

# FOOTLOOSE SAILING ASSOCIATION



## TRAINING MANUAL



# Footloose Training Manual

This Manual has been assembled as a guide primarily for new participants, volunteers and those just trying to get a better understanding of how Footloose operates. It contains information on membership, role responsibilities, equipment set-up, safety and the daily operation of Footloose. If you have any questions or comments please ask at an event or contact Footloose at [info@footloosedisabledsailing.org](mailto:info@footloosedisabledsailing.org).

## Updates to the training manual

Comments on the Manual are welcome. If you see an update needed, or a section missing, let a board member know. Your help in writing additions would be appreciated.

Thank you for your interest in Footloose!



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# Welcome to Footloose!

The mission of Footloose Sailing Association is to provide safe, accessible and rewarding sailing experiences to our disabled members, their friends, families and caregivers. Comprised of over 200 participants and volunteers, we bring competence in the recreation and sport of sailing to the physically and mentally disabled. We also promote camaraderie, personal growth and increased independence to our participants. Footloose is all volunteer and was started in 1991 as a 501 C-3 non-profit educational and charitable Washington State Corporation and is a chapter of Move United. We operate on generous contributions of time, expertise, equipment and monetary donations. This Manual will help bring an understanding of Footloose policies, operation and training.

## History of Footloose

### Early Years

Ron Singleton, Fred Hayes and Bob Ewing are the original founders of Footloose. Ron became interested in disabled sailing when he read an article about Shake-a-Leg and the pivoting seat they were using. He moved to Seattle in 1989 with the idea of getting some kind of group together for disabled sailing. At a meeting at the Center for Wooden Boats he met Fred Hayes who got him an entree to the Seattle Yacht Club. A pitch was made for disabled sailing and SYC and the Sailing Foundation ended up donating two Columbia 21 sailboats (Klickitat and Eoghan) through the Sailing Foundation and money for the first rotating seat. Ron then came up with the name Footloose and put a notice in a disabled sports flyer for a meeting in October of 1990 attended by Ron, Fred and Bob Ewing. A second meeting a month later was attended by more interested people and Fred started the process to setup Footloose as a 501 C-3 incorporated in Washington state as a chapter of then National Handicap Sports, later Disabled Sports USA and now Move United. In 1991 a board of 9 was formed and Ron became the first Footloose president. Liability insurance was purchased through DSUSA and moorage negotiated at the north Leschi marina through Seattle Parks and Rec. Member Bob Jones got meeting space at the Corinthian YC Leschi facility.

A sailing program started coming together in 1991 with 9 day sails on Lake Washington and invites to races in Chicago, Vancouver, B.C. and San Diego. The Blake Island event started a year later with Dave Lambert, Sue Hunt and several stroke and head injury sailors. A yearly weekend event at the Center for Wooden Boats came after that.

In the winter of 1991, Bob Ewing went to visit the head of sailing for the disabled in Australia and came back with news of a great little two person sailboat called the Access Dinghy (now Hansa Dinghy). Footloose was in the process of buying our first Martin 16 (Cleveland) at the time, so the first Access Dinghy (Mrs. 'B') was donated by Dennis Hannan. We needed a chase



boat for the dinghies, so the thirteen foot Boston Whaler was donated by Fred Hayes in 1992. Our fleet grew over the next few years adding three more Access Dinghies and another Martin 16 with Martin joystick & sip and puff controls. The rest is history.

## Footloose Day Sail

The following activities are listed in the order they follow on a typical day sail.

## Registration

### REGISTRATION

All participants and volunteers must register with Footloose prior to taking part in any Footloose activities. Registration through the website involves downloading and printing these forms, filling them out legibly, signing and bringing them with you to the event.

- Filling out and signing a “Footloose Sailing Association Registration Form”
- Filling out and signing a “Move United Waiver & Release of Liability Agreement”
- Filling out and signing a “Move United Media Release Agreement”. *THIS FORM IS NOT MANDATORY. PLEASE LET THE REGISTRAR KNOW IF YOU DO NOT WANT TO SIGN THE MEDIA RELEASE DOCUMENT.*
- Filling out and signing the “Behavior Expectations form”
- The forms need to be completed once a year.
- Membership is free
- A suggested donation of \$15.00 / person per event is appreciated
- If the Move United Waiver & Release of Liability Agreement form is not filled out that person won't be covered by our insurance and can not participate.

The annual Blake Island 2 night camping excursion will require that all the annual forms are completed and will have a different donation amount.

### SIGN IN at Events

All participants and volunteers must sign in each sail day.

### FOR THE REGISTRAR

Two people are to be assigned to the registration table.

One person is responsible for collecting the forms (registration, liability, behaviour and photo release), supplying new forms if there are mistakes or corrections, providing name tags, getting the Medical Cards filled out and ensuring the participant/volunteer has signed in and out.



Everyone must fill out all of the Footloose forms once per season. The data from the forms is entered into the computer database and then the forms are filed in the black nylon folder. Failure to fill out all of the forms will mean that you won't be covered by our liability insurance and thus cannot participate in Footloose events.

**NO ONE IS ALLOWED TO PARTICIPATE IF THEY HAVEN'T FILLED OUT THE FORMS!**

The second person confirms payment through PayPal on the website or accepts payment in cash, checks or credit card and then records the transactions in the receipt book. They are also responsible for looking at the completed forms to make sure that they are filled out completely, signed and legible. A colored wrist band is then given to show that the participant is fully checked in.

- Prior to the event, ensure there are:
  - Blank Sign in sheets
  - Previously filled in Registration Forms
  - Blank Registration Forms
  - Previously filled in Liability Forms
  - Blank Liability Forms
  - Previously filled in Expected Behavior Forms
  - Blank Expected Behavior Forms
  - Blank Medical Cards
  - Pens
  - Change
  - Clip boards
  - Phone with Card Reader
  - Name tags
  - Colored wrist bands
  - Cash: Write down beginning cash amount (and ending, after events ends)
  
- During the event, ensure:
  - All people signing in have registered.
  - All participants have paid. Payment can be made by PayPal, cash, check or credit/debit card.
    - Each payment requires a receipt. The participant keeps the top copy and Footloose keeps the middle copy which is then attached to the payment. The third bottom copy is left attached to the receipts book (i.e. not torn out of the book).
  - All participants and volunteers put on a name tag (put somewhere that the life vest does not cover up)
  - All volunteers and participants sign in and out.



- Everyone that will be on the dock or on a boat will be wearing a properly fitted life vest.
- All participants have a medical card:
  - If not fill one out for the person based on form that was filled out
  - Medical cards are in the small box and alphabetized by first name
  - Before the participant moves onto boat assignment, place the medical card in the small wire basket face down (purpose: for quick reference in the event of an emergency and face down to protect the participants privacy with respect to the medical info on the card)
  - Once the participant has left, the medical card is filed back in the small box.
  - The medical cards only need to be done once a year unless the medical information changes.
- When reviewing the participant registration paperwork:
  - Legible email and name and address
  - Whether the person is a participant, volunteer or family/caregiver
  - Write in family member or caregiver if applicable and respective, who caregiver is there for
  - Is the form signed in all places?
  - Put a check mark at the top once reviewed for accuracy
- Participants should be guided from registration (once forms are filled and payment is complete) to boat assignment, then to life vest outfitting then to the boat.

The instructions for the Square payment card reader are as follows:

1. Open the Square app on Footloose's cell phone and firmly plug the card reader into the phone's headset jack.
2. Tap the keypad icon to add the amount.
3. Enter the amount.
4. Swipe the card smoothly and quickly through the reader with the magnetic strip facing the thick side of the reader.
5. If the app is set up with "signatures enabled", have the customer sign with their finger.
6. Tap Done Signing and pick the customer's preferred receipt option. Note - we do not have a printer.
7. After a payment completes, the final screen will read All Done.



