



SPINNAKER
SAILING SAN FRANCISCO



BAREBOAT CHECK LIST

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Dear Sailor,

This manual is designed as an airplane pilot style checklist to help you perform the right operation at the right time for safe and efficient sailing on basic sailboats such as the Andrew's 21, Santana 22, Santa Cruz 27 and J/80. While it will also help you on more complex boats, some modification to the check lists may be needed.

By using the manual, students can become more independent in less time. Charterers can perform operations more efficiently and with less wear and tear on the equipment. Spinnaker Sailing encourages better sailing through the use of the operational check list.

If you need assistance on the Bay:

Emergencies only - Call US Coast Guard Channel 16 or 911

Non Emergencies (fuel, tow, etc) TowBoat US. 877-422-9869

Happy & Safe Sailing... The Crew

Set Up

Engine

- Check fuel supply
- Make sure tank vent is open
- Engine un-tilted
- Check connection on fuel line
- Neutral, choke and throttle set to start or idle speed
- Ensure safety kill switch is mounted in the engine kill and secured to the boat at the other end.
- Prime only if necessary and no more than two squeezes
- Start engine and check for good flow of discharge but **do not leave running at idle for more than 2 or 3 minutes**. If you have poor flow, use the paperclip trick to clear the water pump discharge port.
- Most engines will not run with choke on so disengage choke and pull again immediately if engine sputters or after even one pull. **Always leave throttle closed when using the choke.**

Equipment

U.S. Coast Guard required items:

- PFD for each person
- Whistle or horn
- Visual Distress Signaling Devices
- Fire Extinguisher (boats over 7m)
- Running lights (if boat is to be out at night)
- Cellphone
- Paperclip :-)
- Throwable PFD available
- Registration
- VHF

Other Items:

- Chart (supplied by skipper)
- Bilge Pump or Bailer
- Winch Handle
- Fenders
- Flashlight
- First Aid Kit

Main Sail

- Cover off but leave sail ties on the sail. Fold cover and leave secured below (NOT in the bilge or wet areas).
- Sail head leading into mast gate (slot) for sails without slides
- Slack main halyard, clear it to make sure it's not fouled (look up) and remove from boom. Shackle to head of sail and pre-feed into the mast slot. Secure bitter end of halyard. Make sure all luff folds are pulled up to the mast for easier hoisting.
- Outhaul secured (It usually doesn't need tightening.) If you over tightened the outhaul will reduce sail performance and cause problems where the bolt rope passes in through the mast gate.
- Mainsheet uncoiled

Jib

- Proper jib selected for anticipated wind
- Shackle tack of sail to stem (bow) fitting and luff hanked on
- Jib halyard cleared (look up), shackle or bowline to jib head & bitter end secured (check for stopper knot on better end)
- Sheets tied to clew with bowlines
- Sheets led through fairleads to cockpit
- Stopper knots on jib sheets - These should be place far enough from bitter end to allow jibsheet to be grabbed safely should the lines run.

Hull

- Note any scratches, dings, dents, etc.
- Check bilge & through hull fittings
- Check deck fittings

Standing Rigging

- Check shroud tension. Look for any broken strands on the wire.
- Terminals & Turnbuckles okay
- Clevis pins cotter-pinned.

Running Rigging

- Note location and serviceability of halyards, sheets, etc. Check for chafe to ensure they won't break due to loading
- Make sure you are familiar with reefing gear

Departure

- Check out sheet returned to office
- Engine warmed up no more than 3 minutes (cooling water check)
- Wind and current evaluated
- Dock lines cleared, coiled and either removed and stowed or carefully tied to a rail or cleat. You do NOT want a dock line in the water as the propeller will likely grab it and damage the engine (\$\$).
- Engine in gear
- One crew member walking boat from shrouds - not the bow
- Keep speed slow until rounding corner of harbor
- Stow dock lines and fenders. Keep fenders on until you have left the marina in case you need them for emergency landings or collision prevention. Make sure they are stowed prior to sailing!

Getting Your Sails Up

1. Main Sail Up

- Make sure halyard is secured, cleared and led properly
- Make sure dock lines and fenders are stowed
- Maneuver into a position where you can motor into the wind long enough for the crew to complete raising the main. Communication is KEY here. Clearly explain to the crew the process of hoisting the main. Find the calmest wind to hoist in and take your time. It's supposed to be fun!
- Reduce speed to minimum while maintaining steerage
- Make sure reefing downhauls, reefing outhauls, downhaul, cunningham and boom vang are eased
- Ease mainsheet
- Remove sail ties and tie them down below to a handrail to keep them handy. Hang on to the sail if it's windy as it will fall off the boom, making the hoist more difficult.
- Hoist main sail - This should be done quickly to avoid flogging
- Tension sail luff halyard then downhaul NOTE: If down haul is to be used (Andrews 21's), the halyard must be tightened enough so that the sail slides up about six inches above its resting position. Then, tighten the downhaul to achieve luff tension. On the J/80 be careful that you don't hoist the tack slug out of the mast slot. If you do, simply lower the halyard a few inches, put it back in.
- Check topping lift to make sure it is slack
- Trim main and /or bear away.
- Coil and stow halyard. (Don't put anything on top of halyard as it can be easily released if necessary.)

