



**On the Harbor, Annapolis**

410-263-2311

[www.bayacht.com](http://www.bayacht.com)

[info@bayacht.com](mailto:info@bayacht.com)

# Operations manual

## For the Yacht: Catamaran--Preliminary

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- **Appendix 3**-Owning a boat—Our Yacht Profit Sharing Management Plan

This information is meant to be used as an additional reference/guide. It is believed to be correct, but not guaranteed. You're welcome to make notes on these pages during check out.

### **Don't forget...**

Leave the docklines at the dock when you depart from. You have "ToGo" dock lines on-board.

Bleach for deodorizing head. Trash bags. Paper towels/Toilet paper-preferably marine degradable. Lemon Joy.

### **Plan your itinerary...**

1. Such that the Yacht is at anchor, mooring, or dock one hour prior to sunset and until one hour after sunrise. Night sailing is prohibited under your agreement.
2. Check-in time is 5:00PM. We specially schedule staff to meet you. A late fee of \$100/hour (minimum) or any increment thereof will be incurred beyond check-in. If detained due to an emergency, contact the fleet management to avoid a penalty charge. (Channel 71 and or 24 hour emergencies at: 443-944-1616)
3. Upon arrival in Spa Creek, on your way to the fuel dock, please radio fleet management on channel 71 so they can meet you at the dock to assist. Failure to do so may result in a delayed check in. Remember to keep your receipt from the fuel dock for the pump-out/refuel (Diesel!). Turn it in to the check out staff upon check-in to receive credit and avoid being charged extra for these services.



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## Check Lists

The First thing they teach you as a pilot is to memorize and use check lists. These insure that you don't rely on memory, yours or others, when making major transitions. Judging from the number of boats seen with fenders dangling over the side while sailing, ropes trailing, etc.—this makes sense for us too. A written list is better than a memorized one—so here's yours—feel free to add to it.

Before Leaving the dock—the first time after your check out.

1. Know where the safety gear is, especially:
  - Fire extinguishers
  - Flares/First aid kit/Toolbox/flashlights

In the event of a man overboard, assign the following duties assuming these people are not the victim. Then, in the event of an incident, these individuals should immediately take there respective stations. And perform their duties.

Helmsman	
GPS MOB operator (Someone checked out to operate GPS Man overboard:	
Retrieving line/ring handler	
In the event of an emergency: who will be the radio guy? (Review emergency radio use, etc.)	

### **Before Leaving...**

1. Bilges pumped dry.
2. Engine water and oil o.k.
3. Everything stowed—galley gear, cameras, computers, etc.
4. All hatches and ports, especially hull ports, closed.
5. Toilets pumped out and dry (especially on monohulls)
6. Ladders stowed
7. Barbecue stowed and covered
8. Sheets and sails ready? Yesterday's reef out?
9. Outboard stowed—clamps checked,
10. Dinghy stowed-- in davits or pulled up short so painter can't get in prop(s) (If in davits, securing lines attached so it won't swing excessively.)
11. No lines or sheets in the water.
12. Anchor secured with line or pin

### **Underway**

1. Dinghy line extended if towed
2. Fenders stowed



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3. Check engine gages/lights for proper operation parameters.

### **Getting ready to dock or anchor**

1. Sails stowed so they won't be flapping around
2. Dinghy secured on a short line if towed
3. No sheets or lines in water (check before starting engine)
4. Crew instructed as to what they are to do, or to sit where they don't block the helmsman's vision
5. If Docking, fenders ready and dock lines ready
6. If anchoring, check the chart ahead of time to get a feel for the area, bottom contour, etc., Assistant on the bow checks anchor readiness to go, (Locking pin or line off, windlass turned on, anchor line free to run, handle for clutch ready). Watch for swimmers/snorkelers in the water as you approach.
7. If going into a marina—remove all laundry from lifelines

### **When leaving to go ashore**

1. Double check anchor line or lines and fenders if docked
2. All hatches and ports closed Propane shut off at the solenoid. Water pressure switch off.
3. Halyards secure so they are not noisy when you leave
4. Unnecessary lights switched off, Fans switched off, instruments off—check status of electrical panel
5. Yacht and dinghy (if at a dock), locked (Especially important in the Grenadines, or *down Island*)
6. Secure or remove drying swim suits etc. from lifelines

### **Going off in the dinghy**

1. Oars and anchor in the dinghy (Also, snorkeling gear if going snorkeling)
2. If in davits, drain plug in
3. Outboard hooked up, plenty of fuel, clamps secure
4. If a possible night return planned, flashlights with you
5. If in the continental U.S. life jackets aboard for all occupants
6. If you are planning to beach the dinghy, practice what it takes to stop and tilt up the motor
7. Start outboard before untying the dinghy

### **Before turning in at night.**

- Put a flashlight near the companionway in case you need to go outside at night.
- Check that all unnecessary equipment is turned off.
- Make a Final radio weather check for the nite.

### **If at a dock...**

- Double check lines and fenders.
- If shore power used, double check cord and circuits. Battery charger on.

### **If at anchor...**

- Double check anchor line.
- Take bearings on fixed objects ashore, and note relative position of other boats in your area.



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- If you have a GPS, try using its anchor alarm. You may also use the depth alarm on your depth sounder. Check the documentation for the depth sounder in your manual.

### **General rules to make the Captain and boat look good.**

1. When barbecuing, make sure the dinghy is pulled up alongside clear of blowing embers
2. When anchoring, rehearse hand signals so no one has to shout.
3. Don't use foul language on the boat
4. When in an anchorage in close proximity to other boats—keep music and voices down at night—some folks turn in earlier than others.
5. Secure all halyards away from the mast prior to turning in, or leaving the boat
6. When leaving, make sure all fenders are taken off and stowed
7. When arriving, have fenders out and docklines ready—well ahead of time.
8. Practice backing up straight, left and right with the wind at different angles. Also, see how long it takes to stop—ahead of time! A good place to practice is alongside an empty mooring. You can come in at all angles and if you hit it, no harm done.
9. After securing the boat at anchor or a marina, neaten up the mainsail, and if not self-furling, use the sailcover
10. First person up in the morning—turn off the anchor light if it was used
11. Crew—don't sit on deck in the captain's line of vision as you come into an anchorage or port.
12. Pick up after yourself in the main saloon, and in the cockpit. Don't leave personal gear, wet towels, etc. around for others to deal with.
13. When hanging wet clothes on the life lines—double and triple clothes pin everything!
14. Secure cameras and fragile gear ahead of time. The first wave or heeling of the boat is almost always a surprise—be ready.
15. When securing the dinghy to the boat, you can never be too sure that the line is secure. (Especially if the dinghy has a floating, polypropylene painter!) Promote someone to **Dinghy Tender** who double checks the painter after everyone disembarks. This person should be the first out and last in to hold the dinghy close to the boat while the passengers embark and disembark.