## Financial Information:

Footloose will make the financial policy available upon request and all Board members and volunteers must read and agree to comply with the policy sections relevant to their role within Footloose.

High level guidelines on financial matters (not meant to replace reading the Footloose Financial Policy):

1. During sailing events, checks and cash are never left exposed in common areas during Footloose events.
2. After sailing events, the box with the cash and checks are returned to the Treasurer.
3. Occasionally, volunteers and board members will pay for Footloose expenses. The preference is for board members to incur reimbursable expenses rather than volunteers when feasible.

## Boat assignments

Boat assignments, for both participants and crew, will be organized on line through the website before the event by the Event Coordinator. Participants and volunteers need to express their desired positions to the Coordinator who will do their best to meet everyone's wishes, given the conditions of the day. The Participants need to also discuss issues with mobility getting on and off the boat, balance while on the boat, temperature regulation, medicine and time limits (ie: access bus transport from the event.) We will try to accommodate participants who show up without the online pre registration, but a daysail is not guaranteed.

### Equipment Limitations

If a participant requires a sip & puff controller (see Martin Electronic Controls for details), there must be one unit that is designated to them only. Sip & puff controllers are not interchangeable.

The davit - hoist lift has a maximum safe capacity of 265 pounds. Participants weighing more than this cannot use the lift.

The Footloose volunteers (skippers, dock and shore crew) are all called before each event and the attempt is made to fully staff each event with at least 18 or more volunteers. If enough volunteers are not available it may limit which and how many boats go out. The weather may also restrict which, if any, boats go out.

## Slings



Any Participant requiring a sling for transfer into and out of a boat should have the sling in place prior to leaving registration. Participants can help this process by noting which sling works best for them and remembering it for the next sail. Be sure to get the sling back to registration when you are done with it. Some Footloose slings have gone home with participants.

### Installation of the Sling

- a. Confirm the sling is the suitable size for the sailor.
- b. With one person in front of the sailor to insure they don't fall forward, have the sailor lean forward, with assistance if necessary, in their chair.
- c. The second person can then slide the sling, with the product label facing out, down to the base of the sailor's spine.
- d. Have the sailor lean back again.
- e. Pull the leg supports out alongside the outside of the thighs. By placing your palm between the body and left support, you can guide the leg support's lower edge strap down to the seat. At the same time, pull the leg support forward with your other hand to stretch it out.
- f. Applying light pressure to the kneecaps will allow you to pull the leg supports taut against the buttocks and smooth out any creases near the back. Make sure both leg supports reach equally far forward.
- g. Guide the sling's leg supports under each thigh. Make sure the fabric is smoothed out under the thighs and that it reaches properly around the legs.  
(with thanks to Amica)

### Martin Upper Body Harness - Red/Green Straps

A participant going out in a Martin can be given upper body support through the use of a set of "Red-Green" straps.

- Install the straps on the sailor in the registration area.
- The straps are installed over the clothing and under the life jacket.
- The red and green straps run under the arms, around the chest. The black straps go over the shoulders. The red strap wraps around the right side of the sailor, with the hook end on the left side. The green strap wraps around the left side, with the hook end on the right side.
- A trial fit on an able body will help the user to visualize how it should look and also help in untangling the mess the straps are usually in.
- 

### Movement to the Boats



Participants may move to the appropriate dock once they have been assigned to a boat and have been told it is ready for loading. All participants will be escorted to their boat by a volunteer or care-giver. Wheelchair seat belts must be released prior to going on to the dock.

## Safety

### Footloose Safety Policy

- Wheelchair users shall release all straps, seat belts or wedges prior to entering a dock area. Those individuals who require support shall have a volunteer assigned to be at close attendance at all times while straps/wedges are released.
- All participants must wear PFD's while on the docks and in the boats. Skippers and volunteers must set the example by doing the same.
- Anyone performing a transfer between boat and dock must be trained in proper transfer techniques and demonstrate competency in those techniques.
- Disabled sailors must be accompanied by at least one able-bodied (AB) sailor per boat. One AB each will accompany a maximum of four inexperienced disabled sailors.
- Participants will be evaluated to decide whether they can be safely handled in our program. A Footloose skipper may refuse to accept a participant for reasons of safety.
- Each skipper has the right to cancel for any reason s/he deems necessary for the participant's safety. If several skippers are involved, there will be a joint decision but each must measure his or her own competence against the circumstances.
- Each skipper will be responsible for ensuring that the boat is in proper condition and has the required equipment prior to allowing the boat out to sail. A list of necessary equipment will be available on each boat. Check-out forms must be completed before and after each use.
- New locations must have suitable dock-boat access before Footloose agrees to use them
- If a skipper, volunteer or sailor acts outside of these policies, Footloose, its Board and representatives are not responsible for the consequences.
- Any accidents will be evaluated and steps taken to prevent similar accidents in the future. Written reports, in accordance with Move USA requirements, will be created and retained for seven years.
- Safe sailing conditions and skipper requirements are covered in Sailing Restrictions and Specific Roles - Skippers.



## Life jackets

Life jackets will be worn by everyone involved in Footloose activities when they are on the dock or in a boat.

Footloose had two types of life jackets. The first is the vest type and the second is the self-inflating type. The self-inflating types are to be used by quadriplegics and on hot days by participants with temperature regulation issues. The self-inflating type should always be worn outside of clothing and any other restraints. If restricted during inflation they can break your collarbone.

All jackets are to be put on and checked prior to going onto the dock.

### Vest Type

- Check for tears or rips in the cloth
- Check that the jacket is not waterlogged
- Confirm the size (weight capacity) is suitable for the wearer
- With the jacket on the user, the buckles fastened and the straps comfortably tightened have the user raise their arms above their head.
  - Grasp the tops of the arm openings and gently pull up
  - Make sure there is no excess room above the openings and that the jacket does not ride up over the chin or face

### Self-inflating Type

- Check for tears or rips in the protective cloth
- Check the yellow inflatable portion is not torn or cracked
- Check that the CO2 cartridge has not been used.
- Check that the dissolvable pill has not expired
- Confirm the size (weight capacity) is suitable for the wearer
- The inflatable portion of the jacket must be outside any clothing or support straps used by the wearer.
- Comfortably tighten the waist strap around the wearer
- Confirm the wearer knows how to inflate the jacket if the automatic inflator fails to work, that is by pulling on the release knob or by manually blowing it up.

## Radio usage

Registration, the dockmaster, and every Footloose sailboat, dinghy and chase boat has a handheld or fixed- mount VHF radio. For boats without fixed-mount radios, Footloose uses ICOM IC- M32 handheld radios or similar brands. The radios are checked out to a boat and



skipper at the registration desk and are checked back in at the end of the sailing day. Do not leave them lying around unattended as they have been stolen. When you return them to registration, please power them down.

Full details for the use of the M32 radio can be found in the ICOM-M32 VHF Radio Manual.

Footloose monitors and uses Channel 68. Prior to leaving the dock do a radio check to insure the radio is transmitting and receiving.

To send a message press the transmit button and say the name of the person/vessel you are calling twice, followed by the name of your boat and then "over"..

"Dock Master, Dock Master, Access 5, over"

Once the Dock Master responds you can have your conversation. End each transmission with "over" and when you are finished transmit "Access 5 out".

The radios are for two way communication. Do not turn them off, turn the volume down or the squelch up while out sailing because we may be trying to call you. Keep the radio where you can hear it. The same goes for the radio at registration and for the dock master.

