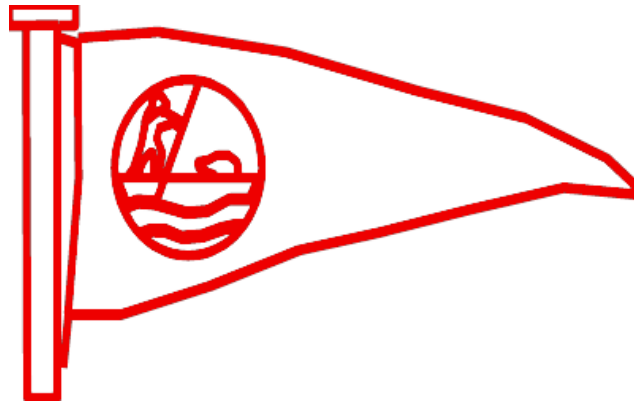


Coldham Hall Sailing Club



Procedures for Rigging and Putting away Club Wayfarers

Contents

Operations on the Dinghy Park	2
Draining	2
Going Afloat.....	8
Launching	8
Rigging	9
Final Checks.....	11
Recovery	13
De-rigging.....	13
Getting Out Of The Water	14
Packing Away	14
Accidents and Incidents.....	16
Incidents Involving Minor Damage to Club Boats or Property.....	16
Incidents Involving Major Damage to Club Boats or Property	16
Incidents Involving Serious Injury	16
Tips Page.....	17

Using The Club Wayfarers

The procedures in this handbook are designed to aid you in rigging and putting away the club Wayfarers.

Please use them and help us ensure that the club boats remain in a good and serviceable condition for the benefit of all members.

Operations on the Dinghy Park

Remove the boat cover and check for the following:-

- any obvious damage to hull or deck.
- all 5 drain plugs are fitted.
- the side seats are secure.
- damaged or missing rigging pins and split rings on the Forestay and Stemhead.
- damaged or missing rigging pins and split rings on the Shrouds and Chainplate hull fittings.
- both sails (main and jib), Rudder, Tiller, 4 Battens, Fenders, Paddle and a Bailer are all in the boat.
- all ropes and sheets are in good condition and free of knots and tangles.
- the Burgee is securely fitted and free to rotate in the wind.

Please report any damage or deficiencies to the Club Bosun, and log same in the book in the Clubhouse. - Prompt action with this matter would be appreciated.

Draining

At the bow of the boat free the Painter from the Trolley handle, then move to the Stern and push the Transom down to see if there is any water present which needs to be drained.

To drain:-

1. Remove the two inner drain plugs (Fig. 1), place these near the Transom as they can easily disappear under the floorboards, never to be seen again!!
2. Next loosen the two Transom drain plugs (Fig. 2) and either allow them to hang free of the boat or remove them completely. Keep Hold of them.



Fig. 1



Fig. 2

3. Sit on the transom to push the rear of the boat down and allow the water to run out of the open drain holes

When complete replace and hand tighten all drain plugs. (See also Tip 1).

Sails

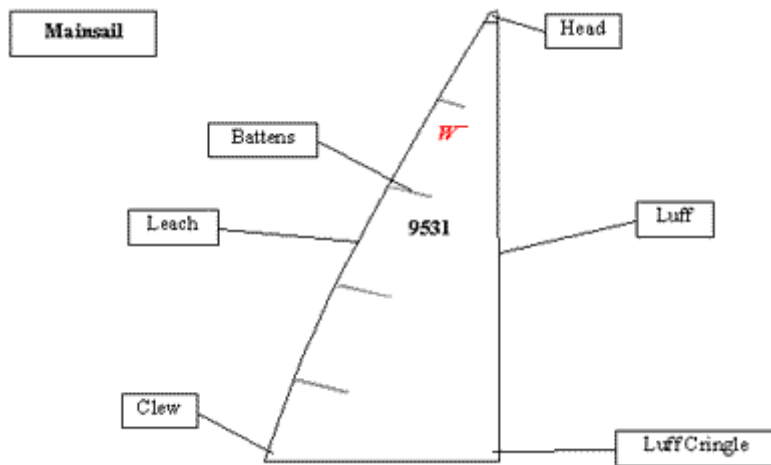


Fig. 3

4. Check that the sail retaining split pin (Fig. 4) is through the Boom fitting and the mainsail Luff Cringle (Fig. 3). (this can easily fall out when the Clew (Fig. 3) Outhaul is eased when the boat is packed away).