2. Secure engine before hoisting jib

- Check Cap & Close Fuel Vent

3. Jib Up

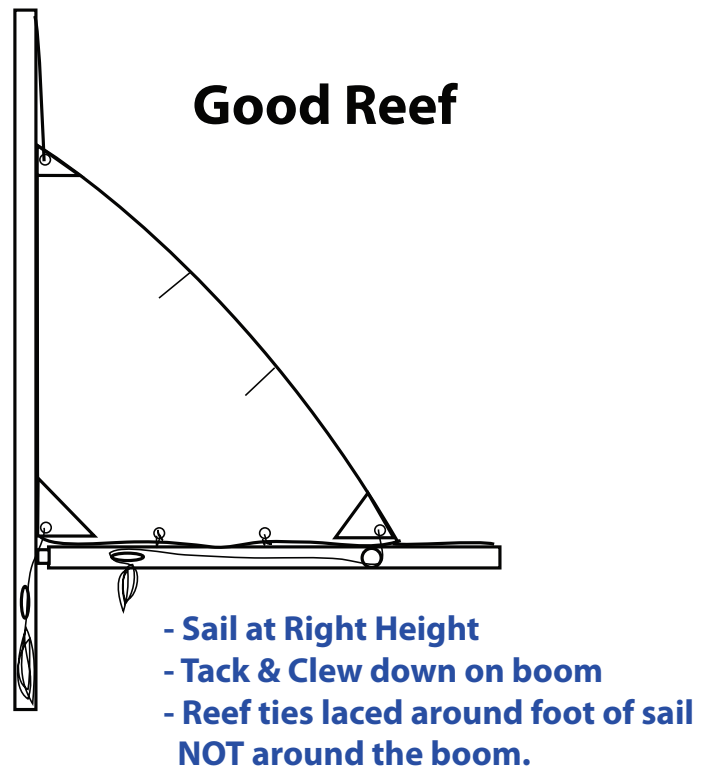
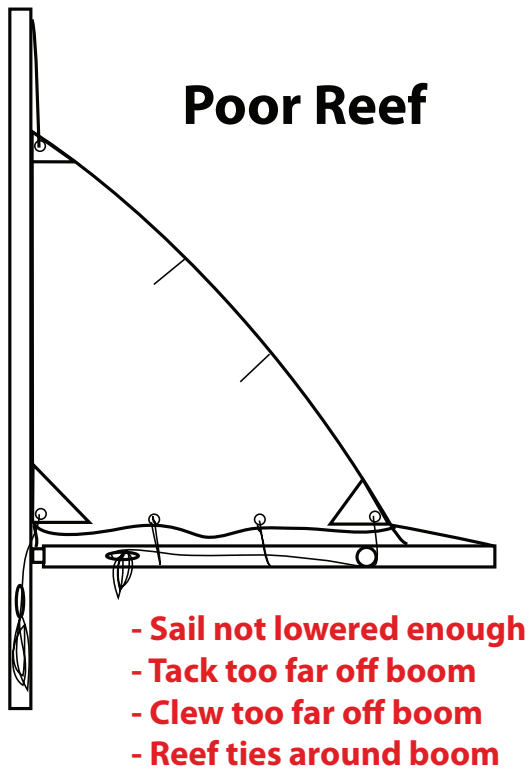
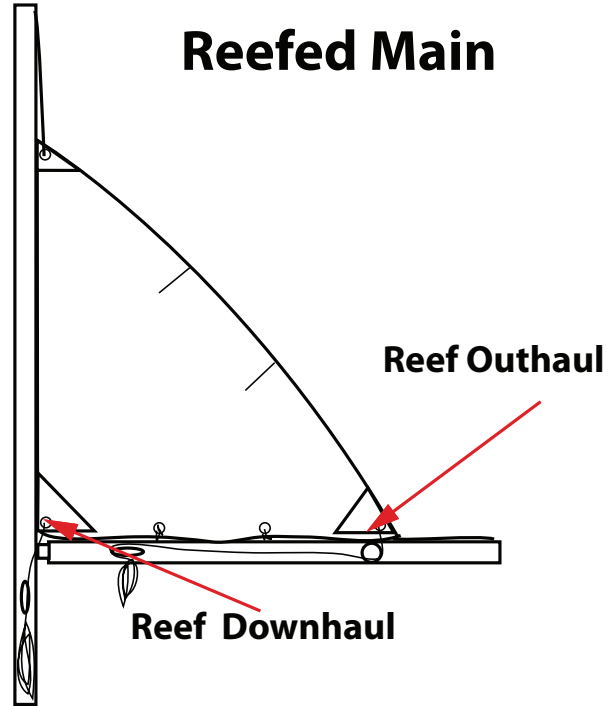
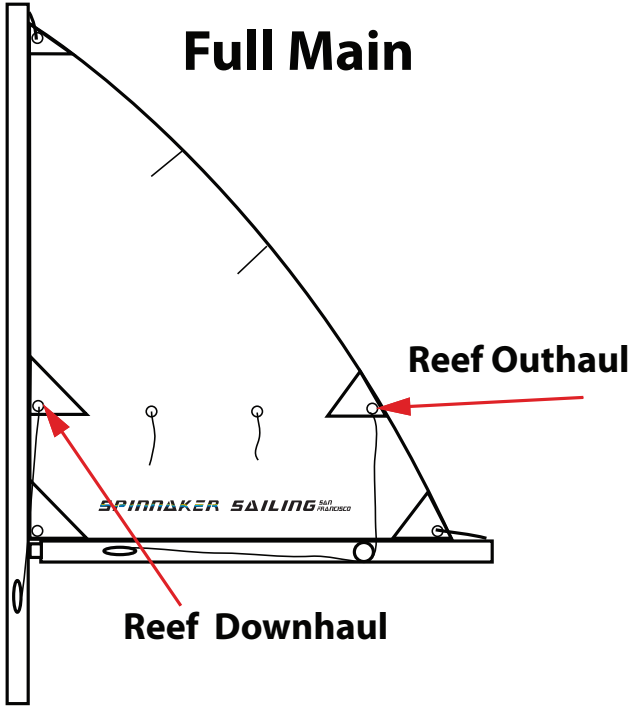
- Make sure sheets and halyards are led correctly, shackle secure, and stopper knots are on the jib sheets
- Free jib if tied down and ease sheets (Jib should be able to luff.)
- Hoist jib and tension luff with jib halyard
- Trim active jib sheet Coil and stow halyard