## Diesel Engines



### What you need to know...

- Always make sure you get Diesel fuel. (Not gas!)
  - For planning purposes, figure that you will burn about 1 gal/hr. per engine. Keep track of hours as well as fuel gage. Fuel Gages are notoriously inaccurate!
  - Diesels prefer to be run hard. The best cruising speed is to find the top RPM (say it's 3400) then back off about 10-15%. So in this example, run at about 3,000 RPM.
- Most common problem is overheating or air locks.
    - For overheating, check for water flow out of the exhaust. If none, Turn off the engine, check the water reserve tank (be careful--use a towel and allow as much cool down time as possible, this is much like a car radiator.) If you add water, add hot water if possible so you don't risk cracking something with the temperature variations.) Check the fan belt.
    - Sometimes by allowing the boat to stop, whatever is clogging the intake will fall off (without the suction) and the engine will be o.k. Allow it to cool down for 5-10 minutes, then see if it will run at a medium speed for a while, then gradually increase speed. Also, sometimes if you run at too high an RPM when it's hot out, this will cause a problem. After cool down, try running at reduced RPM and then gradually increase to 85-90% of max RPM. If still nothing, depending on your experience, check the water pump impeller or call for help.



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- For air locks. Especially if fuel gets low, follow the bleeding procedure. Usually this is simple and you only need to bleed the first point. You may need to do this repeatedly if fuel is low until you get to a fuel dock.
- Depending on the length of your charter, check all fluid levels. Remember, you're responsible if you run the engine with low oil, etc.

## Propane Stoves

### What you need to know...



- You normally have a reserve propane tank and so can switch if you run out.
  - There is an electronic fuel shut off that needs to be on. (it has a red light and, in most cases a fume stiffer--if the stiffer alarm goes off--turn off all fires immediately and find the cause.
  - There is an emergency valve in one of the lockers near the stove. Find it. Make sure it's open.
  - Finally, there is a safety feature common to all propane stove. When you turn on the burner, you need to push and hold the knob in until the burner pre-heats. This is a safety feature. If the fire blows out, (the sensor cools down as it is when you first light the stove) the gas flow is turned off at the burner. To relight, simply start the procedure over again.  
NOTE: Open ports in the vicinity of the stove sometimes blows out the fire.
- Be sure you know where the closest fire extinguisher to the stove is.

## Heads

### What you need to know...



- Generally all of the heads are manual. In U.S. waters, they're hooked to a holding tank on board. In the Caribbean, there's a "Y" Valve and you can pump overboard. In the Caribbean, do not use the holding tank unless you're sure there is a manual overboard discharge capability because there are no pump out facilities.
  - Don't put anything you haven't eaten first into the head, other than toilet tissue--no paper towels or feminine products.
- If the pump gets sticky or inefficient, try putting a capful of mineral (or cooking oil) in the head and flush it through. (This lubricates the rubber parts.)
  - To keep smells down, get some of the blue chemical, when you go shopping, for the holding tank. Also, a capful of bleach in the bowl at the end of the day, with a little bit pumped into the hoses--helps tremendously!
  - You can blow up a holding tank by over pumping when it's full!
  - In the Caribbean--If the head is totally clogged, don't try to force pump it. Either go overboard with a snorkel and try working a long shanked screw driver up into the exhaust--almost always the problem is tissue stuck in the valve. If this doesn't work use a different head or call for help. (This can be done from inside the boat by shutting the valve, disconnecting the hose and then cleaning out from the inside--messy but effective. If you can't shut the valve because of the clog--don't try this!!!)

## Plumbing



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### **What you need to know...**

Because the water tanks are turned over so frequently, the water on your boat will be relatively fresh. Even so, there are always tastes picked up from plastic hoses and fittings and so we recommend bringing bottled water for drinking if you're sensitive.

The Water system has a pressure pump that supplies both hot and cold water on demand. When not using the water system for extended periods, it's recommended that you turn off the pump at the switch panel. If the pump cycles on and off more than very occasionally (once an hour or so), check for a faucet not turned totally off, or a leak in the system. If the pump will not activate with the ckt breaker on, locate the pump and feel for a reset button on it. This sometimes pops out when the pump is used a lot—especially in hot weather.

## **Refrigeration**

### **What you need to know...**

- Generally, we have engine driven compressors running the refrigeration. These are very efficient systems. (If this isn't what you have, get your check out person to explain.)
- To run, the engine has to be running, and should be running at a high idle (approx 1,000 to 1,200 RPM)
- Turn the electrical panel switch on, and then turn the timer on to 45 min to an hour, or for whatever time the engine will be running up to an hour.
- Depending on the ambient temperature and how often you go in and out, plan to run the refrigeration a cumulative hour to an hour and a half a day in order to keep it cold.
- Stuff placed against the cold plates may freeze--pack accordingly.

## **Anchoring and Windlass**

### **What you need to know...**



- Virtually all of our boats have windlasses and use chain. The Delta anchor is generally the primary anchor and has been proven to be the most effective in the widest variety of conditions. Combined with the chain, it's an effective system.
- Locate your second, emergency anchor which is a high holding, Force 10 type which has been proven to have, perhaps, the highest straight line holding strength of any system. This anchor will have mostly nylon line which stretches and helps to keep the anchor from breaking free--we rely on the superior holding strength of the anchor to keep it set.
- Using the Windlass: The engine must be on. There is a safety connected through the Oil pressure switch (usually on the port engine on cats.) Make sure the circuit breaker on the panel, near the batteries and in the anchor locker are all on. (They're normally all on, but once in a while a previous guest turns something off.)
- These windlasses are generally two way windlasses--you can generally electrically lower the anchor, or release the clutch and let it go (fast-be careful!). When taking the chain in, the chain will often pile up under the capstan. Use the handle to distribute it periodically down to the bottom of the locker. Keep your fingers away from the windlass when it's working.
- When the anchor is in, secure it with the provided line (Don't totally rely on the windlass clutch to hold.). If you don't, and the clutch slips, the anchor could fly out while you're sailing creating a dangerous situation.



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## Anchoring tips...

Go to our [Docking, Anchoring and Maneuvering](#) page.

## Electronics

**VHF Radio**--Go here to get a list of the way to use the radio frequencies.



**Auto-Pilot (Raytheon/Autohelm)-Detailed sheet at end see index**--There are some features that you may not be aware of. Some of these work differently on different units, but generally we have AutoHelm autopilots on all of our Catamarans and larger monohulls.