Fig. 4



Fig. 5

5. Moving to the mainsheet end of the Boom (at the Transom), tighten the Clew Outhaul (Fig 5). Tie the rope with at least two knots and tidy the loose end away so that it cannot foul the mainsheet pulley.
6. Loosen the Kicking Strap (Fig. 6) fully to allow the Boom to rise above the Gooseneck when you hoist the mainsail.



Fig. 6



Fig. 7

- 7 Next lift the Boom end whilst exerting a little pressure toward the Mast (Fig. 7). This is to extend the Mainsheet so this does not stop the mainsail from being hoisted fully, it also checks that the Kicking Strap is sufficiently slackened off and that there are no twists in the mainsheet pulley system. You can now pull the Boom out of the Gooseneck and carefully lay it down in the cockpit.
8. Slide the 4 Battens into the mainsail making sure that the ends are secure in their Leach pockets (Fig. 8).

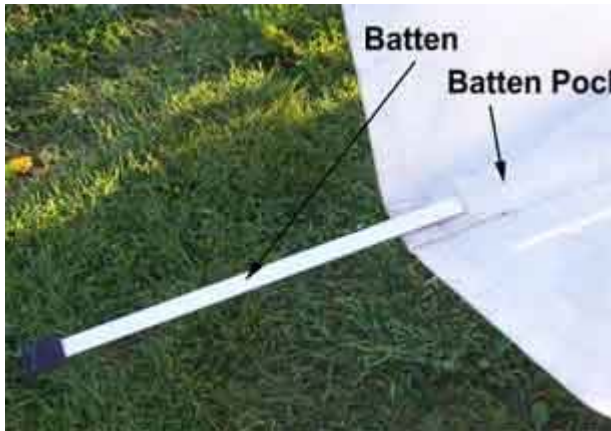


Fig. 8

9. Release the main Halyard (red rope) from the Cleat (Fig. 9) and unhook it from the ring on the front of the Mast, look up and make sure the halyard comes cleanly out of the masthead sheave down to the Boom and is not fouled by the Forestay or Crosstrees - keep tight hold of it, particularly if it is windy, otherwise it will blow up into the air out of reach.

Follow the mainsail Luff wire from the Gooseneck end of the mainsail to the head to check that there is no twist in the sail, then attach the Halyard Snap Shackle to the head (Fig. 10). The Snap Shackle should be in vertical line with the Halyard.

WARNING

Do not trial hoist the mainsail on the dinghy park; the boat could be blown off the trolley.



Fig 9



Fig. 10

10. Unfurl the Jib and check its condition, if all okay find the Tack Cringle (Fig. 11) (this will be found at the corner of the sail where the sailmakers label is situated) and with the wire Luff of the sail in line with the Forestay the sail can be attached to the Stemhead with the vacant Inner Rigging Pin (Fig. 12).

