

# THE SAN FRANCISCO YACHT CLUB



## RS21 FLEET SAILING MANUAL

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# SKIPPER CERTIFICATION

All skippers who wish to reserve a boat for anything other than specific Learning Classes must first complete this certification process and have their name on the Certified RS21 Skipper List. Certification Courses must be scheduled through the SFYC Fleet Manager (RS21@sfyc.org)

**RS21-Specific Orientation** (Skipper has been taught and fully understands the following checklist, which will take place during In-Person Sailing Check)

- Personal sailing gear and equipment needed (USCG approved PFD, spray gear, etc).
- Location and contents of "Boat Kit."
- Purpose and use of "Boat Check Out/In Form."
- Location and use of safety equipment.
- Rigging main and jib.
- Rigging spinnaker (if applicable).
- Use and stowage of docklines and fenders.
- Docking, tie-up, and put away procedure.
- Motor operation

**In-Person Sailing Check** - Skipper is given a score (1-5) on each of the following on-the-water sailing procedures. To be certified, the sailor's evaluation will be reviewed by the RS21 Fleet Committee, and if approved their name will be added to the Certified RS21 Skipper List. If not approved, the appropriate next steps will be outlined to the sailor.

- Rigging/Hoisting sails
- Leaving the dock
- Basic sail trim/controls
- Starting, stopping, speed control. Sailing backwards for short distances/out of irons
- Tiller extension
- Sailing upwind
- Sailing downwind
- Tacking
- Jibing
- Hoisting, flying, and dousing the spinnaker (if applicable)
- Rules of the road/awareness outside of the boat
- Return to MOB and procedure
- General knowledge of the Bay, and currents
- VHF radio use

Required Skills - The following skills will be scored as pass/fail, and in order to be certified the sailor must pass all.

- Tying knots
- Docking, use of docklines and fenders, sail put away
- Using the motor safely and effectively

**Certification By Sailing Resume** - Alternatively, skippers may be certified after review of their small keelboat racing resume. (Boat Orientation still required.)

Please complete "Skipper Certification By Sailing Resume" online.

## **BASIC POLICIES AND PROCEDURES**

(Expanded, race-related in separate addendum.)

### **Boat Reservations**

Boats may be Chartered or Reserved for various scheduled events listed on the “RS21 Events and Classes Offered” list. The Skipper must be on the Certified RS21 Skipper List maintained by the SFYC Fleet Manager, and make a request for a boat reservation online on the SFYC RS21 webpage or via email to the SFYC Fleet Manager. Requests should be received at least 2 days prior to the sailing date, and must be confirmed by the Fleet Committee. Cancellation of existing reservations can be done by email the SFYC Fleet Manager.

**Boat Charters and Reservations are not approved or valid until expressly confirmed by email from the SFYC Fleet Manager.**

### **Boat Check Out/In and Equipment List**

Each time a boat is sailed the **SFYC RS21 Boat Check Out/In Form** must be completed and turned in to the SFYC Race Office or their representative. All items on the list are supplied and must be checked and returned, noting any issues or loss. The “Boat Kit” is a blue waterproof duffel and contains:

- VHF radio
- Spare spectra line

There is an orange dry bag in the forward hatch with the following equipment in it. Please do not open or remove anything unless required to do so:

- Laminated boat registration
- Airhorn
- 3 flares
- Anchor and rode
- Throwable PFD

Check the battery charge level, and know that the maximum run time is one hour. **The engine should be thought of as a means to get in and out of the harbor and cove**, not relied upon for long-distance transit.

- Upon return leave the boat in a clean and seamanlike manner.
- Unless instructed by Fleet Manager, leave the boat as you found it (including sails, rudder/tiller, and Boat Kit)
- Ease backstay tension to a soft but not loose (“at rest”) setting.
- Attach the main halyard to the end of the boom to use as a topping lift and adjust along with vang and mainsheet tensions to minimize boom movement.
- Secure jib halyard to starboard side eyestay and spinnaker halyard to port side eyestay, take up slack and cleat.

- Remove and rinse rudder and tiller and stow in padded bag.
- Return all loose Supplied Equipment in the “Boat Kit.”
- Check that docklines and fenders are secure and will keep the boat in position if the wind shifts.
- **Remove all trim marks, notes, tape, Velcro tabs etc. and clean off any tape residue.**
- Secure the forehatch and aft hatch.
- Main and jib should be rolled and stored following orientation procedures. Spinnaker should be flaked and bagged.
- **Remove and dispose of all garbage.**
- Remove all personal belongings.