- Basically, you use the standby or Autopilot control. When you put the autopilot on normally, it is steering to the compass course in existence at the time you activated the unit.
- If you want to steer to the wind vane, you can hit both the Standby and Autopilot buttons (Normally bottom 2 red buttons) simultaneously and you will get a message that you are steering by the vane. The default warning sounds if the boat goes more than 10 degrees off course.
- To tack the boat by yourself, using the autopilot. Come up hard on the wind, then push the two left or right +1 and +10 buttons simultaneously and the boat will turn smoothly through 100 degrees. This normally allows you to comfortably release one Jib sheet, and take in the others.

## Speedometer Detailed info at the end-see index...

If the boat sits, sometimes for even a day or two in the summer, you may need to pull and clean the paddle wheel. It looks scary, but actually you simply have the plug at hand (or on newer models, a flapper automatically covers the thru hull) when you pull the transducer and swap them. You will get less than a quart of water in the boat generally so don't worry about it. Clean the transducer with a knife, paper towels, etc. until it spins freely.

**GPS**-Each boat has it's own version and they vary too much to talk about here.

**Interface with your computer and navigation suite.** We are in the process of standardizing plugs with the data ports and a serial connector for your computer for Club members so they can plug into the on-board instruments--watch for details. For a program, we have had consistent raves about the Nobeltech product.

More information on most of the Autohelm (Raytheon) electronics aboard most of our boats, go to:

<http://www.autohelm.com/>

More info. to follow.

## Electrical Systems

Generally you'll find:



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A control switch to switch between the 2 banks of battery systems so that if you kill the batteries on one bank, you can bring in the others for, among other things--starting the engine. Pay close attention to your check out person on this subject!

You will, generally have a 30 Amp plug (and/or adapter) for dockside power. The boats also, generally have a battery charger and inverter. A couple of notes. Always turn the battery charger on when you are at the dock and plugged in. If you use the inverter, be aware that it devours batteries at a ferocious rate for major appliances (like hair dryers, microwaves, irons, etc.) If you use it for computers or to recharge batteries you should be fine. When you're running heavy loads--run the engines to keep up with the drain whenever possible.

## Sailing Tips...

Please pay attention to your Check out person's instructions for when to reef. A guide is included later in this manual.

Do not motor with the sails flapping. This action and the sun are devastating to the sails longevity.

When dropping sails, and before you turn on the engine, make sure no sheets are trailing in the water that might get tangled in the prop!

## VHF Radio information...

*(Please use your back arrow to return to the part of the owner's manual that you left.)*

This summary gives a list of the international frequencies for Marine Radio (VHF) Communications. ([Taken from the C.G. Site](#))

### *The Coast Guard reminds you...*

Boaters should normally use channels listed as Non-Commercial. Channel 16 is used for calling other stations or for distress alerting. Channel 13 should be used to contact a ship when there is danger of collision. All ships of length 20m or greater are required to guard VHF channel 13, in addition to VHF channel 16, when operating within U.S. territorial waters. Users may be fined by the FCC for improper use of these channels. See Marine Radio Watch Requirements for further information.

# U.S. VHF Marine Radio Channels and Frequencies

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Channel Number	Ship Transmit MHz	Ship Receive MHz	Use
01A	156.050	156.050	Port Operations and Commercial, VTS. Available only in New Orleans / Lower Mississippi area.
05A	156.250	156.250	Port Operations or VTS in the Houston, New Orleans and Seattle areas.
06	156.300	156.300	Intership Safety
07A	156.350	156.350	Commercial
08	156.400	156.400	Commercial (Intership only)
09	156.450	156.450	Boater Calling. Commercial and Non-Commercial.
10	156.500	156.500	Commercial
11	156.550	156.550	Commercial. VTS in selected areas.
12	156.600	156.600	Port Operations. VTS in selected areas.
13	156.650	156.650	Intership Navigation Safety (Bridge-to-bridge). Ships >20m length maintain a listening watch on this channel in US waters.
14	156.700	156.700	Port Operations. VTS in selected areas.
15	--	156.750	Environmental (Receive only). Used by Class C EPIRBs.
16	156.800	156.800	International Distress, Safety and Calling. Ships required to carry radio, USCG, and most coast stations maintain a listening watch on this channel.
17	156.850	156.850	State Control
18A	156.900	156.900	Commercial
19A	156.950	156.950	Commercial
20	157.000	161.600	Port Operations (duplex)
20A	157.000	157.000	Port Operations
21A	157.050	157.050	U.S. Coast Guard only
22A	157.100	157.100	Coast Guard Liaison and Maritime Safety Information Broadcasts. Broadcasts announced on channel 16.
23A	157.150	157.150	U.S. Coast Guard only
24	157.200	161.800	Public Correspondence (Marine Operator)
25	157.250	161.850	Public Correspondence (Marine Operator)
26	157.300	161.900	Public Correspondence (Marine Operator)
27	157.350	161.950	Public Correspondence (Marine Operator)
28	157.400	162.000	Public Correspondence (Marine Operator)
63A	156.175	156.175	Port Operations and Commercial, VTS. Available only in New Orleans / Lower Mississippi area.
65A	156.275	156.275	Port Operations
66A	156.325	156.325	Port Operations



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67	156.375	156.375	Commercial. Used for Bridge-to-bridge communications in lower Mississippi River. Intership only.
68	156.425	156.425	Non-Commercial
69	156.475	156.475	Non-Commercial
70	156.525	156.525	Digital Selective Calling (voice communications not allowed)
71	156.575	156.575	Non-Commercial
72	156.625	156.625	Non-Commercial (Intership only)
73	156.675	156.675	Port Operations
74	156.725	156.725	Port Operations
77	156.875	156.875	Port Operations (Intership only)
78A	156.925	156.925	Non-Commercial
79A	156.975	156.975	Commercial. Non-Commercial in Great Lakes only
80A	157.025	157.025	Commercial. Non-Commercial in Great Lakes only
81A	157.075	157.075	U.S. Government only - Environmental protection operations.
82A	157.125	157.125	U.S. Government only
83A	157.175	157.175	U.S. Coast Guard only
84	157.225	161.825	Public Correspondence (Marine Operator)
85	157.275	161.875	Public Correspondence (Marine Operator)
86	157.325	161.925	Public Correspondence (Marine Operator)
87	157.375	161.975	Public Correspondence (Marine Operator)
88	157.425	162.025	Public Correspondence only near Canadian border.
88A	157.425	157.425	Commercial, Intership only.

(This chart is also available in [text](#) or [Excel](#) versions)

**NOAA Weather Radio Frequencies, in MHz**

WX1	--	162.550
WX2	--	162.400
WX3	--	162.475
WX4	--	162.425
WX5	--	162.450



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WX6	--	162.500
WX7	--	162.525



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## Basics of line handling...