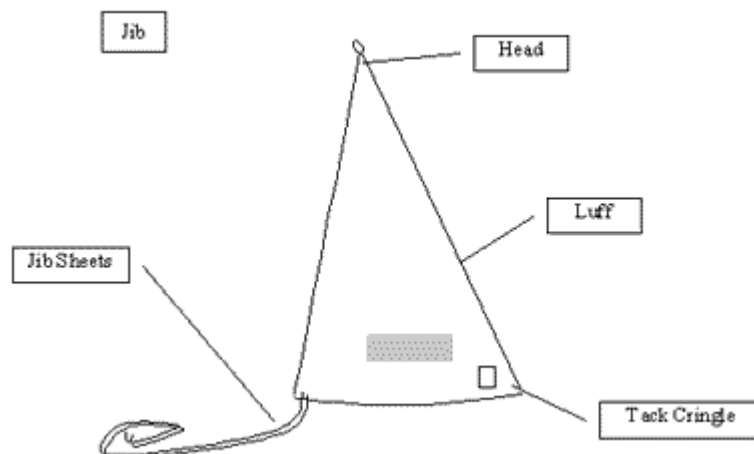


Fig. 11

WARNING

Do not on any account remove the forestay (front most) wire from the stemhead fitting this will result in the mast and rig falling down.



Fig. 12

11. Release the Jib Halyard (white or blue rope) from the Mast Cleat (Fig. 13) and from the ring on the front of the Mast.

Again look up to make sure the Halyard is falling cleanly down from its sheave in the Mast and is not wrapped around the Forestay or Crosstrees.

From the Tack Cringle/Stemhead fitting follow the Luff wire up to the head (sharp pointy bit) of the sail - this will ensure the sail will not have a twist when hoisted. The head of the sail can now be attached to the Jib Halyard Snap Shackle (Fig. 14) and if the wind is light, you can carry out a trial hoist. (See also Tip 2).



Fig. 13

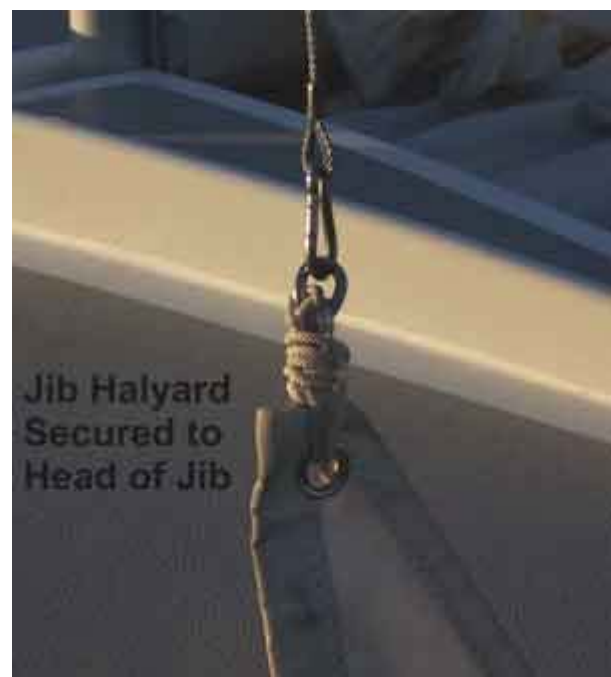


Fig. 14

12. With the Jib flying you can check and position the Jib sheets, pass one of the sheets between the Mast and the Shroud and feed from the outside into the Fairlead on the seat and pull through toward the Jam Cleat (Fig. 15).

Complete by tying a Fig. of 8 knot on the end of the sheet.



Fig. 15

Repeat this operation on the other side.

13. Lower the Jib and tidy the sheets in the cockpit

The Dinghy **should** now be ready to launch..

Going Afloat

Launching

Make sure the drain plugs are fitted before launching the boat.

With the crew on the side of the slipway holding the painter, carefully move the boat backwards down the slipway until it floats off, you may have to use the trolley rope to let the trolley fully submerge and the onshore crew should not pull the boat sideways until it is completely clear of the trolley!

Secure the boat to the pontoon and carry out the following procedure:-

1. Position the boat head to wind or as near as is practical. If the wind is pinning you to the jetty, paddle to the opposite side and temporarily hook up there.
2. Step carefully into the cockpit and, if the depth at the jetty permits, lower the centreboard to its fullest extent - this will give you some stability whilst rigging.
3. Fit the rudder - locate on the lower transom pin first and then guide the upper one into position and slide the rudder on (Fig. 16) (the buoyancy of the rudder assembly may make this appear difficult until you get used to it). (See also Tip 3).

