

First Mate's checklist

Before Boarding:

- Remove shore power
- Remove bow lines per skipper's wishes (If the wind is up leave them until it's time to leave the dock)
- Undo lifelines - hook top-to-top and bottom-to-bottom
- Remove binnacle bag, winch covers, instrument covers, and sail cover. Put everything in the binnacle bag
- Get crew to start cleaning and put up cushions & ensign
- Uncoil halyard, main sheet, reef line (make sure reef has a stopper knot)
- Open reef and vang clutches
- Slack reef line from starboard side of boom (drape over boom until out of the slip, then drop back down)
- Check and flake furling line
- Open Halyard spin lock; remove halyard from boom and attach to Mainsail head. HAVE SOMEONE ELSE DOUBLE CHECK THAT IT'S SECURE
- Close the Halyard clutch (spin lock)
- Take Genoa sheets off the cleats and give each one 1 wrap around the winch
- Put winch handles in combings -yellow in port, gray in starboard
- Ready to sail? Take off all lines **except** Port Stern

Raising the sail:

- Close hatch cover
- Close Mainsheet and Halyard spin locks**
- Check wind direction - raise sail when heading straight into the wind
- Someone at mast to jump the halyard; Someone at winch to pull the halyard C. Someone monitoring the reef line (keep it flowing as the sail goes up)
- Remove sail ties right before you raise the sail

Returning to port:

- Close the hatch
- When nearly at Harbor opening, tighten the mainsheet and the vang to prevent boom swing

- Foredeck crew member opens (raises) and secures the Lazy Jacks
- Cockpit crew member puts halyard on winch and locks it in place (using the winch brakes - so it doesn't slip when opening the spin lock clutch)
- When foredeck crew is ready, open the spin lock
- Hold line against the winch as you remove all but one wrap, then lower the sail while watching the person at the mast flake it
- Smooth the leach of the sail and the flakes to minimize creasing of the sail, then secure with sail ties
- Lower and secure Lazy Jacks (make sure to do this before removing the halyard from the head!)
- When sail is down, remove halyard from the winch and LEAVE THE CLUTCH OPEN
- Foredeck crew and cockpit crew work together to take the slack out of the reef line (foredeck person follows the line from leech to luff, checking the blocks for snags as it's being pulled in to cockpit)
- Cleat the port Genoa sheet, leave the Starboard sheet slack until crew has stepped off to secure the boat
- Ease the mainsheet and vang
- Walk the halyard back from mast to end of boom and secure it.
- Using the winch, tighten the halyard until boom is level(90 degrees to mast)
- Lock the halyard clutch and secure the Halyard and Mainsheets
- Follow all normal stowage procedures - cover the mainsail, combing, instruments, binnacle, winches; check that all lines are either cleated or stowed properly; stow cushions, read engine hours, stow ensign, clean cockpit, open lifelines, etc.