If you haven't visited the knot section yet, and are not familiar with the basic knots described--[go to Knot handling now.](#)

### At the approach... several minutes before...

When you first take a new boat out, practice backing up straight, left and right and get used to stopping distances. Before the approach, get set up...

- Will other boat traffic interfere with your approach? Will there be an assistant on shore? Tell your on-board assistant what you expect in advance.
- Observe wind direction. It tends to have maximum effect on the mast, blowing the mast in the direction it's blowing. If it's from port, it will tend to blow your bow to starboard.
- Observe whether current will be a factor.
- Hang fenders over the side. (Use a clove hitch) Horizontally if you will be against a piling or other protrusion, vertically if against a wall or another boat.
- Discuss with your assistant what his/her duties will be.
- Have bow and stern lines coiled and ready and be ready to pass the loop end to shore...

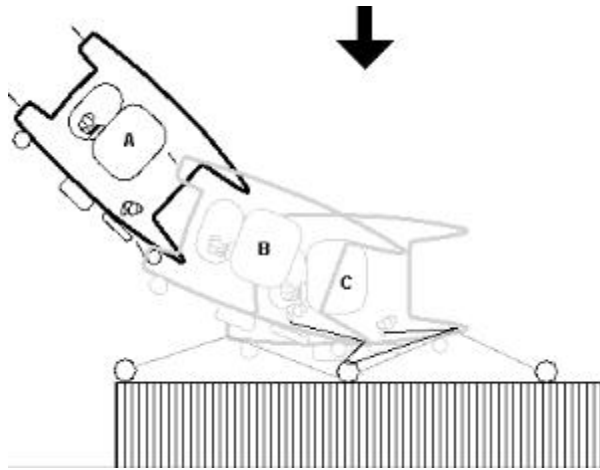
### The Actual Approach

- Come in at a 30 degree or so angle (A). come in parallel, and you get caught by current, you're soon pressed against the way to back out. If you come in at an anything unexpected happens, you can away and re-approach taking the new account.

- If there is dockside help available. Pass (Bowline if not a splice loop) to the and ask him to put it on a piling or cleat choosing. If there is no assistant, simply bow in close enough that your assistant line on the piling or cleat (your stopping pay off here!) **IMPORTANT NOTE:**

the free (long) end of the line on the boat so that you can control the positioning of the boat at the dock from on-board. This will keep control with you, and you will especially appreciate this if you have to get up at night to adjust lines!

- Now your assistant keeps one turn around the cleat and pays out the line as you steer to come in parallel to the dock. At any time, your assistant can stop the line and with your rudders turned steering to port, you can force the boat in parallel up against the pre-placed fenders. Actually, at (C), whether the wind is blowing you on or off, by keeping the boat slow ahead rudders steering to port and your assistants line cleated--you can keep the boat pinned in position while your assistant attaches the other lines.



Why? If you wind or dock with no angle, and simply back situation into

the loop end attendant (B), of your bring your can drop the practice will Always keep



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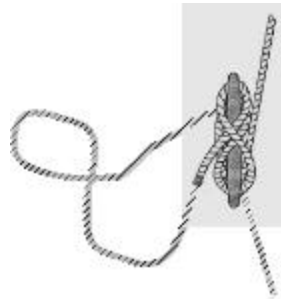
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## How to tie up...

1. Always have plenty of fenders for any chafe point. Make sure you have lines on both ends when you need to go up against a piling. Even better when against a piling, use a fender board or flat fender.
2. Always use at least 4 lines. Fore and aft lines need to go out away from the boat as far as possible in order to allow for tidal variations. Spring lines need to go from the ends to the center or opposite end piling. These keep the boat from twisting and the longer they are, the more shock absorbing they are.
3. What if you only have a single long line for one end? Put a loop in one end on a fore and aft piling/cleat. Bring the center of the line to cleat first one line, then create a loop of the excess line, and cleat. You're actually treating this as though it were 2 separate lines. This adjust either line independently of the other.



both ends and put the boat cleat and the other line. way you can

## Getting away...

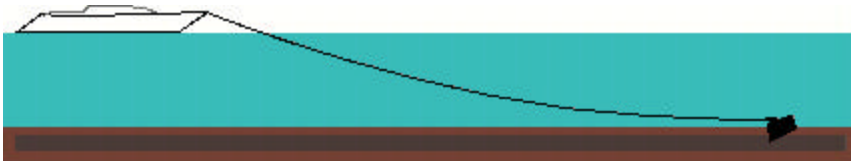
Getting away from the dock with a wind pressing you on the most difficult situation.

dock is, perhaps, the

- Basically, you do the reverse of what you did coming in. Get the one bow line secured to the bow cleat. (A good idea is to have it loop around the piling, rather than being on it with a bowline so that the line is easy to retrieve.) Be sure that there are several fenders protecting the bow--a flat fender that can literally wrap around the bow is perfect!) Also, leave the other fenders in place.
- Once this line is secure, the helmsman can power slow ahead, rudders steering to port and this will hold the boat in place while all other lines are taken off.
- Once all other lines are off, your assistant simply keeps a turn on the cleat with the two ends of the spring line, while the helmsman continues slow ahead and steers to starboard, forcing the protected bow into the dock and the stern out.
- Once in this position, the helmsman simply puts the boat in reverse and backs out as the assistant takes the free end off of the cleat, and pulls the line in from around the piling.
- Once safely away from the dock, flip the fenders inboard, coil the lines and *put all of the lines and fenders back in their storage locker*

## Anchoring tips...

One of the biggest problems we see, is that people drop their anchor where they want to end up, not where the anchor is.



Often, what you really need to do is anchor directly next to or behind another boat in a crowded anchorage and then motor back to get the 7 X 1 scope recommended. Also,



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you need to find a space where you have a pretty wide arc to swing as no two boats swing the same way. So, here's how...

- Come in to the anchorage area and be aware of: The wind, the current the state of the tide, the weather--especially will there be a major wind shift during the night. Know what the lowest tide will be and then motor in a circle in the area you plan to end up in to make sure there is enough depth even if the wind changes.
- Motor directly upwind the proper distance from where you want to end up and where you've checked out the depth.
- Stop completely, and then release the anchor. Remember, even if you're very close to another boat, this isn't where you'll end up. For fun, until your judgment gets better, try using your GPS to gage the distances involved. (Also, you may want to use the alarm system on your GPS or computer program.)
- Back up downwind paying out the rode until you get to your pre-determined spot. (It's better to let the rode out faster than you back up. At this point, you don't want to pull on the anchor until you're back at close to the 7X1 scope area or you'll just end up dragging. Don't put pressure on the anchor until the angle is right.
- Then, test it. Secure the rode, and back up hard to make sure the anchor doesn't drag. How hard? I usually back up with at least 2,000 to 2,500 RPM's on the engine for at least a minute. If you don't do this, you may spend some anxious moments during the night!
- After you're secure, watch the pattern of swinging and make sure you're not dragging. (Keep the engine(s) running until you're sure!)
- Set any alarm aids you have: Depth finder, GPS, Computer?

