

## Chesil Sailability Standard Operating Procedures

### Part 2 SOP- Specific Operational and Safety Procedures – for Volunteers by Activity

#### Hansa Sailboat Standard Operating Procedures

##### Updates

|              |                       |   |
|--------------|-----------------------|---|
| March 2025   | Hansa SOP 2025 v2     | Original (after amendments)                           |
| January 2026 | 2-6 Hansa SOP 2026 v1 | Annual update incorporating learning from 2025 season |

##### Hansa Skipper – process and role

- General principle is to provide a safe and enjoyable sailing session, meeting the aspirations of our Sailors as much as possible.
- Attend DO briefing with other crews.
- Assist Sailors access/leave the vessel, especially when the hoist is used. Ensure the joystick is removed before lowering, guide limbs, for example. Ensure Sailors are suitably positioned and comfortably supported when on board.
- Liaise with DO/Pontoon team, and Sailor/ supporters, for specific skills to be practised for the RYA Sailability Achievement Scheme. (The 'Book')
- Encourage and praise achievements. Sign off skills as appropriate.
- Note and report any safety concerns that might have arisen (with the boat, or Sailor, or crew or otherwise)
- Ensure the vessel is berthed safely and packed away correctly at the end of use.
- Ensure any accidents are reported

##### Introduction

The Hansa sailboat may be sailed solo or by a sailor accompanied by a volunteer. Sailors sailing solo will have been assessed to have sufficient skill to sail the vessel competently without significant outside assistance. Those sailing solo for the first time, or first few times, may be assisted by a 'coach boat'.

##### Qualifications

- No specific requirement for sailor or volunteer but in general the person in charge should be able to demonstrate competent and safe sailing skills and good judgement, through practical assessment, in line with appendix 1.
- All volunteers are required to complete the RYA Disability Awareness Course at the earliest opportunity.
- RYA Certificates held must be presented and copied for Chesil Sailability records.
- Hansa Skippers must confirm that they have read and understood their standard operating procedures, and this must be recorded on the training record.

##### Getting started

Hansa's are usually prepared by the shore and Pontoon Team. Hansa Skippers should however:

- Assure themselves that the vessel has been correctly rigged
- That sails reef as expected
- That the keel retaining pin is in place and properly secured by lanyard
- Bail any water out as needed
- Ensure a paddle and bailer are on board and are tied to the boat.

- Ensure that Sailor and volunteer know where the whistle and Flag can be found on the boat and they are
- Check equipment is in good condition and ready for use, sails, sheets, reefing lines, mooring lines.
- Reef according to weather conditions and guidance from DO.
- Ensure clothing appropriate to the weather is worn by all on board, shoes that protect the feet and buoyancy aids must be worn.
- Be aware of each other's needs, especially any significant medical information.

#### **During the session.**

- Sail in the sailing area and in the vicinity of the laid course.
- Avoid lingering in the marina entrance or on the preferred route to the marina.
- Do not sail through the RNSA moorings.
- Maintain watch over weather and conditions on the water.
- Sail within your own limits and the limits of your Sailor or Volunteer.
- If there is a problem call for assistance and advice early, do not delay.
- If you need to be towed you will usually be towed alongside the rib. The rib crew will secure themselves to your shroud. Steer slightly towards the rib. Communicate with the safety boat crew, especially if the tow is too fast or conditions become rough.
- Ensure hands etc are not on gunwales when approaching the pontoon.
- Sail with awareness of, and consideration to, other harbour users.
- Enjoy what may be going on in the harbour but do not allow yourself to get distracted from sailing safely.

#### **End of the session**

- Confirm with the DO/ Pontoon Team that your vessel is no longer needed for the session and may be packed away.
- Assist with packing away as need be. This may be done, quite efficiently, by the Pontoon Team but it always helps if you look willing, and you may know better what needs to be done.
- Report to DO and Bosun on any injuries, damage to boats or equipment needing to be replaced.

#### **Kit List Hansa**

Whistle (usually personal kit)  
Orange hand flags

#### **Appendix 1**

##### **Hansa Helm required sailing skills**

- Ability to judge conditions and prepare the vessel accordingly.
- Communication skills with the Sailability Team, (and crew if present).
- Ability to maintain, or take steps to regain, appropriate control over the vessel at all times.
- Ability to heave to.
- Ability to control speed in close manoeuvres, for example leaving or coming alongside pontoon or other vessel, and to demonstrate PAME (Planning, Approach, Manoeuvre, Escape)
- Ability to reef on the water (Jib and Mainsail)
- Awareness of the Emergency Action Plan