If you are having a life threatening emergency with a passenger or with the boat, and you get no response from Footloose on Channel 68, dial 911 on your cell phone or switch the radio to Channel 16. If you use Channel 16 there is a choice of Urgency Words to use. "Mayday" is used if there is an imminent, life threatening danger. "Pan-Pan" is used if assistance is required because of a mechanical breakdown or non-life threatening medical issue. An example emergency call would be broadcast as follows:

Mayday! Mayday! Mayday!

This is the vessel Martin 8, Martin 8, Martin 8.

Mayday Martin 8.

We are located 1/2 mile east of Leschi Marina, 1/2 mile north of the I-90 floating bridge.

We are having a medical emergency.

We need immediate assistance.

There are 2 of us on board.

Martin 8 is a 16-foot dinghy with a white hull and white sails. Over.

Prior to going out on the water please confirm that your radio is set up as shown in the picture below.

1. DO NOT WANT LOW – this is the power setting. Push H/L to get high power (doesn't show on screen)
2. TAG – not significant for our purposes
3. LOCK – stops channel from being accidentally changed



4. BATTERY LEVEL – check shows full charge
5. U – shows using US channel (rather than International or Canadian channels.)
6. 68 – Footloose Channel
7. SQUELCH and VOLUME – adjust as necessary to maintain communication. Do not turn squelch up too high or the volume down so low that you can't hear incoming calls. It's two way communication, not just for when you want to call.

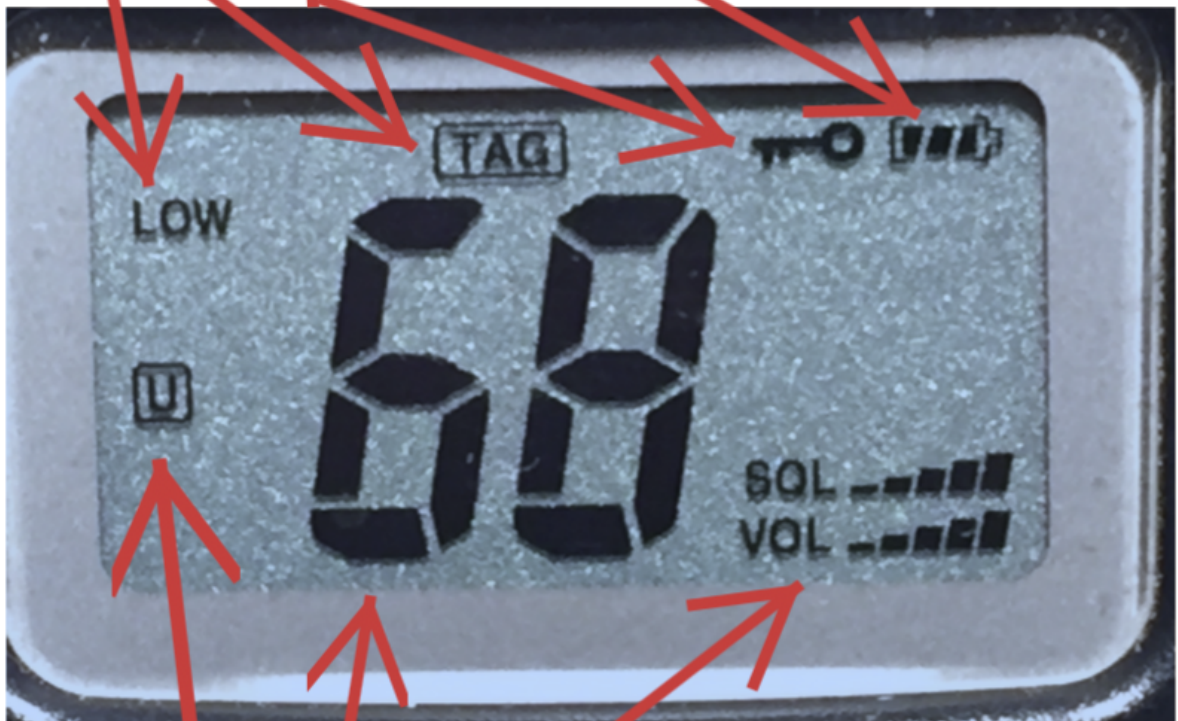
IF YOU HAVE ANY QUESTIONS PLEASE ASK SOMEONE BEFORE SETTING OUT

DO NOT WANT LOW – this is the power setting. Push H/L to get high power (doesn't show on screen)

TAG – not significant for our purposes

LOCK – stops channel from being accidentally changed

BATTERY LEVEL – check shows full charge



SQUELCH and VOLUME – adjust as necessary

68 – Footloose Channel

U – shows using US channel

## What to do if....

This section will be added to in future editions of the Manual, in response to questions raised by Volunteers and Participants.

## What does footloose provide vs what sailors provide

Footloose provides:

- A tent shelter in the registration area
- Accessible washroom facilities
- Assistance getting to, on, off and from the boats
- Life jackets
- Slings

Sailors (participants and volunteers) provide:

- Their own food and beverages
- Foul and cold weather gear
- Sun screen

## Setup, on shore

Once the Black Trailer arrives on site it needs to be safely parked. This includes:

- Blocking the tires
- Lowering the tongue jack
- Placing a support under the rear of the trailer so that it can't be tipped backwards. This support is a 5 gallon bucket found in the trailer that fits under the rear bumper of the trailer.

Once it is safely parked it needs to be unloaded and the following items set up:

- Two or three tents (as permitted by the Marina), tied down as necessary for the wind conditions
- Safety pylons around the registration area
- Registration tables
- Registration filing cabinet
- Chairs
- Life jackets
- Boat assignment board

## Setup, on dock

- Look for any damage that may have occurred to the Chase boat since the last event. Report any to the Event Coordinator. If the boat is safe, put the appropriate safety bag in the boat, insure that it is fueled, the red kill switch clip (stored in the safety bag) is installed and that the motor will start. Move the boat to an area where it does not conflict with other boat movements. It is up to the Chase Boat Operator to do a full check of the boat.



- Remove the hull and sail cover from one Martin and look for any damage that may have occurred since the last event. Report any to the Event Coordinator. Have the assigned Skipper check the boat out.
- Look for any damage that may have occurred to the keel boats since the last event. Report any to the Event Coordinator. Remove the sail covers from the keel boats. Hook up the gas (where applicable), install the red kill switch clip (stored in the safety bag) (again where applicable) and confirm the motors start. It is up to the assigned Skipper to do a full check of the boat.
- Unlock the Access dinghy rudders and dagger boards. Prepare one boat for sailing.
- Unlock the davit - hoyer lift, remove the winch cover and install the sling bar and safety strap.
- Check the lift, including the tie-down bolts, for any damage that may have occurred since the last event.

## Martin (rigging, sailing, electronics, safety checklist, logs)

### Setting up the boat

- Remove the hull cover
- Remove the sail cover
- Install the jib with the tack and clew attached to the jib boom.
- Install the rudder if it has been removed
- If the black seat has been leaned back, return it to the upright position.
- Install the main halyard if it has been disconnected from the sail
- Install the electronics if required – see Martin Electronics for details
- Run through the Martin Checklist

### Putting the boat away

- Remove the electronics if they were installed
- Remove the jib and return it to the dock locker
- Fold up the main in the lazy jacks and install the main cover.
- It may be necessary to lean the black seat back in order to install the hull cover.
- Partially install the hull cover, leaving enough room if necessary for a person to guide it into the dock area.
- Once the boat is tied up (also see the Take-Down on the Dock section)
- complete the installation of the hull cover.
- Hook the hull cover to the main.