### **Retrieving your anchor...**

The main thing is to get someone on the bow who points in the direction of the anchor (following the line) while you motor forward, your assistant winds in the rode. Do not pull the boat forward using the windlass. They were not designed for this. If you blow the internal fuse, you won't have the use of the windlass for the rest of your cruise, and you will be charged a substantial damage amount for not following proper procedures.



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### **Bowline**



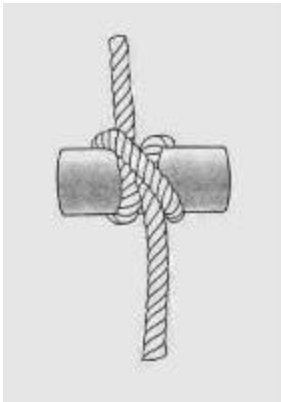
- This is the most useful of all knots on a boat. Practice is necessary; but once it is learned, it is easy to make, never slips or jams and can always be untied.

When approaching a dock, if the dock lines don't have a spliced loop, create a bowline that will accommodate the diameter of the piling.

Always put the loop end on the piling or give the loop end to the dock attendant. Never give the end to a dock attendant. Keep control on the boat. That way you can adjust the boats position from on-board anytime and/or control the boat when you use the line as a spring line for

approaching or leaving a dock--see Dock maneuvering section.

### **Clove Hitch**



- This is a very adjustable knot but tends to slip, especially when used with nylon line. Takes an extra half hitch to make it secure. This is a great knot for attaching the fender line to a lifeline. Practice so that you can do it with one hand. It makes it easy to move the fender as conditions warrant. After everything's adjusted, take the extra half hitch.

If you use this, initially, to tie to a piling, add the half hitch for sure, or better, make a loop with a bowline.



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## Figure 8

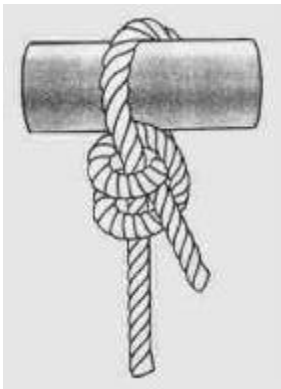
- This knot can be used to keep the end of a line from running through a block or grommet. It is easy to untie.



## Square or Reef

- This is a secure knot to use for tying a bundle. Even if the line is under pressure, it can be untied. Good for reef ties, or wrapping stuff together-around a package, etc. It is not recommended to be used for tying two lines together.. Old formula: right over left, left over

right.



## Two Half Hitch

- This is quick and easy and best used for fastening a line to something else--A piling, a ring on a fender, etc. A better alternative for a piling is a bowline. For a fender to a lifeline--the Clove hitch. Often used for tying the dinghy to a piling when you have a long painter—simply double up as much line as you need, and tie with the double line without threading the entire long extra line through your loops—look how others use this technique—looks messy but

works!



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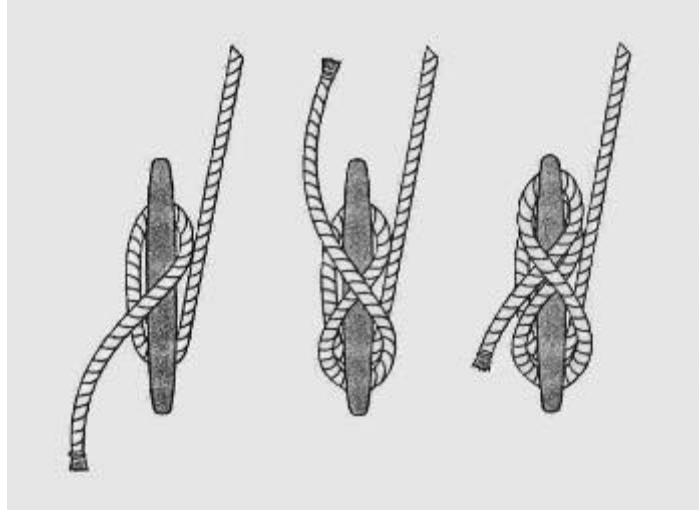
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## **Cleating a Line**

Start with a turn around the cleat. Then go around the cleat so the line passes under each horn once.

Finish with a half-hitch over one horn. More wrappings and hitches are unnecessary, these only slow the casting-off process.

See additional information in docking section for using one long line on one cleat to go to two different pilings.





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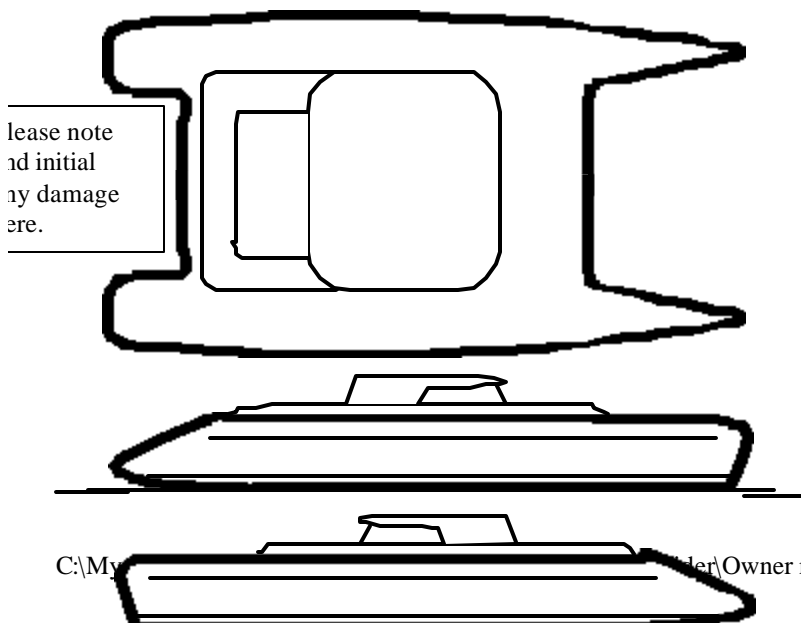
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NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ BOAT: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_ (Statistics below believed to be correct, but not guaranteed. It is the owner's responsibility to verify all information contained herein.)

