

Easy Does It

Skipper: _____ Date: _____

Departure Checklist

- Check boat for damage. If any, note in blue sheet
- Check fuel level
- Start/warm up engine
- Bring out seat cushion as Type IV PFD

Crew Safety Briefing:

- Location of safety equipment (in cabin, in cooler at companionway), boat pole (in cabin, **starboard side**)
- Life jackets (PFDs) are on everyone before leaving dock
- Call 911 (use phone's GPS locator)
- Hand for self, hand for boat
- Helmsman be aware of surroundings *at all times*
- Overboard: shout, point, litter – tell crew to not touch the lines until instructed; person who sees overboard points until person is actively being pulled back on board.

Arrival Checklist

- Outboard motor is run dry of gas, lifted out of water
- Sails and equipment covered
- Main halyard re-attached to starboard lifeline
- Lines and sheets coiled and hung
- Fenders (3) attached on dock side, near center, bottom of fender just touching water
- Winch handles put in cooler
- Rinse hull

Below deck:

- “Crumbs” and trash emptied
- Life jackets stowed (as appropriate)
- Personal items removed
- **Make sure switches are turned off.**

Complete green sheet and pay for fuel, with either cash or Venmo. (\$10 for gas)

For Urgent Boat Issues, call: 253-383-1774.

You will reach a staff member on call.

Do not call anyone else directly. You will be re-directed to this number.



PROCEDURES FOR CAPRI 22 “EASY DOES IT”

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SAFETY EQUIPMENT – The following equipment is located in the cabin.

In cooler:

- Flares/Flare guns
- First Aid/Band aids
- Horns
- Winch Handles
- Bilge Pump handle (Can also use bucket)
- Type IV PFD
- Fire Extinguisher, on wall at companionway
- Boat hook, starboard side

EMERGENCY numbers: Mike Rice 253-312-5629; Maintenance: Karl 206-681-6403

WHAT TO DO BEFORE YOU ARRIVE

- Check local marine weather, tide conditions and tidal currents.
- Tell a responsible person where you are going and when you’ll return.
- Approaching the marina and dock, look for indicator signs of existing winds and currents.

WHEN YOU FIRST ARRIVE

Inspect boat for condition and note setup of lines, rigging, etc.

- Dock lines: There should be 1 bow, 1 stern, 1 forward spring, 1 aft spring.
Remember: dock lines **remain on the dock**, unless you know you will need them during your outing.

- Fenders: at least 3 grouped together to protect hull and securely tied; one midship, another forward of it 3', and another aft of it 3'.
- Check hull, deck and rigging for any signs of damage or unsafe condition.
- Remove tarp (in rainy season) and stow below.
- Unlock companionway.
- Unlock port fuel tank locker. Keys should be in envelope in cooler/step.
- Remove and store below the mainsail cover, plus tiller tie and cover.
- Turn off heater (if in use during the rainy season) beginning at the shore power breaker. Stow cord with heater below.

OUTBOARD MOTOR: Unleaded ethanol-free gas



TIP: Use your foot on the white handle to push the lever down, and then again to release it.

Using the white handle on the motor bracket, lower the motor until the rod lines up with the green tape.

CONNECT EXTERNAL FUEL TANK: Plug the fuel line into the engine, **being careful to align the guide pin” with the guide hole in the connector hose.** Listen for the “click”. If no click, you may have the plug reversed. Loosen the **vent cap** on top of the external tank and squeeze the **primer bulb.**

START THE MOTOR: Check that the engine is in neutral and the throttle is in START position. Pull out the choke for first start of the day and if engine is cold. (If engine is warm, usually no need to use choke.) Pull the starter cord sharply while maintaining a tight grip on the starter cord handle. Once motor is running, push choke back in slowly, turn throttle up slightly, if necessary, and allow engine to warm up. Check to make sure **water is pumping out of the back of the engine.** IF NOT, SHUT ENGINE OFF AND CALL THE OFFICE.

NOTE: If you are having **problems starting the engine or it does not continue** to run once started, check the following:

- 1) Connector is firmly attached to the engine port (connector), as air might be getting sucked into the line;
- 2) If the engine is already warm, that the choke is not pulled out (it will cause flooding). Only waiting until gas in carburetor evaporate will work. 10, 15, 30 minutes?
- 3) There is fuel in the gas can in the port lazarette/locker
- 4) There is no kink in the fuel line;
- 5) The switch for the engine internal fuel tank has not been accidentally switched on. (it can have carburetor-clogging sediments in it). It should be in the EXTERNAL TANK position turned abeam to port.
- 6) Double check that the black clip-on red cord is pushed tightly behind the shutoff button.

