

# DSC Standard Operating Procedures (SOPs) QuickView

Updated 3/15/2017

## Hours of Operation

- Office hours are from 9-5, M-F, following the Federal Holiday Schedule
- Day fleet and Power fleet vessels are to be operated only between the hours of Sunrise & Sunset

## Boat Reservations

- Day Fleet and Cruising fleet vessels must be reserved by the skipper member or through the office for coaches and special events
- Vessels are numbered and should be returned to their proper slip, “front end parking” style (e.g. 1 & 2 share the same slip, and may be arranged 2, 1 or 1, 2)
- Skippers and coaches are responsible for performing a thorough safety check and for ensuring appropriate and lawful safety protocol is followed

## DSC Protocol

- NO ALCOHOL ON DSC BOATS. NO ALCOHOL ON DSC DOCKS\* (\*without special permission on a per-event basis)
- DSC community members must abide all BMI Policies
- DSC parking is in gravel lot
- DSC dog policy - 1 strike for poop/pee on vessels/docks (per owner of dog(s))
- Coaches must wear close-toed shoes with heels. Members and clients responsible for their own feet. Please wear shoes.
- At the DSC, we announce “stepping-on” and “stepping off”. Other nautical requests may be used additionally
- PFDs must be worn Nov. 1 - June 1
- Last skipper of day locks DSC docks

## Rigging/Derigging Vessels

Rigging & Departing:

1. Pump water from bilge
2. Check safety equipment - Type IV throwable, flares, whistle/horn
3. Remove and stow sail cover
4. Hank jib to forestay
5. Prep sheets and control lines - including “Ease boom topping lift”
6. Orient vessel bow into wind
7. Prep mainsail
8. Move vessel to end of dock with bow into wind. Dock lines stay with dock.
9. Hoist main, jib, or main and jib - always with bow into wind so sails luff
10. Please do not sail vessels in slip -- push forward or back down to clear away from docks before trimming in sails; stow fender once underway

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## Docking and Derigging:

1. Approach dock at minimum control speed with only one sail. Prep Fender
2. Mainsail must be lowered with bow into wind
3. Sails must be down when boat is docked in slip (bow and stern line fastened)
4. Dock bow in, in forwardmost assigned slip. **DO NOT LOOP TIGHT DOCK LINES!**
5. **Roll sails from head to foot, rolling along the leech (no folds)**
  - a. For continuing reservations, mainsails may be flaked with large flakes
6. Coil and stow lines neatly
  - a. **Mainsheet coiled, finished, and hung on boom bail.**
  - b. Sonar jib sheets coiled on deck; J/22 jibsheets draped within rolled sail or coiled and finished
7. **Pump water out of bilge**
8. Secure backstay, level boom with topping lift, secure traveler car away from dock
9. Sails and sail cover secured with slippery reef knots
10. Secure Tiller cover
11. Remove all trash and personal belongings

## Person Overboard Rescues

- Skippers must be able to perform an approved Person-Overboard Rescue to successfully pass his/her skipper checkout
- **The approved Rescue methods are the Quick Stop Rescue and the Figure-8 Rescue**

## Weather Policy

- No sailing if Gale Warning posted; Skippers recommended to follow '80 degree rule'
- Skippers responsible for decision to sail/not sail

## Safety Equipment

- Boats should have mandatory safety equipment aboard provided by DSC; however -
  - Skippers are responsible for ensuring required safety equipment is aboard
- Required safety equipment includes: 3 flares, a whistle/horn, and a Type IV PFD
- Each vessel should come equipped with a bow line, which is coiled and stowed below decks. May be found in cockpit locker (Sonars) or basket (J/22)
- Each vessel should have emergency First Aid equipment
- Boats should have "warping line", paddle, bilge pump, bucket, and sponge
- Extra/Spare safety and sailing equipment can be found in the 'Safety Storage Box'
- **AED located in 'Orange Safety Box' May 1 - Sept. 1 and in office from Sept. 2 - Apr. 30**