Description	F35	F38	F42	F46	F56		WC35	NT43	NT48
LOA	35	38	42	46	56				
<b>Important Specifications...</b>									
Beam	19	20.66	22.8	24.1	26.8				
Draft	3.1	3.1	3.9	4.25	4.6				
Displacement	4T	5.5T	6.8T	9.5T	13T.				
SA	731F2	917F2	1000F2	1322F2	1720F2				
Engine Size (Diesel Twin)	10 or 20	20	28	38	48				
Typical Speed under power Std.	7.8	8.2K	8.7	9.6	10.5				
Speed under power, Opt.	"--"	11.5K	12.5	15.7	18				
Water Tank Size (2nd Tank opt.)	55	80	187	227	275				
Fuel Tank Size (2nd Tank opt.)	31	40	159	105	175				
Max. Range under power alone	186	280 Mi.	1193 Mi	840 Mi.	1200 Mi				
Bridge Clearance	51'	56.6'	63'	66.6'	79'				
Bridge Deck Clearance	2.15'	2.51'	2.52'	3.3'	3.3'				
Minimum, Load carrying capacity	5,280#	7,680 #	9,600#	11,520 #	13,200#				
Number of heads	1 or 2	2	2 or 4	4	4				
Number of Double cabins	2 or 3	4	4	4	4 or 5				



**Disclaimer:** The checking of this check sheet does not release the charterer from his obligations under the charter agreement with the management company. Prudent seamanship demands that the captain/owner or his surveyors review their equipment every time they take the boat out and periodically during the course of the charterer. This check sheet is meant as a guide to help users familiarize themselves with the equipment and it's location aboard. Ultimately it is your responsibility to be responsible for the safety of yourself and your crew. It is hoped that this form may prove useful during your charter as a guideline for checking out your boat. Extra blanks are provided for filling in manually equipment that may not be on every boat. By signing this form, you agree that you have read and understand this paragraph and that you accept that this document in no way changes the



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original terms of the charter agreement entered into with the management company.

## Charterer check sheet

Please Note on the drawing any scratches, nicks or blemishes. Please accompany with a picture, if possible.

Note after check items any action that needs to be taken--write on reverse if necessary.

**START:** Review what's in the manual.

### 1. Deck side equipment

Note after check items any action that needs to be taken--write on reverse if necessary.

✓		Anchor and rode in place and ready to operate
✓		<b>Windlass, operational, Discuss chain, markings, preventing stacking, Scope 5-7 to 1 (w/chain)</b>
✓		Lifelines and stanchions in good order and properly pinned and taped
✓		All deck hardware operating freely
✓		Deck surfaces bright and clean with no cosmetic problems
✓		Deck hatches properly adjusted and leak tested
✓		Running and anchor lights operational
✓		Davits and bridle operates properly
✓		<b>Steering smooth and cables not loose. Checked cable shives, anchors and fastenings. No squeaks or unusual noises.</b>
✓		<b>Show location of filler caps. Stress diesel only!</b>

### 2. Hull appearance and condition

✓		Hull clean and free of blemishes
✓		Boot and sheer stripes unblemished
✓		<b>Name and Hailport on, not blemished unless noted.</b>

### 3. Standing rigging

✓		Adjusted properly (Initial tuning done--Owner should re-tune after sailing a few times in moderate winds or better)
✓		Turnbuckles pinned, secured
✓		Chain plates properly bedded and water tested o.k.

### 4. Running rigging

✓		<b>Roller furling operating properly-- Get on opposite tack. Don't force. Hand pull no handle!</b>
✓		Goose neck hardware O.K.
✓		Halyards properly rigged and O.K. Show specifically main halyard, how to coil. Reef lines
✓		Sheets, Traveler and control lines rigged properly and O.K.
✓		<b>Winches operating properly and well lubricated. Show fill drum fully and how to use self tailing</b>
		Electric winches
✓		

### 5. Sails/Canvas

✓		Sails Bent on and fit properly
✓		All slides and controls free. Track and sail slides lubricatd



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✓	Sail Cover in place
✓	Bimini properly rigged and fitted
✓	In-mast furling working smoothly
✓	<b>Show how to reef—both ends</b>
✓	<b>Lazy Jacks show how to loosen, Topping lift operation. Raise sail carefully, watch battens.</b>

6. Engine, Mechanical

✓	Engines O.K.
✓	Fluid levels O.K. (Oil, Water, Transmission fluid) <b>Check water and Oil</b>
✓	<b>Start engines. Gages all read normal when running. Show water coming out of exhaust-check</b>
✓	<b>Starter O.K. and Stop solenoid operates properly</b>
✓	<b>Shift and throttle operate smoothly and responsively . Show how to operate throttle without shift.</b>
✓	Noise reduction materials properly fastened
✓	Bilge, and engine room clean and odor free
✓	<b>Show Manual Bilge pump</b>
	Generator. Proper operation, manual aboard.
✓	<b>Show emergency tiller location, how to fit. Explain autopilot as emergency tiller</b>

7. Interior, finish

✓	Cushions fit properly, and O.K.
✓	Liners fit and finish, o.k.
✓	Floor blemish free and properly fitted
✓	Interior wood, blemish free and properly fitted.
✓	Doors and drawers work smoothly and fit properly
✓	<b>Point out Fire extinguisher location</b>
✓	<b>Bilge pumps, manual and electric, operational Show switches</b>

8. Interior, galley and equipment

✓	<b>Propane system and valves operate properly. Light stove. Location safety sw. Turn bottles off when leaving the boat.</b>
✓	Stove, all burners work properly
✓	<b>Refrigeration system works properly. Demonstrate controls</b>
	Microwave

	A/C unit cycles properly

9. Electrical/Electronic

✓	<b>Battery system Show meters, normal voltage. Show master switches</b>
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✓		<b>Cross over switch operational (How to overcome a dead battery)</b>
✓		<b>All D.C. panel switches and components operational</b>
✓		<b>A.C. Receptacle and A.C. Shore power cord in place and operational. Show master ckt. Breaker. Reverse polarity indicator. Explain plugs.</b>
✓		<b>Generator functions normally. Fluids O.K.</b>
✓		<b>Battery charger, How to operate switches/ckt. breaker</b>
✓		<b>Inverter, O.K.. How to operate. Discuss loads. Only one heat appliance at a time.</b>
✓		<b>CRC all electrical terminals in panel and anywhere exposed.</b>