## Martin Upper Body Harness

Transferring a Participant into a Martin requires the following steps:



- Once the sailor is in the davit - hoyer lift check that the straps and hooks cannot snag on anything.
- Once the sailor is in the boat the hooks on the red and green straps are hooked onto the two loops that have been installed in the deck to the sides and just behind the sailor.
- Once the sailor is comfortably centered in the boat, tighten the Velcro straps until they are snug. Insure that there is sufficient Velcro contact area so that the straps will not slip.
- Prior to lifting the sailor out of the boat undo the strap hooks and store them in a manner that prevents them from snagging on anything as the sailor is lifted out.

## Martin Electronic Controls

The following is a summary of the installation and operation of the Martin 16 Power-Assist System. More information is presented in Martin's Operator Manual.

### 1) Installing the Windlass

- Prior to installation check that the quick release pins in each of the winch drums is in place and that the drums cannot spin freely.
- Remove the jib and main sheets from the cleats on top of the keel plate. Tie a knot in the main sheet so that it cannot disappear into the boom.
- Loosen the forward keel nut until the slotted opening in the winch base can slide under the washer.
- With the rear winch base opening sitting around the rear keel bolt re-tighten the forward nut.
- Install the main and jib sheets so that they run under the winches and up and around to where they can pass through the holes in the sides of the winches. Tie a figure 8 knot in each line and insert them in the Harken cleats.
- Plug the winch into the battery pack.
- With the switch on the rear of the winch wrap the sheets around the winches until the boom is in tight. The tail end of the jib sheet may have to be released so that it tightens the jib boom at the same time.
- Once the sheets have been adjusted the boom can be let out again. UNPLUG winch again so that it cannot be inadvertently powered up. Unclipping the boom vang, running it around one of the shrouds and clipping it back onto the boom will keep the boom out of the way for loading and unloading.

### 2) Installing the Autohelm

- Insert the tiller extension into the end of the Autohelm and secure with the pin.
- Insert the large pin on the Autohelm into the receiver in the cockpit.
- Plug the Autohelm cable into the controller

### 3) Installing the Joy Stick controller

- Once the sailor is in position, locate the controller where they can comfortably operate it.
- Plug the controller and winch into the battery pack.
- Check that the rudder(left/right) and winch (back-line in/forward – line out) controls are working

### 4) Installing the Sip & Puff

- Confirm the Sip & Puff controller is the one designated for the sailor. Sip & Puff's are not interchangeable, due to health risks.
- Using the blue bulb, check that the sip and puff functions are working correctly.

### 5) Operation

- Joy Stick – movement of the stick to the left turns the boat to the left. Movement to the right, the boat goes to the right. Pulling the joystick back winds in the sheets and hardens up the sails. Pushing the joystick forward unwinds the sheets and lets the sails out.

### 6) Problem Solutions

- If the controller fails to function, steering control can be restored by either pulling the forward end of the Autohelm out of the cockpit receiver or pulling the pin out of the rear end and disconnecting the extension. The boat can then be steered by the tiller extension, main steering joy stick or the steering lines. The winch can be bypassed by pulling out the two pins that prevent the drums from spinning. Once the pins are pulled out the sheets can be unwound from the drums and the lines can be held manually.

## Joe's Vision (Harbor 20) and Inspiration (Catalina 22)

It is the responsibility of the assigned skipper to:

- Remove the boat or sail covers



- The Harbor 20 is powered by an electric motor. Get full instructions from a knowledgeable Footloose skipper before using this boat.
- The following is for the Catalina 22 which is powered by a standard outboard motor.
- Install the fuel tank, red kill switch clip and confirm the motor will run.
- Hints for starting Inspiration's Honda motor
  - Check the fuel line is properly connected to the motor
  - Pump the fuel line to check it is pressurized
  - Open the air valve on the top of the fuel tank
  - Check that the motor is in neutral.
  - Move the throttle to the start position
  - Put the engine kill switch clip on
  - Push the start button.
- Check that the engine is pumping out cooling water and that the oil pressure light is green.
- Run through the Setup Checklist and notify the Event Coordinator if there are any issues with the boat.
- Confirm the Safety Bag is on the boat

## Access dinghies

### Access Dinghy Setup

- Prior to removing hulls from the storage rack place the fire hose sections between the rack and the north end of the dock, to protect the hulls.
- Remove a hull from the rack and place it right side up on the dock with the stern facing the water
- Locate the sail bag, in the storage locker, with the corresponding number on the hull of the boat; remove contents, placing paddle and joy stick inside the boat.
- Insert the top section of the main mast into the bottom section. Check that it fits properly as all of the parts for the 4 boats are not interchangeable.
- Slide the mainsail over the mast. Slide the mast through the donut, with the largest side facing upward, and into the hull. Tie the clew to the donut.
- Insert the yoke of the boom onto the donut.
- Attach the outhaul to the mainsail clew. Make sure the outhaul and main sheet run free and are not twisted.
- Attach the main sheet to the jam cleat and tie a stop knot at its end.
- Attach the end of the boom to the loop in the traveller.
- Slide the jib over the jib mast and tie the tack to the base of the mast. Make sure the eye hook on the base of the jib mast is facing aft when installing the sail.
- Insert the mast in the opening at the bow
- Insert the cam cleats from the aft end, attached to the jib sheets, into the rails on either side of the cockpit
- Attach painters to the bow (longest line) and both sides of the boat.

- Slide the boat so the transom is just over the edge of the dock and insert the rudder.
- Slide the boat into the water while holding on to the painter
- Using the hoist, install the dagger board.
- Return sail bag to locker

#### Access Dinghy Storing

- With the boat still in the water, use the hoist to remove the dagger board
- Lift the boat out of the water and stop with the stern still over the water
- Remove the rudder
- With the boat fully on the dock remove the sails, sheets, masts, boom, tiller, painters and paddle.
- Leave jam cleats on jib sheets, do not remove
- Fold sails properly - do not stuff into sail bag
- Place sails, paddle, painters, joy stick and donut back into the properly numbered sail bag
- Return sail bag to locker.

## Boat maintenance & repair request log

Each Skipper is responsible for ensuring the boat they are taking out is safe. If it is not they have to notify the Event Coordinator immediately. If they see repair or maintenance items that should be attended to, but do not prevent a safe sail, they need to write them down on the Checklist.

The Board is responsible for ensuring repair and maintenance items are attended to.

Much of the maintenance and repair work is carried out by volunteers who see a need and take care of the issue, many times without the Board knowing about their activity. In order to track all of the repairs and maintenance work done, all activities are to be recorded in Footloose's on-line site - <https://footloosedisabledsailing.org/join/forms/equipment-maintenance-form/>

The on-line site allows for recording which boat was worked on, who did the work, when it was done and what work was done. The site also allows for attaching photographs or other documents, for example receipts, associated with the activity.

## Lift operation

### Prior to Use

1. Check the base bolts are tight and that there are no signs of damage to the dock, lift base or lift structure.
2. Install the inertia safety strap between the lift boom and the sling bar.



## Hooking up to the Lift

- a. Confirm the sailor does not exceed the weight limit posted on the lift, currently 120 kg or 265 pounds.
- b. Confirm the sailor is aware of how they will be moved and that they are comfortable with the process.
- c. Position the wheel chair so that it is under the tip of the lift boom. Put the wheel chair brakes on and with an electric chair, turn off the power.
  - d. Hang the right upper sling strap onto the right end of the sling bar and the left upper strap onto the left end.
  - e. Pass one leg strap through the other and hook the left strap to the right end of the bar and the right strap to the left end.
  - f. Each of the leg and side loops generally consist of three individual loops. If the person does not know which ones to use select the ones that seem the most comfortable for the person.
  - g. Check that the sling is not hooked onto any part of the wheel chair and if there is a seat belt that it isn't inside the sling.