### **Sailing and Operating Rules**

The following items and actions are mandatory:

1. Compliance with all USCG regulations.
2. Charterer is required to supply his/her own personal safety equipment for him/herself and for all crew, as well as any other personal sailing equipment needed in light of the existing and predicted weather conditions.

The following items and actions are PROHIBITED:

1. Use of the boat in any regattas or races other than those listed on the SFYC RS21 webpage, or without permission of the SFYC Fleet Manager
2. Use of the boat outside the following boundaries:
  - a. The race area of a regatta, and transit to and from
  - b. For non-race sailing:  
See Addendum 2 “Open Sailing Area”
3. Use of the boat outside of the Charter Term
4. Use of the boat for practice when the sustained wind is over 22 knots
5. Rafting of boats, unless instructed to do so at SFYC
6. Leaving the boat unattended, except at the approved list of locations. (Angel Island docks, St Francis YC docks, regatta host’s docks)
7. Leaving the boat at anchor or on a mooring
8. Using the boat to tow any other vessel, unless expressly requested to do so by an SFYC representative

Except in an emergency or in order to prevent damage or injury, or when directed by an SFYC representative or other Authority such as USCG, otherwise, the following are PROHIBITED:

1. Sailing or operating the boat in a manner that it is reasonable to predict that significant damage would result.
2. Operating the RS21 without an SFYC Certified RS21 Skipper on board.
3. Adjusting or replacing any rigging or hardware.

### **In an Emergency**

In the event of non-serious or non-life-threatening emergency please call:

SFYC Fleet Manager Adam Corpuz-Lahne  
628-226-9507

SFYC Director of Sailing Forrest Gay  
415-272-9091

In the event of serious injury or life-threatening situation follow the following procedures:  
Use your VHF to hail on channel 16: "US Coast Guard Sector San Francisco" (3x), followed by  
"This is sailing vessel [name]."

They will want to know the following:

1. Your position
  - a. GPS lat/lon: Available on the VHF screen
  - b. General geographic location
2. Number of people on board and if they are wearing lifejackets
3. Nature of your emergency
4. Description of your vessel (21 foot sailboat, with [color] trim)

They may ask you to switch VHF channels, so know how to do that.

They will determine how to assist in coordination with a Fire Department, most likely Tiburon.  
They may determine that alternate ambulance locations are preferred, like Richmond, Berkeley,  
or San Francisco.

The USCG is in the business of saving lives, not boats. Arrangements to get the boat back to shore at SFYC, or elsewhere, should proceed as soon as practicable with SFYC support or by other means if deemed necessary.

### **Damages and Damage Charges**

The charterer authorizes a charge of up to \$500 in the event of damage (per incident), to cover the insurance deductible, and must sign an Acknowledgement Form prior to sailing. Damage that is less than \$500 will generate a refund for the difference. Members will have the charge applied to their Club account, while non-Members will have the charge applied to a major credit card provided prior to the charter. In some cases, the damage incurred, or the repair required, may not be resolved at the time the boat is returned from the charter, and the deposit will be held until resolved. The charterer should inspect the boat and equipment prior to leaving the dock and communicate any deficiencies with the person conducting the Check Out/Check In before leaving the dock.

## **CONTACTS**

SFYC Fleet Manager: Adam Corpuz-Lahne  
Mobile: 628-226-9507  
rs21@sfyc.org

SFYC Director of Sailing: Forrest Gay  
Mobile: 415-272-9091  
forrest@sfyc.org

SFYC Race Office: Helen Galli  
415-789-5647  
race@sfyc.org

SFYC Front Desk  
415-435-9133

## **Addendum 1 - Race and Racing Practice Sailing and Operating Rules**

The following items and actions are PERMITTED:

It is permitted to take on board the following equipment:

1. Basic hand tools
2. Adhesive tape or Velcro tape but not duct tape
3. Line (elastic or otherwise, of 4 mm diameter or less)
4. Pencils and non-permanent marking pens
5. Tell-tale material
6. Watch, timers, hand held compass, hand held electronic wind instrument and Velocitek ProStart (or similar RS21 Class Rules approved unit)
7. Handheld VHF
8. Soft-shackles, cotter pins/ring dings and clevis pins
9. Self-adhesive sail repair tape/material
10. Cooler, snacks, hydration