✓		<b>Depth and Speed instruments work properly, calibrated, and Thru Hull plugs on board. Explain depth measured from transducer to bottom. Generally add 1.5' to reading. This allows for tidal variation and safety factor. Note boat draft! (Reading when aground!)</b>
✓		<b>Wind instrument properly operating. Demonstrate True/Apparent.</b>
✓		<b>Instrument lights all operational</b>
✓		Compass not calibrated! This must be done after all owner equipment
✓		<b>VHF operational. Weather channels operational. Show channels in op man</b>
✓		<b>Autopilot operational. Show how to set to wind or compass. How to tack.</b>
✓		<b>GPS operational</b>
✓		All instrument interfaces operational
✓		<b>Stereo, sound system. Inside and outside speakers. Demonstrate operation if required.</b>

10. Bilge

✓		Clean and odor free

11. Head and applicable systems

✓		<b>Head(s) pump freely, intake and exhaust operate properly. Use of Wet/Dry. Show length of hose from head to holding tank to show why it must be pumped 15 times when tissue used. Explain \$100 charge if clogged.</b>
✓		Y Valve operational (If installed)
✓		No leaks, clamps tight. At head, connectors and through hulls
✓		Holding tank not leaking. Disinfectant installed
✓		<b>Inside showers. How to operate. Operating sump pumps. Filters-location. Outside shower? Show location. Explain use of Lemon Joy. (Dissolves in salt water—useful to conserve—sea water showers/fresh water rinse.)</b>

12. Water system/Plumbing

✓		<b>Water pressure pump works properly no leaks indicated by no cycling of the pump. Show ckt. Breaker. (Also brkr.. On pump if it has one.) Proper water usage etiquette.</b>
✓		All water faucets work properly. No leaks in the water system
✓		Drains work properly with no leaks
✓		<b>Cross over valve or other valves operating properly-Show locations</b>



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13. Things to Double Check

✓		Overall clean appearance
✓		No dirty bilge water. Put a small amount of bilge cleaner in the bilge

14. General issues

✓		Operations manual on board. Show what's in it.

15. Luxury Equipment

		Air conditioning equipment and controls.
		Stereo, sound system. Inside and outside speakers.
		TV/VCR
		Washer/Dryer
		Ice Maker/other

**Review**

		Sand and wet clothes
		Chart-briefing
		Chase Calls
		Disembarking
		Dinghy

Date: \_\_\_\_\_

Skippers ID: Drivers License \_\_\_\_\_

Date: \_\_\_\_\_



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## **Unique to this Boat—**

### **Engines and their role:**

You don't need to use the Glow plug. Key turns on. Pull out red levers to the right stop engine. To Start: Stop levers in. With shifters in neutral, grasp levers at bottom of handle and pull out (away from) center console, then push forward. The handles now only operate the throttles and not the shifter (you are in neutral). (Run at about 1500 RPM to charge and run the refrigeration) To operate shift, put levers in neutral detent. (Levers will pop in out of throttle only mode automatically.) Then advance or reverse levers for forward or reverse. To stop. Set shifters to neutral. Pull stop handles out and hold until engine stops and alarms sound. Then turn off key.

Note: Refrigerator compressor is on starboard engine, Pressure switch for windlass is on port. Both engines need to be run for charging.

Suggest running the engines for about an hour each morning to: Charge batteries from overnight use. Freeze cold plates for 15-24 hours of use. Create hot water for showers, dishes, etc.

Perhaps another 1/2 to 1 hour at dinner (If the engines weren't run otherwise) to refresh all of above and create hot water for dishes.

### **Misc**

- Propane tanks in aft locker
- To turn on stove: Valve open at tank. Ckt. Breaker on at panel. Turn on Stove switch under center settee in Main Saloon.
- Windlass: Port engine must be running (it has a oil pressure switch to prevent draining the battery without the engine running). Master breaker is in Port, engine locker. (There is also a ckt. Breaker in the anchor locker near the windlass which is normally left on. Secondary breaker on instrument panel-on. Check up/down buttons at windlass locker for operation before leaving so you know the anchor is at the ready. See more information on anchoring in this manual.  
Drop anchor and chain to within 15-25 feet of total required scope. Hook bridle onto chain (normally in front of anchor garage.) Let out remaining chain until the slack is taken up by the bridle. Make sure chain is secure on the windlass or cleat and/or with the safety line attached.

### **Electrical...**

- Emergency switch in engine rooms crosses batteries over in case batteries on one side will not start engine.
- Need to have main cabin lights circuit breaker on, to run cigarette lighter at nav station. Other cabin light circuit breakers on to run cabin fans.

### **Electronics**

Auto Pilot: (More in manuals attached)

When energized normally, operates from (it's own electronic) compass.



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See manual for operation with apparent wind. In this mode it will:

1. Steer a constant course relative to the wind when sailing and alert you with an alarm if the boat wanders more than 10 degrees off course. If this happens, either adjust course or reset the autopilot which resets the alarm.
2. Auto Tack feature. Normally, press +1 and +10 course correction (or use – depending which way you want to tack) and the boat will turn at a medium speed through 100 degrees in that direction allowing you time to tack the jib. Once settled down on course, fine tune the course and sheets.

## **Inverter/Microwave**

After turning the inverter on, turn on the outlet switches on the A.C. panel. It takes a few seconds for the microwave panel to *light up*. Do not turn on the Air conditioning with the inverter. Make sure you have shore power, or the gen set on when running large loads.

The microwave and any other heating appliance such as hair dryers, irons or toasters draw major power. Do not have more than one or two of these on at a time. Try to plan running these when the engine is also running so the inverter does not unnecessarily deplete the batteries.

## **Heads...**

They're plumbed to holding tanks via a Y-valve under the head sink set to holding tank, and a T connector under the floor in the aft cabin. Both sides have this arrangement with the T led to the tank under the cockpit floor. The pump out fitting is on the side of the step, inboard, at the Nav station.

Recommended to use bio-degradable toilet tissue. Do not put anything else in the heads, especially not Kleenex type tissue, etc. When using tissue, flush at least 15-20 times depending on volume of tissue. (otherwise, just dry bowl.) A capful of bleach left in the bowl and partially flushed into the lines done periodically will eliminate most odors from the head.

## **Water tanks/ Plumbing...**

- Fill is forward, port side of mast.
- A valve in forward locker isolates the starboard and port tank. Keep closed. When water runs out, you're half way through supply. (Don't trust gages!)
- Water gage is on the instrument panel. When you check either left or right battery bank, you check tanks. The transducer is in the port tank so if both tanks are open to each other, you see total, if tanks are isolated, you're only reading one tank. I prefer to leave one tank off line so I know for sure when I'm half way through the water.
- Salt water pump in galley (Right faucet). Turn on breaker. Valve under the starboard floor at the bottom of the stairs.
- The pressure water pump is under the aftermost part of the port aft cabin berth next to the Hot water tank.



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**Sails-Reefing**

Reefing is at your discretion, based on good seamanship and to some extent depends on your experience. Use the following as a guide, but remember, you are responsible for damage or injury caused by not following good seamanship practices.