## Operating the Lift

- a. Have one person designated as the winch operator, with at least one person on the dock and one in the boat.
- b. Insure the sailor's hands and arms are inside the sling area.
- c. With the sling hooked up slightly raise the person. Check that the sling is not snagged, that the sailor is balanced, that the sling bar is not going to hit them in the face and that they are not going to slide through the sling. If the sailor is not balanced, lower them back down again and select different loops.
- d. Raise the sailor until they are clear of the chair.
- e. If they want their wheel chair cushion, or another cushion, in the boat install it now.
- f. Slowly swing the sailor until they are over the boat. They now have a feeling of being completely out of control of their destiny so treat them kindly and assure them everything is okay.
- g. With the sailor positioned over their position in the boat slowly lower them down.
- h. The person in the boat needs to assure that the sailor's feet are not snagging on anything.
- i. As the sailor reaches the seat, insure they are sitting upright as much as possible by either pulling up on the back of the sling or pushing on their knees.
- j. Lower them until the hoist line is slack, again watching that the sling bar does not hit them.

- k. Confirm that the sailor is comfortable, centered in the seat and as upright as possible.
- l. Lower the hoist line until the sling can be unhooked from the sling bar, and remove the bar and line. **DO NOT REMOVE THE SLING.** Installing a sling under a person in a boat is extremely difficult. The sling therefore stays with the person.
- M. placing a throwable cushion or other support under their feet may help to keep them from sliding out of the seat.

Assisting a person out of the boat is the same process, in reverse.

## Trailer management

The trailer must be loaded so that 60% of the weight is forward of the axle. All items must be tied down or secured so that they cannot move during transport. Volunteers are asked to note how it was loaded when it arrived at the event so that it can be repacked in the same manner.

## Event tear down, onshore

At the end of the event:

- The life jackets must be repacked into the bags and stored on site or in the trailer
- Registration:
  - Ensure all medical cards are returned to the small box and filed alphabetically by first name.
  - Registration also checks to see if replenishment is required for forms, pens, names tags etc. prior to the next event and advises a Board Member.
  - The registration information, payments, and receipts (with beginning and ending cash amounts noted) must be given to a Board Member.
  - Verify that the sum of all forms of payments tie back to the total receipts for the day and is included with the payments and receipts.
    - Summarize sales on a piece of paper to show the amounts tied out.

Example:

Form of Payment	Amount
Cash	\$10
Check	\$20
PayPal	\$15
Total	\$45

Receipts	\$45
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- The tables, chairs, white board, safety pylons, etc have to be loaded into the trailer.
- The tents have to be folded up and loaded into the trailer
- Any Footloose garbage is to be disposed of in the appropriate receptacles.
- Make sure that all equipment (including pfd's) from the docks that is supposed to be in the trailer is there before the trailer leaves.

## Event tear down, docks

- Tie the chase boat up so that it is as clear as possible from marina boat traffic and does not interfere with the Martins or keel boat. Remove the key and put it in the safety bag. Return the safety bag to the dock locker.
- Install the sail and hull covers on the Martins. Tie them up with one boat pointed in and one out so that the masts will not hit due to wave action. Use sufficient tie lines to insure the boats cannot hit each other, the dock or adjacent boats. Check that the boat moored in stern first has clearance under its' rudder. As the lake level drops there will come a time that the rudder needs to be removed.
- Tie the keel boats up with 2 stern and 2 bow lines. Disconnect the fuel tank from the keel boat motor and place the tank in the forward cabin (where applicable). Remove the kill switch key from the motor or the fob from the throttle, as applicable and put them in the safety bags. Return the safety bags to the dock locker.
- Lock up the Access dinghy rudders and dagger boards.
- Remove the hoist lift sling bar and safety strap and return them to the Office locker. Reinstall the lift lock and the winch cover.
- Walk the docks to make sure there is no Footloose equipment left out, that all lockers are locked and that all boats are secure.

## Blake island

Footloose usually does a two night sailing and camping event to Blake Island late in July. This is by reservation only. Starting in June, look for the sign up sheet at the event registration desk and ask questions there or contact Footloose at [info@footloosedisabledsailing.org](mailto:info@footloosedisabledsailing.org). Detailed information regarding the event is sent out to registered attendees.



# Sailing Restrictions

## Weather

Weather risks are generally a judgment call. It is therefore up to the skippers, dock master and board members to assess the risks on an ongoing basis, keeping in mind the experience of the sailors and the condition of the boats. Generally the following guidelines are to be used.

No boats will sail if there is a risk of a thunderstorm.

### Dinghies – Martin 16, Access

The dinghies will not sail if there are steady whitecaps and/or strong gusts of wind. With stronger winds recovery efforts are extremely difficult. It also puts a strain on the boats.

### Keel Boats – Catalina 22 and Harbor 20

The skipper is responsible for determining if the conditions are suitable for the crew and the boat. Regardless of the skipper's opinion, if a participant is not comfortable with increased wind, wave action or boat motion, the skipper will sail accordingly (which can mean reducing sail to reduce stress on the boat and less heel to help the participant stay in the seat and not fall into the cockpit sole) and if necessary return the participant to the marina.

## Safety Sailing Zones

### Dinghies – Martin 16, Access

- South limit – I-90 bridge
- East limit – approximately halfway across the lake. Looking to the south the limit is in line with where the parallel streets in Seattle lineup.
- North limit – in line with the north end of the park, where the houses start.

These reasons for these are the boats can be seen and monitored from the marina and the chase boat can reach them in a short time if necessary. It is also suggested that the skipper sail into the wind for the first part of the sail to make it easy to return to the dock at the end of the sail.

## Keel Boats – Catalina 22, Harbor 20

- South limit – I-90 bridge
- East limit – east side of Lake Washington at Medina and Mercer Island
- North limit – 520 bridge

## General Guidelines

- Sails are limited to 2 hours (unless planned otherwise.) Skippers must therefore restrict their range so that they can be back at the marina on time if the wind dies.
- As stated earlier, the dinghies should set out sailing upwind so that they can drift back to the marina if the wind dies.
- The keel boats should remain within sight of the marina so that the Dock Master can monitor them.

## Behaviour policy

All shall conduct themselves in a manner supporting the Footloose mission statement, safety policies and operation procedures.

Footloose is an all-volunteer organization. Please act with the highest volunteer ideals.

All are encouraged to learn as much as possible about disability, sailing and Footloose operations and equipment. This helps to improve safety, avoid injury and prevent damage.

Not permitted at Footloose activities and events are:

Alcohol, drugs (prescribed medicines exempted)

Chemically impaired behavior

Sexual harassment, lewdness or unwanted advances

Firearms (exemption ; must have concealed weapons permit or are law enforcement personnel)

Angry, argumentative, belligerent or violent behavior

Political statement or campaigning

Religious proselytizing or discussion

Non-Footloose related solicitation unless approved by the Footloose board

Failure to meet the above expectations can result in:



Being asked to leave the premises  
Losing Footloose membership  
Being asked to leave the organization and activities  
A 911 call  
Legal involvement

Redress is available with the Footloose board through normal meetings or special action.

#### Participant Behavior Standards:

Volunteers will make every attempt to accommodate the aspects of individuals disabilities. However, they are not prepared or trained to handle significant behavioral issues (for example, violent behavior).

#### Participant Personal Needs:

Volunteers are not prepared or trained to handle significant personal care needs (for example restroom needs). Individuals requiring extra support for restroom and other personal care needs must provide their own caregiver. Also, volunteers will not dispense medications to participants.