Reefing

1. Go to a close reach or heave to with sufficient sea room
2. Ease the mainsheet and boom vang
3. Ease the main halyard
4. Secure reef downhaul
5. Tighten main halyard
6. Tighten reef outhaul
7. Trim main
8. Clean up

** On Andrews 21's and other boats without main halyard winches substitute the following steps:*

3. Ease main halyard so reef downhaul cringle is about 6 or 8 inches above the gooseneck.
4. Secure halyard
5. Tighten reef downhaul. If the halyard is set correctly the luff will be sufficiently tight when the reef downhaul cringle is pulled down to the gooseneck.



Getting Your Sails Down

Jib Down

- Bitter end of halyard secure NOTE: In most wind conditions jib may be lowered at any point of sail. It is **not** necessary to motor head to wind to lower the jib however heading up will ease the tension in the jib. You **NEVER** want the jib flailing as you douse the sail! Once down, keep the jib on the foredeck and secure with sail tie only if necessary. The jib sheets do a good job of keeping the sail on deck.
- Keep the jib out of the water.
- Make sure sheets and other lines are out of the water.
- **Engine Operating**
- Check procedures same as initial engine start.
- **Make sure lines are clear of water before engaging gear.**

Main Down

- Bitter end of halyard secure
- Gaskets ready
- Topping lift set
- Engine in forward
- De-power sail by heading upwind but avoid excessive flogging by lowering the sail immediately.
- Furl in the main up like a big burrito by folding it into itself repeatedly until it sort of looks like a taco.

Pre-arrival

- Fenders down
- Dock lines ready. Be extra careful the lines do **NOT** enter the water. This will foul the prop when you need the engine most!
- Wind and current evaluation

- Crew members at shroud with dock line ready (not standing at bow)
- Step off carefully, (no jumping) and steady boat with shrouds and lifelines.
- Cleat docklines. Have cold beer ready :-D

Breakdown

Boat Secured

- Dock lines are properly secured including spring lines
- Fenders are in position and **out of the water**

Engine

- Tilt Engine out of the water
- Close vent

Secure all running rigging and organize neatly

- Make sure backstay is eased.
- Make sure mainsheet isn't pulled too tightly against the topping lift or pigtail.
- Halyards on boats with external rigging should be slipknotted and shackled to the upper shrouds.
- Halyards on internally rigged boats should be secured to their proper places clear of the mast.

Secure or tie off the tiller

- Tillers should be tied in the middle of the cockpit using the backstay purchase.

Make sure winch handles and other gear is stowed below

Make sure the sails are correctly furled and stowed

- Outhaul on mainsail shouldn't be too tight for storage.
- Head of main should be secure so it doesn't droop from sail cover.
- Tie gaskets with slip knots - Don't overtighten.
- Jib folded or furled correctly. Leave jibsheets slack.

Organize gear down below neatly

- PFD's, sails, lines, etc. off the cabin sole.
- Small items placed in container.

Trash removed from boat

- Trash bags are available - please ask for one.
- **Make sure electrical switches are off**
- **Check the bilge and pump if necessary**
- **Install hatch boards after the last charter or class of the day**

Hose down boat after last class or charter

- Hose down wood, winches, mast, engine, etc.

Report any deficiencies to the office

- Charterers use charter check in form.

Make sure you enter this day into your logbook including tide and wind info, where you sailed, who you sailed with and on what boat you sailed.