WARNING

Make sure you do not accidentally slide one of the side webs of the rudder fitting onto the top pin as this will jam the rudder and you may have to obtain help to free it.

4. Move the boom and mainsheet to the leeward side to avoid these being fouled under the tiller when you hoist the mainsail.



Fig. 16



Fig. 17

5. Bring the rope/bungee cord from the rudder through the hole in the transom and make sure the mainsheet strop (rope) is also above this hole (Fig. 17).

6. Pass the tiller (fat end first) through the transom hole making sure that the rudder bungee cord/rope is under the tiller, hold this rope forward and down and then slide the tiller into the rudder head (Fig. 18).

Secure the tiller by inserting the split pin (Fig. 18) through the top of the rudder head into the tiller (this may involve a bit of wiggling of the tiller)



Fig. 18



Fig. 19

7. Pass the bungee cord through the black plastic tube cleat on the front end of the tiller (Fig. 19) and pull and lock into place (pull into the vee of the tube cleat). Check that this operation moves the rudder blade down into the vertical position, you may need to lean over the transom and push it downwards whilst tightening the bungee cord.

Rigging



7. Hoisting the mainsail - stand to windward of the boom and feed the head of the sail into the mast groove whilst pulling the halyard (red rope).

Make sure the sail does not pucker or catch in the groove.

As the sail gets higher there will be some resistance felt on the halyard, this is normal, if there is heavy resistance or the sail cannot be raised fully then something is wrong and you should stop and determine the cause.

Whilst hoisting the mainsail occasionally look back and up to check that either the sail or the mainsheet is not fouled around the tiller and that the sail or boom is not fouled under the jetty, side seats or on the crosstrees. (See also Tip 4).

It is at this point that the boom will try to move under the foredeck and jam, ease the boom backwards to clear whilst completing the hoist. The boom should be approx. 2 to 3cm above the gooseneck fitting when fully hoisted.

The boom will start to rise when the sail is nearly to the top of the mast.

8. Lock off the halyard onto the mast cleat with one full turn and one Fig. of 8 turn before making a locking turn (Fig. 20).



Fig. 20



Fig. 21

10. Pull the boom down and locate into the gooseneck spigot (Fig. 21).

WARNING

The Gooseneck Spigot can easily slip into the casting either side of the centre hole in the boom which could cause damage, so check this carefully.

11. Tighten the kicking strap. (See also Tip 4).
12. Hoist the jib, pull the halyard until some resistance is felt, this is the wire to rope join passing under the mast sheave, an extra tug will release this from the sheave and you should slip the wire loop over the hook on the Highfield lever.
Before tensioning the Highfield Lever move the rope tail away from the hook otherwise the rope will jam under the hook and start to fray or break.

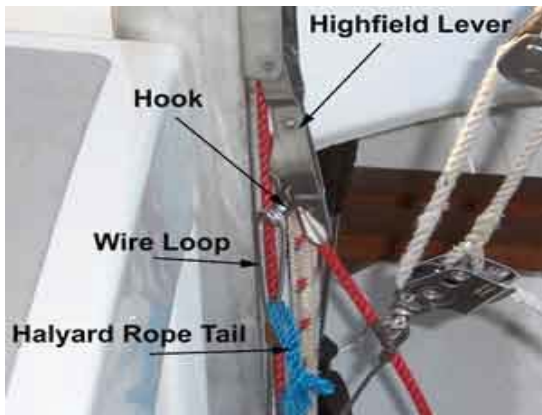


Fig. 22



Fig. 23

13. Using the palm of your hand turn the Highfield Lever up towards the mast. Keep your fingers clear as trapping them between the lever and the mast is extremely painful.

Final Checks

Once the sails are hoisted and before leaving the jetty take a few moments to gather your thoughts and tidy up. Hasty departures can cause problems when you least need them.