#### Liability Issues:

Refusal or failure to fully fill out and sign the registration / liability form on a yearly basis by volunteers or participants will result in that person being told that they cannot participate in Footloose events and revocation of membership.

## Roles and responsibilities (duties)

### GENERAL

Safety is everyone's responsibility. Volunteers and participants both have to act in a safe manner and if they see a situation that does not appear safe, they need to let a responsible person (Skipper, Dock Master, Event Coordinator) know.

#### Participants

The participant's role is to have an enjoyable sailing experience along with other participants and volunteers.



## Responsibilities

- Follow the Footloose safety rules and procedures
- When in control of a boat sail it in a safe manner
- Provide their own clothing, including foul weather gear if needed.
- Attend to any medical/care issues prior to moving down to the dock.
- If a Participant requires medication during a sail, they must be able to self-administer or their care-giver must accompany them.
- Sign in and out at each event

## Volunteers

The volunteer's role is to assist the participants in having an enjoyable sailing experience. This may include:

- Interacting with the Participants to ensure they are having the best possible experience
- Helping with tent and registration setup at the start of the day
- Assisting with registration
- Issuing and checking life jacket fits
- Escorting participants to and from their boats
- Setting up the boats
- Assisting with the boarding process for participants
- Being an able body on a boat
- Putting the boats and registration area away at the end of the day

## Responsibilities

- Follow the Footloose safety rules and procedures
- Point out any safety issues they see
- Provide their own clothing, including foul weather gear if needed.
- Check that there are sufficient volunteers remaining before leaving the event. If there will not be enough volunteers left to safely operate and if the volunteer must leave, insure the Event Coordinator is aware that the operation will be short staffed.
- Sign in and out at each event so that volunteer hours can be tracked. Also keep track of volunteer hours outside events. Many organizations that contribute to non-profits make volunteer hours part of their decision process.

Footloose is a chapter member of Move United (Formerly Disabled Sports USA), and is required to have a written and publicly available Sports Protection Policy that meets the minimum standards of Move United. The intent of this Policy is to prevent the abuse of Participants, especially minors and wards.



The Policy requires that any Covered Individual, defined as a volunteer planning to attend more than three Footloose events in one season and/or any volunteer that sails with an athlete in a dinghy, be screened. The screening process includes filling out an application form, being interviewed, going through a criminal background check and taking a sexual abuse awareness course.

## SPECIFIC ROLES

### Event Coordinator

The Event Coordinator oversees the general operation of the event, be it a sail day, Blake Island camping trip or special event.

#### Responsibilities

- Assign volunteer personnel to all of the positions required for the day
- Insure all Skippers, including for the Chase boat, have been approved.
- Insure volunteers and participants that they are the Coordinator for the day and that if there are any safety issues, the Coordinator is to be notified.
- Coordinate Emergency Services activities if required
- Assign participants to boats
- Coordinate the movement of the boats, including loading, return to the marina and unloading.
- Respond to concerns raised by participants
- Coordinate volunteers, responding to their schedule and break needs.
- Monitor Channel 68 for Footloose calls.

### Registrar

The Registrar coordinates the Registration operation and ensures that all personnel are properly registered and equipped prior to them going out onto the dock.

#### Responsibilities

- Ensure that all personnel have signed in for the day
- Ensure that all personnel have registered and signed the 4 forms completely and legibly
- Coordinate life jacket and sling fit checks
- Ensure that participants are being escorted to their boat by a volunteer
- Ensure that there is at least one volunteer in the registration area until the last participant has departed.
- Monitor Channel 68 for Footloose calls.
- Get the Black Brains nylon folder with the forms to the database person at closing time
- Make sure there is enough change to start the event
- Collect membership and sail day fees



- Sell t-shirts
- Get the receipts and money to the database person at closing time

## Escorts

An Escort accompanies the participant from the registration area to their assigned boat and back again.

## Responsibilities

- Prior to leaving the registration area, confirm the participant has registered, has been properly fitted with a life jacket and where applicable, a sling.
- Confirm you are comfortable with the mobility of the participant on the dock. If not notify the Event Coordinator. A wheel chair may be required for someone who otherwise walks.
- Prior to entering the dock confirm the participant's wheelchair seatbelt, where applicable, is undone.
- Where applicable, insure the wheelchair brakes are on prior to the sailor getting out of the chair.
- Discuss the loading process with the sailor will prior to them approaching the boat, and make sure they are comfortable with the process.
- Assist with the loading of the participant onto the boat.
- Store unused wheelchairs and walkers out of way of dock traffic.
- Where applicable, insure the wheelchair brakes are on prior to the sailor getting back into the chair.
- Accompany participants back from the boats, insuring life jackets and slings are returned to Footloose.

## Dock Master

The Dock Master coordinates the in and out activities of the boats, including loading and unloading operations at the davit - hoist lift. The Dock Master also monitors the boats out on the water.

## Responsibilities

- Coordinate boat movements so that loading and unloading operations can be carried out without conflict between the various boats.
- Assist with loading and unloading at the main dock and davit - hoist lift.
- Monitor the boats on the water, calling in any boats that are outside their zone of operation.
- Monitor the weather, notifying the skippers if there are any changes to the conditions.
- The Dock Master will have a pair of binoculars suitable for watching



- the boats.
- Monitor Channel 68 for Footloose calls.

## Chase Boat Operator

The Chase Boat Operator tows the dinghies in and out of the marina and responds to any needs the boats on the water may have.

### Responsibilities

- Set up the boat for the day's activities, doing a safety check and insuring it is properly fueled and equipped, including the safety bag that has the red kill switch clip.
- Operate the boat in a safe manner
- Discuss the towing procedure with the sailor prior to starting the tow and make sure they are comfortable with, and understand, the process.
- Remain on the water near the marina in order to quickly respond to any issues that may come up. When the Operator leaves the chase boat at the dock during an event they need to notify the Dock Master and on-the-water Skippers on Channel 68 that the chase boat is unmanned. The keys must be left in the boat and another qualified chase boat skipper must be temporarily assigned to the boat.
- Monitor Channel 68 and retrieve boats as requested
- Insure there is a second person in the chase boat
- At the end of the day, please make sure that the red motor kill switch clip is in the safety bag.

## Skippers

Boat skippers must be approved and signed off on the boat they are going to take out before being allowed to skipper that particular boat. The Skippers are in charge of the boat they are assigned to, be it a keel boat or dinghy.

### Responsibilities

Fully responsible for the safety of all of the personnel on the boat and the boat itself.

### Responsibilities

- Do a safety check of the boat and confirm it is fully equipped, including the appropriate boat safety bag that has the red motor kill switch clip or fob..
- If there are any unsafe issues associated with the boat, correct them or notify the Event Coordinator that the boat is out of commission.



- Note any maintenance issues that do not prevent sailing the boat on the safety checklist, available at registration.
- Return the safety checklist to Registration.
- Review the number and needs of the people assigned to the boat, including time of access bus arrival which may shorten the 2 hour sail.
- Notify the Event Coordinator if you are not comfortable with the assignment and do not set out until you are.
- Insure there is a second able-body on the keel boat.
- Do a radio check prior to leaving the dock.
- Follow the instructions of the chase boat skipper when being towed.
- Operate the boat in a safe manner
- Follow the "Sailing Restrictions" with regard to sailing range.
- Monitor the weather and respond accordingly
- Monitor the crew to insure people are not getting too hot or cold, sunburned or seasick.
- Monitor Channel 68 for Footloose calls.
- Return to the marina area within 2 hours of setting out. The sail may then be extended by the Event Coordinator.
- Call in to the Dock Master prior to returning to the marina so that they can coordinate boat movements.
- Explain the sailboat operation and teach the crew how to sail, if they are interested.
- Allow and encourage participants to take an active role in sailing the boat.
- Because the boats are not always unloaded by the Dock Master, the Skipper is responsible to insure that there are sufficient Escorts to accompany participants back to the registration area.