Your Raytheon wind speed instrument can serve as a guide and has a calculated, true wind indicator (see instructions in this manual—toggle control at bottom.) Note, this function depends on the speedometer working and being accurate.

As a rule of thumb... When beating, the true wind is approximately the apparent wind speed, plus the boat speed. Reef when apparent wind is above 15-18. Or, when you see the beginning of white caps, typically. On a beam reach, the true wind speed is approximately the same as apparent wind speed.

Beating to Close reach		Broad reach to Run	
0-14K	Main and Genoa	0-15	Main and Genoa
14-18	Main and Roller reef Genoa	15-18	Main and Roller reef Genoa
18-22	1 Reef and Furl Genoa	18-22	1 Reef and Furl Genoa
Do not sail above this unless experienced, or in an emergency. Watch for puffs and/or storms or fronts.		Do not sail above this unless experienced, or in an emergency. Watch for puffs and/or storms or fronts.	



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## **Trouble shooting...**

*Try these procedures first...*

### **Engine...**

#### Won't start fuel problem.

Have fuel? Was fuel low and you were sailing in rough water?

Low fuel and rough water create the right combination to create an air lock in diesels. Follow procedures shown to bleed engine. You may have to do this several times until you get a chance to fill the tank.

#### Won't start, battery problem.

Try using the cross over switch to go to a different start battery. Try starting Generator (if available—it usually has it's own battery). Then turn on battery charger and charge for 30 min. or so.

If all else fails, get a jump start from Sea Tow or friendly neighbor—or Sail!

### **Windlass...**

Engine running? (Need to activate oil pressure switch.)

Circuit breaker on for Windlass? In addition to panel breaker, there is normally one or two other breakers—one near windlass one near batteries.

### **Head jammed...**

If you have another head on board, is it also hard to pump? If yes, is the holding tank full? Empty.

For local jam, try cycling the Y valve and listen to see if it let's discharge go over. If yes, pump fresh water through the system overboard to clear lines from head to this point. Sometimes, that will be enough to get the rest of the system working again.

Also, try a conventional toilet plunger. Sometimes will work if a minor blockage in bowl or pump. Work pump handle while plunging.

Follow recommendations closely to prevent this!

### **Shore power system not working**

Is power on at dock? Ckt breaker on dock-check? Is anyone else having same problem?

Cable plugged in firmly at both ends?

Check master ckt breaker—usually in a locker near the receptacle.

Ckt. Breaker at panel on?

Outlets switched on at their circuit breakers?

### **Stove not working...**

Blottle full? Check or switch tanks. Valve at bottles turned on?

Ckt breaker at 12V panel on. Control solenoid (generally near galley) switched on

Push in and hold gas knob while holding lighted flame to burner. Continue to hold knob in for approximately 10-20 sec. After burner lights.

Oven... Difficult to find burner lighting point. Try lifting lower pan and see where it is then follow same procedure as for upper burners. (Sometimes two burners in ovens.)

### **Refer not working**



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If Sea-Frost—eng. Driven.

Engine must be run 45 to 90 min. a day in summer to freeze cold plates.



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**Whether you're interested in simply having your boat managed professionally with or without chartering it when you're not using it—we have a plan for you!**

### **Just managing your boat...**

We have a program in Annapolis where we can take care of your boat and always have it clean and ready for your use whenever you want it—for a pre-determined, fixed monthly charge. We clean it and maintain it and you just enjoy it—ask for details.

### **Managing your boat as a business.**

Our program is flexible. We can manage it in Annapolis or in conjunction with any of our strategic partners. You can still use it as much as you like. From here, you can also choose to follow the sun, or maximize your income by keeping it permanently in the Caribbean. Ask us for a custom business plan to show you how it would work.

### **Imagine the Perfect Partner...**



- He agrees to let you take the boat any time you like and he notes that he will work his schedule around you.
- He always leaves the boat clean and ready for you to use it.
- He has another down in the Caribbean and offers you the use of that boat whenever you wish—at no cost to you.
- He puts you in total control of all the decisions. You decide where to keep it; whether or not to move it south for the winter; when to sell it or trade it.
- Finally, he agrees to pay for 100% of the total costs of the boat while he offers you 100% of the equity and tax advantages that accrue.

### **Does Such a Partner Exist?**

Yes he does. When you learn the details of our Yacht Profit Sharing Management Program you will learn how such a perfect partnership can be created. How you can own the kind of boat you want now; have it impeccably maintained with little or no out of pocket cost. This program may represent the opportunity you have been looking for!

You can convert income and tax advantages into equity. Own in 5 years for less than others pay out for 15. But just as important, you will be building equity in an honest offshore yacht—not a charter boat with surplus berths and heads and minimum storage.

There is no other plan that offers more and helps you own faster!

### **The Advantages**

- Eliminates the cost of ownership – 100%
- Own in 1/3 the time, for 1/3 the cost in 5 years instead of 15.
- Earn a 20 – 50% return on your initial investment.



## ***On the Harbor, Annapolis***

410-263-2311

[www.bayacht.com](http://www.bayacht.com)

[info@bayacht.com](mailto:info@bayacht.com)

- Sail for free – North in the summer, South in the winter.

### **The Choices**

- You choose the kind of boat you would eventually like to own. You're not limited to a charter boat with too many berths and heads but not enough storage room.
- You get first preferences for location. Keep the boat at different bases according to the season.
- You choose the length of time you want to participate in the program. Leave the program whenever you wish with just 90 days notice, in most cases.

### **The Difference**

It is our program's flexibility that makes this plan so different from others. You are in control and because you are, you may qualify for active tax advantages not available in other plans.

### **The Information**

- A brochure on the boat(s) you're interested in and/or confidential links to extensive information on the web.
- A detailed program description.
- A separate brochure describing how your boat is managed and how you will participate.
- A sample projection for the specific boat of interest showing 4 different approaches to success, cash flow, how to own in 1/3 the time for 1/3 the cost, Return on Investment, and how to eliminate 100% of your new boat's costs-all of this and more is included.

### **The Customized Plan**

With a little more information from you, we can set up a customized business plan that will explain everything you need to know to make an informed decision. To provide you with a personalized plan, it is important that we speak briefly in person or discuss your options on the phone.

If you're seriously interested, We will then show you:

- Income and use patterns of other owners.
- Testimonials and interviews with past clients.
- A detailed financial comparison of the various plans available from us and others.
- We will get you financing approval if necessary.

Call us now to get more detailed information, including discussing the best timing for joining the program...

**1-800-YACHT20**

**Or get the information on the WEB: [www.bayacht.com/invest.htm](http://www.bayacht.com/invest.htm)**