And to use these items in the following ways:

1. Attach tell tales
2. Prevent fouling of lines, sails and sheets, or securing the spinnaker halyard
3. Prevent sails being damaged or falling overboard
4. Mark control settings
5. Make minor repairs and permitted adjustments

The following items and actions are PROHIBITED:

1. Use of the boat in any regattas or races other than those listed on the SFYC RS21 webpage
2. Use of the boat outside the race area of a regatta, and transit to and from
3. Use of the boat outside of the Charter Term
4. Use of the boat for practice when the sustained wind is over 22 knots
5. Rafting of boats, unless instructed to do so at SFYC
6. Leaving the boat unattended, except at the regatta host yacht club's docks.
7. Leaving the boat at anchor or on a mooring
8. Using the boat to tow any other vessel

Except in an emergency or in order to prevent damage or injury, or when directed by a Race Official or other Authority such as USCG, otherwise, the following are PROHIBITED:

1. Sailing or operating the boat in a manner that it is reasonable to predict that significant damage would result.
2. Operating the RS21 without an SFYC Certified RS21 Skipper on board.
3. Rigging and Hardware:
  - a. Use of duct tape anywhere on the Boat.
  - b. Marking directly on the hull or deck with permanent ink. Use of pencil is permitted. All marks are to be removed by the Charterer prior to Check-in.
  - c. Marking of halyards, sheets or other running rigging with ink or any other permanent mark. Tape or thread may be used.

- d. Adjusting the tune of the rig.
  - e. Adjusting the mast shroud (Vs or Ds) turnbuckles.
  - f. Using a mechanical advantage to adjust the tension of the vang, Cunningham or outhaul.
  - g. Omitting any headsail hank or mainsheet block.
  - h. Running any component of the running rigging in any configuration which varies from the layout shown on the deck layout diagram in the Sailing Manual.
  - i. Changing out of the supplied loose hardware (blocks, shackles, hiking stick etc.) for items brought onboard by the Charterer.
  - j. Use of metal shackles other than those supplied (and those only for their intended purpose). Use of soft shackles is permitted.
  - k. Adjustment of the gap between the top of the rudder pintles and gudgeons.
  - l. Removing or adjusting the length of the tiller extension.
  - m. Moving the position of the bowsprit limit strap on the foredeck.
  - n. Adjusting the tension of the lifelines, except to tighten to meet class rules.
  - o. Increasing or decreasing the number of purchases on any of the running rigging assemblies.
  - p. Use of the shrouds (including any inner shrouds) to facilitate tacking or gybing, or to aid the projection of a Crew member outboard.
  - q. The use of electronic wind instruments other than those forming part of the Boat's standard equipment, except that hand-held wind instruments may be used, provided they are not integrated into the Boat's standard equipment. A Portable GPS Electronic like the Velocitek ProStart (or similar as permitted by the Class Rules) may be used. Mounting bracket for a Velocitek ProStart is not supplied. If the Charterer is using a different model unit, he/she may use Velcro, tape or lashing to attach the unit to the mast.
4. Boat and Equipment:
- a. Any additions, omissions or alterations to the Boat or Supplied Equipment (except as expressly noted as being allowed in this document).
  - b. The use of any part of the Boat or Supplied Equipment for a purpose other than that intended or as specifically permitted in the RS21 Class Rules.
  - c. Replacement of a part of the Boat or Supplied Equipment without the prior sanction of the RC. All replacement parts or equipment are to be supplied by the SFYC and installed by the Fleet Manager.
  - d. Repairs to any part of the Boat or Supplied Equipment. All repairs are to be carried out, or arranged by, the Fleet Manager.
  - e. Moving Supplied Equipment from its Normal Stowage Position except when being used.
  - f. Leaving any Supplied Equipment off the Boat for racing – e.g. standard equipment
  - g. Hauling out a Boat.
  - h. Towing the Boat, except when expressly requested to do so by an SFYC representative.



## **Addendum 2- Open Sailing Area**

The Open Sailing Area is inside the green line. Be aware of shipping channels that transit the area