### Able-Body

The Able-Body accompanies the Skipper on a keel boat and assists with loading, leaving the dock, raising and lowering the sails, adjusting the sails, arriving at the dock and unloading.

### Responsibilities

- Obey the instructions of the Skipper
- Confirm the Skipper is aware of any safety concerns, boat issues, approaching vessels or weather changes that you observe.
- Make the experience as enjoyable as possible for the participants.

### Disability Etiquette - Putting People First

The following is from the United Spinal Association Handbook



Disability Etiquette is not about disability. It's about recognizing the person and interacting with that person in an appropriate way.

Have you ever heard this?...“I'm afraid I'll make a mistake or say the wrong thing, so I just avoid the handicapped.”

“I heard he has ‘mental problems’.”

“Why does she need a Handicapped Parking space? She's walking just fine to me!”

Nobody likes to be talked down to or treated like they are invisible. But it happens every day to people who live with disabilities or use wheelchairs to get around.

Many who interact with people with disabilities for the first time are unaware that their language and actions may be offensive and inappropriate. And it's usually not due to a lack of sensitivity, but more of a lack of understanding disability etiquette.

Today in our country, there are more than 56 million Americans living with disabilities. Here are a few basic tips and pointers on how to effectively interact with a person with a disability:

### **Ask Before You Help**

Just because someone has a disability, don't assume she needs help. Adults with disabilities want to be treated as independent people. Offer assistance only if the person appears to need it. A person with a disability will oftentimes communicate when she needs help. And if she does want help, ask how before you act.

### **Be Sensitive About Physical Contact**

Some people with disabilities depend on their arms for balance. Grabbing the person, even if your intention is to assist, could knock the individual off balance. Avoid patting a person on the head or touching his/her wheelchair, scooter or cane. People with disabilities consider their equipment part of their personal space.

### **Think Before You Speak**

Always speak directly to the person with a disability, not to his companion, aide or sign language interpreter. Making small talk with a person who has a disability is great; just talk to him as you would with anyone else. Respect his privacy. If you ask about his disability, he may feel like you are treating him as a disability, not as a human being. However, many people with disabilities are comfortable with questions about their disability after getting to know someone.



## **Don't Make Assumptions**

People with disabilities are the best judge of what they can or cannot do. Don't make decisions for them about participating in any activity.

## **Put The Person First**

Say "person with a disability" rather than "disabled person." Say "people with disabilities" rather than "the disabled." For specific disabilities, saying "person with Tourette syndrome" or "person who has cerebral palsy" is usually a safe bet. Still, individuals do have their own preferences. If you are not sure what words to use, ask.

## **Avoid Outdated Terms**

Terms such as "handicapped", "crippled", or "retarded." Be aware that many people with disabilities dislike jargon, euphemistic terms such as "physically challenged" and "differently abled." Say "person who uses a wheelchair" rather than "confined to a wheelchair" or "wheelchair bound." The wheelchair is what enables the person to get around and participate in society; it's liberating, not confining.

With any disability, avoid negative, disempowering words, such as "victim" or "sufferer." Say "person with AIDS" instead of "AIDS victim" or "person who suffers from AIDS."

It's okay to use idiomatic expressions when talking to people with disabilities. For example, saying, "See you later," to a person who is blind is completely acceptable; they use these expressions themselves all the time.

Many people who are Deaf communicate with sign language and consider themselves to be members of a cultural and linguistic minority group. They refer to themselves as Deaf with a capital "D," and may be offended by the term "hearing impaired." In general it is safest to refer to people who have hearing loss but who communicate in spoken language as "hard of hearing" and to people with profound hearing losses as Deaf or deaf.

Disability etiquette is easy and simply put, common sense.

## **Incident Reporting**

A Move United (DSUSA) incident report form, available at registration, must be completed by a chapter participating in the Move United insurance program to document any incident (injury, sickness, assault) regardless of whether or not medical



attention was required. All staff and volunteers must be properly trained on the incident report form procedures and the forms should be available at all activity sites.

For information on incident reporting go to:

<https://www.moveunitedsport.org/membership/insurance/incident-report-form/>

Hard copies of the forms are included here for on-site use.

Below are the procedures for ensuring proper incident reporting:

- Complete, in detail, all areas of the reporting form
- Provide sufficient details to ensure that anyone who did not witness the incident will be able to understand exactly what occurred at the incident
  - When needed, attach additional pages to completely detail the incident
  - When additional witnesses viewed the incident, each witness shall complete a separate incident Report Form to ensure all details are captured
  - Keep all narratives to known facts. Do not speculate on how the injury occurred or injuries that have not been verified by a trained medical professional (i.e. “kayak fell on Timmy” vs. “kayak fell on Timmy because the last person may not have properly secured it” or “Susie complained of pain in her knee” vs. “Susie sprained her knee”)
- Use first names when detailing the incident, avoid the use of pronouns (he, she, they, we)
- When available, attach all relevant documentation by treatment providers i.e. ski patrol, lifeguard, paramedic, EMT, etc.

The completed incident report form along with the Move United Waiver and Release Form must be submitted within 48 hours of the incident.

## Donations

Footloose relies on donations for all of our costs. Participants and volunteers are encouraged to contribute and/or reach out to other people and organizations.



Material contributions such as equipment, repair costs, food, fuel, etc. are also encouraged. If you incur costs for material that you would like to donate to Footloose, please submit the receipts to the Treasurer. This allows Footloose to more accurately track both our costs and donations, which is very important when submitting funding requests. The Treasurer can issue a tax receipt as Footloose is a registered non-profit.

If you incur costs and would like to be reimbursed, please contact the Footloose treasurer with your receipts. To stay in line with the IRS, Footloose cannot reimburse without receipts.

## Footloose Bylaws

The operation of Footloose is regulated by the Organization's bylaws. The bylaws define the rules for membership, meetings, Board of Directors, Officers, etc. A copy of the Bylaws can be obtained from any Board Member.

## CHECKLISTS

### SAILDAY

#### Dock side

##### GENERAL

- Current weather and weather forecast
- dock gates are to be left closed and not tied open

##### PERSONNEL

- Event Coordinator
- Registrar
- Treasurer or representative handling money
- Skipper Coordinator (may be the Event Coordinator)
- Dockmaster
- Skippers
  - Chase boat and observer
  - Dinghy
  - Big boat and able body

##### EQUIPMENT

- Registration cabinet
- Wrist bands
- Life jackets



- Radios with Dock Master and Registration
- cell phone (for calling, answering and Square credit card payments)
- first aid kit at Black Trailer
- tool kit in Black Trailer
- Binoculars
- Cooler for ice and water
- Wheelchair (for someone with problems walking on dock)

#### DAVIT - HOYER LIFT

- Base
- Arm
- hoisting line
- T bar
- Clasp
- safety strap

#### PRIOR TO SAILING

- Participants checked in
- Volunteers logged in
- Volunteer/Participant ID bracelets issued
- Participant weight check
- Participant life jacket check (no inflatable pfd under clothing or straps)
- Wheelchair seat belts undone
- Restroom needs taken care of
- Cell phones secured so that they don't go for a swim
- Radio check

#### END OF DAY

- mooring lines. Make sure boats don't bang with incoming waves
- dock box and lockers locked
- dinghy dagger boards locked
- Big boats plugged in
- Davit secured with chain and padlock

#### Chase Boat

- visual inspection of hull
- steering working freely
- motor, seats, console secure
- safety kit
- bailer
- registration



- flares (electronic)
- fire extinguisher
- sound signal
- paddle
- radio
- fuel level
- life jackets
- fuel tank connected
- fuel tank vent open
- fuel primer bulb pumped
- kill switch inserted
- throttle in neutral

#### END OF DAY

- mooring lines
- key removed
- bilge pump operating
- safety kit in locker

### Joe's Vision Harbor 20

#### Hull

- check for any damage to hull or deck
- check access hatches are closed tightly
- tiller
- rudder

#### check fittings

- cleats, winches
- forestay deck fitting
- chain plates

#### inspect mast

- spreaders
- shrouds
- fittings

#### inspect steering

- fittings secure
- tiller in correct direction (rudder visible looking over stern.