- Tidy up the halyards making sure they are clear of the jib sheets.
- Stow away any bags, waterproofs or anything else you are taking with you so that the floor of the boat is clear and you cannot stand on or trip over things.
- Secure anything that may float away in the event of a capsize or that may roll around the boat whilst heeling.
- Check that the mainsheet and jib sheets are clear, untwisted and move easily.
- Have a final check of the weather, has the wind freshened or is there a storm which is forming whilst you have been getting ready.
- Check for other river traffic that may impede you leaving the jetty.

And Finally

When all is ready load up the crew and cast off. (See also Tip 5).

Don't forget to tidy away the painter which should be located in the splash guard slot in front of the mast and thrown under the foredeck.

HAPPY SAILING

Recovery

De-rigging

Upon returning to the jetty the crew should leave the boat and secure it with the Painter. The crew should then hold the shroud, on the jetty side of the boat, to keep the boat against the jetty.

If the mainsail has not already been lowered on the water, prior to reaching the jetty, then lower the mainsail;

1. Release the Kicking Strap, then release the main Halyard (red rope) from the mast cleat.
2. Pull the Boom out of the Mast Gooseneck fitting and lower the Boom. The Helm should support the end of the Boom to stop this crashing into the bottom of the boat when the main halyard is released.
3. Pull the mainsail Luff down and tidy into the boat as it falls. If the mainsail is reluctant to fall, check at the bottom of the Mast for any fouling of the halyard at the mast sheave. (This can frequently form a loose knot if the halyard has been coiled).

The Helm should help tidy the mainsheet and keep this clear of the water during this operation.

4. Release the Highfield Lever at the mast (keep your fingers clear of the lever when you pull it down as it snaps fairly violently towards the Mast). (See also Tip 7).
5. Unhook the wire loop from the Highfield Lever and pull the Jib down, the Jib may stick when the wire to rope join passes through the halyard sheave at the base of the mast, an extra tug should free the halyard and allow the Jib to fall cleanly, gather in the Jib as it falls so it doesn't fall into the water.



6. Release the Tiller bungee cord from the Tiller tube cleat, pull the Tiller retaining split pin from the Rudder head, remove the Tiller and place in the bottom of the boat.

7. Lean over the Transom and pull the Rudder up and into the boat.
9. Finally push the Centerboard forward into its fully up position and secure with the bungee cord to the rubber stops. The Dinghy is ready to be recovered with the launching trolley.

Getting Out Of The Water

9. The Helm can now leave the boat and position the launching trolley on the slipway partially submerged. The crew can move the boat slowly forward towards the trolley until the Painter can be thrown to the Helm for final guidance onto the trolley. The crew should keep hold of the shroud if possible or rig the mainsheet to the seat to stop the stern of the boat from swinging out from the jetty and missing the centre of the trolley.
10. When the boat is on the trolley the crew should join the Helm in pulling the boat up the slipway, if this proves difficult then find assistance or use the winch to recover the dinghy.

Once at the top of the slipway check the boat is central on the trolley and reposition if not.

Packing Away

1. Check the boat again for water and drain if required (see Draining).
2. Remove the Jib with the Jib sheets attached, check for damage and then lay flat on the Dinghy Park and fold or roll neatly.
3. Attach the Jib sheet Halyard shackle to the Mast ring, tighten the Halyard and secure to the Mast cleat. Repeat this procedure with the mainsheet Halyard.
4. Fit the boom back onto the Gooseneck fitting with the mainsail groove facing the side of the boat (i.e. turned through 90 degrees) (Fig. 24) and tighten the Kicking Strap to secure the boom to the mast (do not remove the mainsail from the boom).
5. Remove the sail battens and place next to the rear hatch cover.
6. Slacken the Clew outhaul at the mainsheet end of the Boom to relieve tension on the foot of the mainsail then flake the mainsail from the Boom down onto the side seat in the cockpit.
7. Place the flaked or rolled Jib on the vacant side seat opposite the mainsail. Do not place the Jib sheets on top of the Jib, place them onto the cockpit floor or onto the rear buoyancy box (Fig. 25).
8. Tidy the mainsheet neatly onto the back deck



Fig. 24



Fig. 25

9. Stow all loose items of equipment (paddle, bailer, rudder and tiller) neatly either on the floor or under the foredeck.
10. Remove all rubbish from the boat and if necessary wipe down the decks, floorboards and hull with a sponge.
11. Fit the overboom cover and secure, passing the straps under the trolley where this is possible.
12. Finally secure the painter to the trolley handle.