BATTERY PANEL



- The battery panel is on the starboard side inside the cabin. The switches operate fixtures as indicated on panel. **MAKE SURE SWITCHES ARE SHUT OFF WHEN NOT IN USE.**

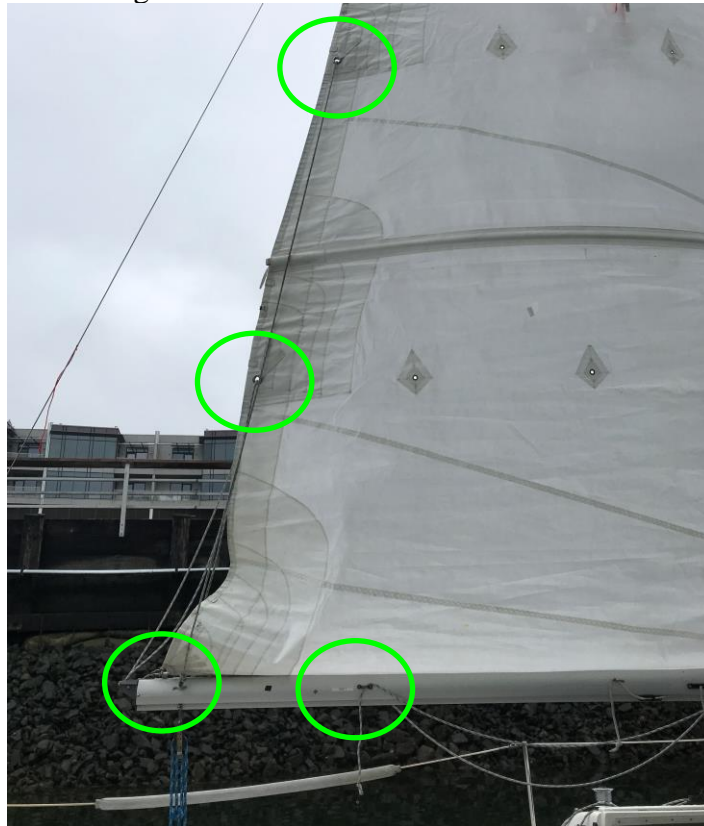
SAILING

- Make sure boat is head to wind before hoisting the main so that sails will luff and you can hoist completely. **Keep motor running** slowly in gear to maintain steerage.
- Before raising main, tighten the backstay. This should be loosened after you are through sailing for the day.
- Loosen mainsheet, cunningham and boom vang before hoisting mainsail.
- Remove sail ties. Use the starboard cabin top winch to hoist the main.
- Once sailing under main, shift motor into neutral and **SHUT DOWN** by pushing the red “kill” button/toggle on end of gear/tiller handle.
- To unfurl the jib, ease the jib furling line as you pull the leeward jib sheet. **Keep light tension on the jib furling line to control speed of unfurling and to avoid line fouling around drum.**

- To furl the jib after a sail, **keep a little tension on the jib sheet** while pulling in the furling line. If there is more than a corner of sail left unrolled, the sail is furled too tight and you will need to unfurl it and try again. Wrap the jib three times with the jib sheets as you furl it.

REEFING

Reef 1 and 2 both have two lines for reefing. Each reef has a line attached to the aft end of the boom, through their respective cringles on the sail, through a sheeve leading the line into the boom, to a trim line on the side of the boom. Each reef also has a line attached to the mast just forward of the gooseneck and up through their respective cringles on the sail to the trim line on the other side of the mast.



RETURNING TO THE SLIP

- Return to the slip from which you sailed.
- Ensure fenders are in a position to protect the hull during docking - **one midship, another forward of it 3,' and another aft of it 3'**.
- Secure boat with bow and stern line.
- Tie on spring lines, checking that the lines are **tight enough to prevent the boat from springing forward into the dock**

POST SAIL PROCEDURES

- While engine is running, disconnect fuel line and run motor until it runs out of fuel and shuts off. Once engine shuts off, raise motor with bracket. Tilt motor so prop is out of the water. **GEAR MUST BE IN FORWARD POSITION TO TILT MOTOR.** Close tank cap vent and stow fuel line inside port fuel locker.
- Tiller: bungeed or tied port/starboard to prevent excess wear on rudder.
- **Make sure switches are turned off.**
- Plug in shore power, and ensure heater is on inside cabin at medium heat and fan.
 - Check battery charger LED is on in cockpit port locker where power cord is plugged in.

PORTA-POTTI

- The **Porta-Potti** is under the V-berth seat. TP is in cooler. If you use the Porta Potti, you must empty it. Disconnect the bottom and use pump out at Marina fuel dock to “suck” it out. Add some chemical (located in cooler) into the holding tank and reassemble.

BILGE PUMP

- The **bilge pump** handle is located in the cooler/step. To access the bilge pump, lift the plastic cover on the starboard side in the cockpit. Insert handle and pump up and down to pump the bilge.

CLOSING BOAT FOR THE DAY

- **Empty Port Potti, if used.**
- Hose boat off.
- Put covers back on: mainsail, tiller.
- Tie tiller.
- Put tarp OVER the boom (rainy season).
- Lock up hatch and fuel locker.
- Ensure you leave no footprints and trash inside or out.
- Use Venmo or put \$7 in the Sign Out Form envelope and note on the Sign Out Form if any problems occurred during the sail or you note any maintenance issues with the boat.

If the problem might prohibit the next person from sailing, call: 253-383-1774 right away.

Failure to empty the holding tank or leave the boat in the condition you found it will result in a \$75 fee, as specified in the member contract.

FAILURE TO REPORT LOST ITEMS OR DAMAGE TO BOAT WILL RESULT IN FORFEITURE OF YOUR CLUB SECURITY DEPOSIT.