#### inspect boom

- fittings and mast connection secure
- motor - turned off , key in safety bag

#### main sail

- inspect fabric and fittings for any damage
- fasten head to main halyard

#### inspect all lines and fittings

- main sheet
- jib sheet
- main halyard
- jib halyard
- outhaul
- cunningham (if installed)
- down haul

#### additional equipment

- paddle
- life jackets
- radio
- anchor
- water

#### END OF DAY

- mooring lines secure
- bilge pump switch is on and working, boat is plugged into shore power
- halyards secure
- tiller tied off
- fuel tank in locker
- safety bag in locker
- Items requiring action noted to Board Member

### Inspiration – Catalina

#### Hull

- check for any damage to hull or deck
- check access hatches are closed tightly
- tiller
- rudder

#### check fittings

- cleats, winches
- forestay deck fitting
- chain plates

#### inspect mast

- spreaders
- shrouds
- fittings

### inspect steering

- fittings secure

### inspect boom

- fittings and mast connection secure

### engine

- oil level - green oil light should be on once engine running
- fuel level
- fuel line connected
- fuel tank vent open
- kill switch installed

### main sail

- inspect fabric and fittings for any damage
- fasten head to main halyard

### inspect all lines and fittings

- main sheet
- jib sheet
- main halyard
- jib halyard
- outhaul
- cunningham (if installed)
- down haul

### additional equipment

- paddle
- life jackets
- radio
- anchor
- water

### END OF DAY

- mooring lines secure
  - halyards secure
  - tiller tied off
  - fuel tank in locker
  - safety bag in locker
  - Items requiring action noted to Board Member
- boat is plugged into shore power

## Martin 16

### Hull

- check for any damage to hull or deck

- check access hatches are closed tightly

#### check fittings

- bow tow ring
- forestay deck fitting
- chain plates
- keel nuts

#### inspect mast

- spreaders
- shrouds
- fittings

#### inspect steering

- check pulleys, lines
- check line tension
- confirm joystick is centered with rudder

#### inspect boom

- insure main sheet is knotted so that it cannot be pulled into the boom

#### Install jib

- inspect fabric and fittings for any damage
- fasten foot of sail to jib boom
- fasten head to jib halyard

#### main sail

- inspect fabric and fittings for any damage
- fasten head to main halyard
- when hoisting confirm sail slug in line with batten, not off on angle

#### inspect all lines and fittings

- main sheet
- jib sheet
- main halyard
- jib halyard
- outhaul
- cunningham
- down haul

#### additional equipment

- paddle
- life jackets
- radio
- water

#### electronics

- main red switch in off position
- winch secure
- sheets adjusted

- autohelm pinned and secure

#### END OF DAY

- mooring lines secure
- battery out
- cover on
- electronics in locker and plugged in to charge

### Access Dinghy

#### Hull

- check for any damage to hull or deck

#### check fittings

- bow tow ring

#### inspect mast

- fittings

#### inspect steering

- check pulleys, lines
- check line tension
- confirm joystick is centered with rudder

#### inspect boom

.

#### Install jib

- inspect fabric and fittings for any damage

#### install main sail

- inspect fabric and fittings for any damage

#### inspect all lines and fittings

- main sheet
- jib sheet
- outhaul

#### install mooring lines

- bow painter
- port and starboard lines

#### additional equipment

- paddle
- life jackets
- radio
- water

#### END OF DAY

- dagger boards and rudders locked up
- sail bags in locker
- hulls on rack
- spars on rack

## SETUP DAY

### Chase Boat

#### TRAILER

- tire pressure and condition
- current plates
- axles - bearing condition, greased
- 2" ball
- lights
- chains
- hitch pinned
- jack wheel up and locked sideways

#### PRIOR TO LAUNCH

- inspect hull for damage
- inspect fittings, steering, transom, engine, etc. for damage
- install stern plug
- remove stern tie-down
- remove engine blocking
  
- Once boat is in water go through Sailday check list

### Martin 16

#### TRAILER

- tire pressure and condition
- current plates
- axles - bearing condition, greased
- lights
- chains
- 2" hitch pinned
- jack wheel up
-

## PRIOR TO LAUNCH

### Hull

- check for any damage to hull or deck
- check access hatches are closed tightly

### check fittings

- bow tow ring (nuts inside hull)
- forestay deck fitting
- chain plates

### inspect mast

- spreaders
- shrouds
- fittings
- insure all lines installed correctly
- tie off lines so that they will not run up the mast

### inspect boom

- insure main sheet is knotted so that it cannot be pulled into the boom

### set mast

- install wind indicators
- set foot of mast in step
- attach shrouds
- attach forestay
- untie the keel and raise it off trailer
- undo the hull tiedown strap

- launch boat off trailer

## AFTER LAUNCHING

### Keel

- confirm cross pin under top plate in slots

### install rudder

- check pintels are secure

### inspect steering

- check pulleys, lines
- check line tension
- confirm joystick is centered with rudder

### install lines

- see photo
- inspect all lines and fittings

## HAULOUT DAY

- Change oil in the motors before haul out day
- Get fuel stabilizer in gas tanks and run into motors before haul out day
- Do not leave the boats unattended in the water or on a trailer at the haul out site.

### Chase Boat

#### TRAILER

- tire pressure and condition
- current plates
- axles greased
- 2" hitch ball
- lights
- chains
- hitch pinned
- jack wheel up

#### PRIOR TO LOADING ONTO TRAILER

- raise engine

#### ONCE LOADED ON TRAILER

- tie down stern
- raise and block engine
- remove stern plug
- inspect fittings, steering, bilge pump, etc. for damage

#### PRIOR TO PUTTING INTO STORAGE

- wash hull
- inspect hull for damage
- The battery stays in the boat through the winter (at Bob's house)
- Check engine bottom end oil
- install boat cover (if not stored under cover)
- change engine oil
- install lock on trailer hitch

### Martin 16

#### TRAILER

- tire pressure and condition
- current plates



- axles greased
- 2" hitch ball
- lights
- chains
- hitch pinned
- jack wheel up

#### PRIOR TO LOADING ONTO TRAILER

- raise keel
- raise rudder

#### ONCE LOADED ON TRAILER

- lower keel to trailer
- tie down keel and hull in accordance with "Martin 16 Trailering" guidelines
- remove rudder
- support mast, remove shrouds, lower mast
- inspect all spars, rigging and rudder for damage

#### PRIOR TO PUTTING INTO STORAGE

- wash hull
- inspect hull for damage
- install boat cover
- install lock on trailer hitch

#### · OVER WINTER

- Check boats at the Marina
  - Boats are plugged in (others in Marina may unplug and not plug in again)
  - Bilge pump and battery are working and Joe's Vision is pumped out
  - Mooring lines
    - No chafe
    - Adjust according to lake level
- Store equipment (PFDs, electronics, etc.) in dry conditions
- Store aluminum masts and booms safe from theft
- Repair and replace damage and wear to boats and equipment
- Maintain batteries (boats, Martin 16 controls, radios)