

## **Guidance and Instructions for the use of Hawk 20**

Report to Office of the Day (OOD) and collect a radio.

OOD will radio the Support Boat (SB) and ask to attend at the Club pontoon.

Member and crew to meet SB at the pontoon.

### **Launching Decision**

Helm and the crew to transfer together on the SB to the Hawk.

**See pages 2 - 3**

OR

Helm to transfer to the Hawk via the SB and bring the Hawk to the pontoon to collect the crew.

**See pages 4 - 6**

### **Support Boat Guidance when ferrying Helm / Crew to Hawk**

Once transfer completed, remain on standby to release the mooring line from under the yellow messenger buoy when requested by the helm.

The mooring line carabiner should be passed back to the Hawk crew for attachment to the port shroud plate.

## **Helm and Crew to transfer directly from support boat to the Hawk.**

### **Leaving the Mooring.**

**CAUTION** Remember to keep all mooring lines securely in the boat and away from the outboard propeller to avoid fouling.

Familiarize yourself with location, equipment and controls.

Remove and stow mainsail cover in cockpit locker.

Attach main halyard from the back of the boom to the head of the mainsail. Ensure the mainsheet is tight on to keep the boom central and is not a danger by swinging around.

Start outboard following procedure in Appendix 1

When ready, request SB to release the mooring line from the shackle on the underside of the yellow messenger buoy and return the line to the Hawk.

Attach the mooring carabiner to the port shroud plate and take up mooring slack around the port winch. DO NOT undo the mooring line from the foredeck.

Motor to open water **using the rudder to steer**, point head to wind and reduce outboard revs to idle.

Hoist main sail using starboard winch and handle.

Unfurl headsail slowly so furling line does not get jammed.

Bear away and start sailing.

Follow procedure to turn off the outboard and lift up into sailing position.

## **Returning to the Mooring**

Advise the OOD by radio.

The OOD will advise the SB asking them to be on standby to assist mooring and return helm and crew to the pontoon.

Sail to open water clear of other water users to lower sails.

Start outboard, using low revs.

Motor slowly and point boat head to wind.

Furl jib and secure the line in the clam cleat.

Release the main halyard clutch, lower the main sail and make secure.

Motor back to the mooring buoy.

SB will collect the mooring line and attach to the shackle on the underside of the messenger buoy.

Turn off the outboard following the procedure Appendix 2.

Untie the mainsail halyard and reattach it to the metal loop at the top of the boom at the outer end.

Replace the mainsail cover and make secure.

Tidy and stow all the lines.

Using the bucket and brush, rinse out and clean the cockpit.

Make sure the self-bailers at the rear of the cockpit are left open.

Once the boat is tidy request SB to transfer to shore.

Return the radio to the OOD and advise of any issues.

## **Helm only to the Hawk. Crew to be collected from the pontoon.**

### **Leaving the mooring.**

**CAUTION** Remember to keep all mooring lines securely in the boat and away from the outboard propeller to avoid fouling.

Familiarize yourself with location, equipment and controls.

Remove and stow mainsail cover in cockpit locker.

Attach main halyard from the back of the boom to the head of the mainsail. Ensure mainsheet is tight on to ensure the boom is central to the boat and is not a danger by swinging around.

Decide which side of the boat to come alongside the pontoon and position mooring lines (one each end of the boat) and three fenders at the widest point. Make sure the fenders just touch the water.

Start outboard following procedure Appendix 1

When ready, request SB to release the mooring line from the cleat on the underside of the messenger buoy (little yellow one) and return the line to the Hawk.

Attach the mooring carabiner to the port shroud plate and take up mooring slack around the winch. DO NOT undo the mooring line from the foredeck.

Proceed to the pontoon **using the rudder to steer**, tie up securely and help crew on board.

Moor at the outer ends of the pontoon to ensure water is deep enough for the outboard.

Request assistance from the SB if necessary.

### **Leaving the Pontoon**

Release mooring lines and bring on board and stow securely.

Motor to open water, point head to wind and reduce outboard revs to idle.

Stow fenders.

Hoist main sail using starboard winch and handle.

Unfurl headsail slowly so furling line does not get jammed.

Bear away and start sailing.

Turn off the outboard following procedure Appendix 2.

## **Returning to the mooring**

Advise the OOD by radio.

The OOD will radio the SB asking them to be on standby to assist coming alongside the pontoon and to moor the Hawk on her mooring buoy.

Sail to open water clear of other water users to lower sails.

Start outboard, using low revs.

Motor slowly and point boat head to wind.

Furl jib and secure the line in the clam cleat.

Release the main halyard clutch, lower the main sail and make secure.

Decide which side of the boat to come alongside the pontoon and position mooring lines and three fenders as before.

Motor back to the pontoon and secure boat alongside.

Request assistance from the SB if necessary.

Crew alight onto pontoon.

Whilst boat is alongside, and relatively stable, untie the mainsail halyard and reattach it to the metal loop on top of the boom at the outer end.

Replace the mainsail cover and make secure.

Motor back to the mooring buoy and with the assistance of the SB, secure the mooring line back to the shackle on the underside of the messenger buoy.

Turn off the outboard following procedure Appendix 2

Tidy and stow all lines.

Using the bucket and brush, clean and rinse out the cockpit.

Make sure the self-bailers at the rear of the cockpit are left open.

Once the boat is tidy request SB to transfer to shore.

Return the radio to the OOD and advise of any issues.

## **How to reef the Hawk's sails**

Reefing the mainsail should normally be done whilst attached to the mooring buoy or tied up alongside the pontoon.

Reefing, or fully furling the headsail can be done whilst underway.

If, after casting off, the weather conditions deteriorate and reefing is necessary, the Helm should notify the OOD by radio and return to the pontoon.

### **Reefing the mainsail**

Decide whether to insert either the No1 or No2 reef.

Hoist the mainsail, using the main halyard, until the relevant reefing cringle can be secured to the goose-neck fitting.

Winch in main halyard to give desired luff tension.

Pull in the relevant reefing line (White = No1 or Blue = No2) until the aft reefing cringle is tight against the boom.

Secure the reefing line in the jamming cleat.

# Appendix 1

**Helm MUST wear KILL CORD at all times  
when using outboard engine.**

**Use the rudder of the boat to steer.**

## **Use of Outboard Engine - Starting**

1. Check there is sufficient fuel in tank. (Advise OOD if fuel top up needed)
2. Open the fuel tank vent.
3. Squeeze the priming bulb 7 – 10 times to push fuel to engine.
4. Attach kill cord to engine and wear just above knee.
5. Check engine controls are in neutral to start engine.
6. Lower engine leg.
7. Pull choke button out halfway.
8. Start engine by taking up the slack on the pull cord and then giving a quick pull.
9. After 30 seconds push in the choke and allow engine to run on fast idle for 30 seconds.
10. Check forward and reverse gear engage OK. (Gear lever is on side of engine)
11. As soon as the engine has been started, check the cooling water tell-tale behind the engine.

**Beware of rope obstructions in the water that could get wrapped around propeller.**

## **Appendix 2**

### **Use of Outboard Engine - Stopping**

Detach kill cord from engine and stow kill cord in locker.

Raise engine leg out of water.

Close the fuel tank vent.

Check fuel level and advise OOD if low.