Before you leave make sure any damage or problems have been reported in the book in the clubhouse.

Accidents and Incidents

Sailing is usually a relatively safe pastime, however, even the most experienced sailor can be involved in an incident from time to time. Should you be unfortunate to be involved in an incident either on the water or on CHSC premises please follow the few simple guidelines below:

The Club holds full insurance cover on both Wayfarer Dinghies. It is a requirement of the insurance that the boat is being used in a responsible and safe manner and is under the control of a suitably qualified club member at all times (not necessarily on the helm but must be in the boat). Competency tests can be arranged by contacting Paul Tegerdine.

Incidents Involving Minor Damage to Club Boats or Property

For minor damage to a club boat, that does not prevent it from being used, please enter the details in the faults book in the club house and contact the Club Bosun with the details. For minor damage to club property please contact a committee member as soon as possible.

Incidents Involving Major Damage to Club Boats or Property

If you are involved in any incident on the water which results in major damage to a club dinghy or to a third party's vessel or property please complete an Incident Report as soon as practically possible (preferably before leaving the dinghy park).

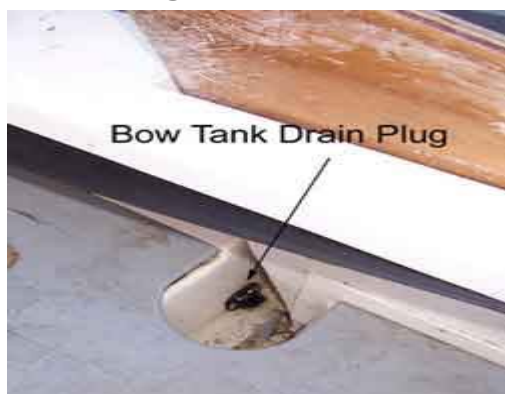
Please ensure you obtain full details of the other party and their vessel.

As soon as possible contact one of the Club Flag Officers (preferably within 24 hours) and report the incident.

Incidents Involving Serious Injury

In the unfortunate event that you, your crew or a third party are involved in an incident on club premises which results in any form of serious injury please contact one of the Club Flag Officers as soon as possible and report the incident.

Tips Page



Tip 1. If you are racing it is worth also draining the bow section. The drain plug is located just forward of the Centreboard case (see picture).

Tip 2. There is no need to use the Piston Hanks on the Jib Luff to secure the sail to the Forestay as the Highfield lever will tighten the Halyard sufficiently to prevent any sag in the Jib.

Tip 3. Always fit the rudder/tiller assembly before hoisting the sails. If your crew is distracted, you may find yourself sailing away from the jetty with no means of steering the boat to safety.

Tip 4. Adjust the Kicking Strap to suit the conditions using the following as a guide:

Light Breeze	Tighten Kicking Strap as tight as possible
Moderate Winds	Tighten Kicking Strap fully then ease slightly
Strong Breeze	Tighten Kicking Strap as tight as possible

Tip 5. Make sure your crew knows what your plans for the trip are and that they are happy with them. **An informed crew is a happy crew!!!!**

Tip 6. Check the Forestay is securely held in place at the Stemhead fitting before lowering the Jib (it has not been unknown for the split ring and pin to work loose under the vibration of sailing and be lost over the side). Replace the pin or jury rig the Forestay on the jetty before recovery or recover the boat with the Jib up and replace the Forestay pin on the Dinghy Park. (If a crew member holds the mast, the other can remove the Jib and use the Jib Stemhead pin to secure the Forestay into its correct position, report the loss of the pin in the normal manner).