

Chesil Sailability Standard Operating Procedures

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

Hawk Sailboat Standard Operating Procedures for Skippers and Crew

Updates

March 2025	Hawk SOP 2025 v2	Original (after amendments)
January 2026	2-7 Hawk SOP 2026 v1	Annual update incorporating learning from 2025 season

Hawk Skipper – process and role

- General principle is to provide a safe and enjoyable sailing session, meeting the aspirations of your Sailors as much as possible.
- Ensure the vessel is fit for purpose and ready for use.
- Liaise with DO regarding crew/ crew changes and awareness of any sailor's high-risk conditions.
- Attend DO briefing with other crews.
- Assist Sailors access/leave the vessel, especially when the hoist is used. 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

Qualifications

- Skipper able to demonstrate competent and safe sailing skills and good judgement, through practical assessment (see appendix 1) and preferably hold the Marine VHF Radio Certificate
- 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.
- Crew able to demonstrate key skills (see appendix 1)
- Skippers and Crew must confirm that they have read and understood their standard operating procedures, and this must be recorded on their training record.

Getting started

- Collect and sign out VHF radio handset from cabin.
- Bail any water out as needed
- Close the self-bailers while alongside
- Lower the centreboard
- For outboard engines: Ensure sufficient fuel/ battery power.
 - If refuelling, Only the Bosun or deputy may carry out this action. Large yellow fuel funnel to be used, green rubber gloves to be worn, no smoking, chemical pads to be taken from container to be used in case of spillage accident.
- Ensure relevant safety kit is on board (*listed below – to come*) and secured.
- Check equipment is in good condition and ready for use, sails, fenders, sheets, halyards, reefing lines, mooring lines, anchors etc.
- Respond to Radio check, Callsigns: Swallow, Alpha Blue, Witchery, Witch 4.

- Starting engine (Check even if not to be used immediately)
 - check fuel vent open
 - Lower engine into the water
 - Pull choke out
 - put the Killcord on
 - Start with pull cord and adjust choke for steady running.
 - check water tail from engine
 - check that Killcord works.
- Always wear the Killcord when operating under engine
- Only raise engine if it is not needed for immediate use.
- Reef according to weather conditions, needs of sailors, guidance from DO.
- If reefing is required Hawks are found to handle better with full main and no jib for one reef, and a single reef in the main and no jib as a 'second' reef.
- Ensure appropriate clothing is worn by all on board, shoes that protect the feet and buoyancy aids must be worn.

During the session

- Maintain visual contact with other Hawks/ the Sailability Team and generally try to keep to the area agreed for sailing.
- Avoid lingering in the marina entrance or on the preferred route to the marina.
- Do not sail through the RNSA moorings.
- Maintain VHF radio watch. Report concerns or incidents to Safety 1
- Maintain watch over weather and conditions on the water.
- Sail within your own limits, the limits of your Crew, the limits of your Sailors and whoever may be supporting them.
- Aim to meet your sailor's aspirations for the session
- If there is a problem call for assistance and advice early, do not delay.
- If you need to be towed, take the towing line through the bow fairlead to a winch where it should be monitored by the crew ready to be cast off if necessary. Maintain good communication with the towing helm: the safety and comfort of your crew and sailors is paramount.
- Be wary of approaching the pontoon with the wind behind you, or when the wind is strong and gusty. It is often prudent to stand off, lower sails and approach under engine.
- Lower the sail(s) before approaching the pontoon under engine.
- Ensure hands etc are not on gunwales when approaching the pontoon.
- Sail with awareness of, and consideration to, other harbour users.
- Mobile phones may be used by skipper crew or sailors to take photographs or short videos however care must be taken that they, or other devices, do not cause risky distractions.

End of the session

- Confirm with the DO that your vessel is no longer needed for the session and may be packed away.
- The boat may be packed away before being motored to its berth or afterwards. Consider wind direction and the requirements of the pontoon team. Ask for help to take lines when moving to the berth.
- Sails must be lowered/ rolled and secured with covers and safety ties.
- Mooring lines and fenders must be tidied and secure. No trailing lines left on the pontoon.
- Safety kit bags, and any personal belongings, removed
- Engine secured out of the water. Check with Bosun which way the engine should lie. Return the killcord to the Bosun.

- Bail out any water and leave the self-bailers in the down (open) position. (allows rainwater to drain)
- Raise the centre plate and ensure all running lines are tidy in pockets
- Report to DO and Bosun on any injuries, damage to boats or equipment needing to be replaced.
- Return VHF handset to the cabin, sign it back in and put on charge.

Kit List Hawks

To come

Appendix 1

Hawk Helm required sailing skills

- Ability to judge conditions and prepare the vessel, and crew, accordingly.
- Good communication skills with Crew, Sailors and the Sailability Team.
- Ability to maintain, or take steps to regain, appropriate control over the vessel at all times.
- Ability to heave to.
- Ability to maintain control of the boat when supervising others to helm or control the sails.
- 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 manoeuvre the vessel under engine, and, when motoring, adjust sail plan accordingly.
- Ability to work with/ instruct crew to reef on the water (Jib and Mainsail)
- Ability to use the VHF radio and knowledge of call signs used by Chesil Sailability
- Awareness of the Emergency Action Plan
- Awareness of appropriate actions to take should someone fall overboard

Hawk Crew required skills

- Awareness of weather conditions and the impact different conditions may have on the vessel and crew.
- Good communication skills, especially with the Skipper and Sailors.
- An understanding of the parts of the boat and a familiarity with how a sail boat works.
- Ability to pass a line
- Ability to secure a line (OXO)
- Ability to tie a bowline and a round turn and two half hitches, and of when it is appropriate to use each knot.
- Under the guidance of the Skipper ability to reef the jib (roller reefing)
- Under the guidance of the Skipper ability to reef the main (Slab reefing)
- Awareness of VHF radio and knowledge of call signs used by Chesil Sailability
- Awareness of the Emergency Action Plan
- Awareness of appropriate actions to take should someone fall overboard

