. The shock cord under the seat ensures that tension is always kept on the return side of the cord. Pushing on that side removes the tension and can cause the aforementioned problems.
- 3. If there is resistance when you are trying to furl the sails then the most common reasons are:
 - Furling cord is not in furling drum groove.
 - The pulley block used in the tensioning system under the seat has inverted. This should have been checked at the rigging stage.

- In the case of the mainsail, tension in the mainsheet and outhaul can be the cause. Check that there is plenty of slack. Manually moving the plastic ring attached to the clew towards the front of the boat also significantly reduces the load.
- The furling cords are cleated.
- 4. Unfurling the sails is done by pulling on the starboard side furling cord. Again, it is important not to push on the return side of the cord. The sail should then be tensioned to the desired shape by adjustment of the outhaul. When the desired shape is achieved secure the outhaul in the cleat provided on the side of the boom. When tensioning the outhaul pull it towards the mast, (unless it passes through a pulley provided on the bulkhead) to avoid pulling the boom off the mast.
- 5. When only partially unfurling the sail(s), secure the furling cord(s) in the cleats provided on the port side of the keel housing. This is to ensure that they don't unfurl further, when sailing, due to wind pressure.

8 Towing

- 1. The support boat towing line is fitted with two snap shackles. One shackle is fixed at the end of the line and the other is free to be slid to any point along the line. The end of the line is to be connected to the affixed dingy towing rope. The dinghy sails should be furled and the tow commenced.
- 2. For a shorter tow the dinghy can be secured close alongside the support boat and can be

steered away from it. For a longer or faster tow the dinghy sails should be furled and the dinghy towed off the stern of the support boat using the towing line provided.

3. Two dinghies can be towed one on either side of the support boat or from astern. If the dinghy is aground the rudder should be raised before attempting the tow.

9 Man Overboard

One of the most serious situations you can encounter while out sailing, one which requires immediate and efficient action by all concerned and one which requires great care to ensure that one accident does not become two or more.

DO NOT PANIC

- The first action after the call of "Man Overboard Starboard" is to keep the MOB in sight.
- If possible the skipper is to steer immediately to a heave to position on the LEEWARD side of the MOB. (If you go to windward the boat could get blown on top of them pushing them under water)
- 3. The skipper will get the attention of the support boat by remaining in the heave to position with sails shaking, *if possible* waving and /or shouting and calling on the radio.
- 4. The support boat will notify Sailability of the situation and come to assist.

- 5. *If possible,* the skipper of the MOB boat will take hold of the MOB and attach the end of the main sheet to their life jacket and secure it to the boat. NOW THEY CANNOT DROWN.
- 6. The support boat will then take charge. lf possible, the MOB will be guided towards the safety boat where the MOB can, aided or unaided, climb on board the safety boat. If this is not possible the MOB will be secured to the support boat and slowly returned to the beach. Another option is for the support boat crew member to enter the water with the rescue tube and secure this around the MOB. The MOB can then easily be secured to the safety boat for delivery to shore. Another option is to deflate one section of the support boat and roll the MOB into the boat.

Do everything to help keep the ex MOB as warm and as dry as possible. (Shock could be a factor here). Prevention is much better than the cure, but MOB can happen at any time so always be prepared...

THE POINTS OF SAIL



PARTS OF THE SAILING BOAT



FIGURE OF EIGHT KNOT

Use this, **as a stopper**, at the end of each sheet and painter.



BOWLINE

The bowline has been called the king of knots. It will never slip or jam if properly made and, thus, is excellent for tying around a person in a rescue. Begin by formatting an overhand loop in the standing part. Then take the free end up through the eye, around the standing part and back where it came from.



DATE	VERSION

01/01/2006	Version 2 (Update to
	some sections)
12/08/2008	Version 3 (Update
	storage of dinghies)
14/09/2015	Version 4 (Complete
	update)
10/02/2021	Version 5 (Reprint
	with minor update)
	(20)

NOTES