

“Strickly for Fun” Arrival Manual

1. Purpose of the Arrival Manual.

This manual describes what will happen when we arrive at our destination.

Docking is best accomplished with at least two people on deck.
Your assistance in helping the boat arrive is greatly appreciated.
This manual will instruct you on what to do to help us arrive.

The actions of the line handlers can have more effect on the quality of the docking then Scott’s steering, so do not blame me for a bad docking!

There are three types of arrivals, at a dock, on a mooring (a buoy), or anchoring.

1.	Purpose of the Arrival Manual	1
2.	Arrival Checklist	2
3.	Bow Thruster Operation	3
4.	Lines	4
5.	Knots	5
6.	Docking parallel to the dock	6
7.	Docking bow or stern in to a slip	7
8.	Mooring to a Buoy	8
9.	Mediterranean mooring	9
10.	Rafting up	10
11.	Shutdown	11
12.	Leaving the boat	12
13.	Shore hookups	13
14.	Setting the Anchor	14
15.	Anchor issues	15
16.	Storm / Hurricane Anchoring	16
17.	Customs	17
18.	Custom Questions	18

2. Arrival Checklist

Before arrival:

Plan for tides.

Check if this port is a “Legal Port of Entry”.

Study harbor charts.

Do not enter strange harbors at night or under bad conditions.

If harbor has reefs arrive near noon, with a rising tide if possible.

Aim for half tide rising.

At 12 miles-2 hours out:

Hand Pump bilge.

Extended flush of each head-5 gallons.

Pump holding tank and gray water tank.

Jettison non-fresh food.

Determine if too tired to land.

Check engine room.

Fly the Q flag or the courtesy flag.

Check that the chain is not tangled in the chain locker.

Turn Y valves to holding tanks. (Holding and gray water)

Attach anchor to chain.

At 6 miles – 60 minutes out:

Show crew how to tie to a cleat with our practice cleat.

Hand Pump bilge again.

Notify Crew - assign roles.

If docking: Prepare fenders all three sides of boat.

Prepare docking lines.

Prepare pasarelle. (rig lines, get control)

If anchoring: Prepare bow anchor and if needed stern anchor.

Confirm anchor is attached to chain

Prepare windless.

If mooring: Get boat hook.

Get gloves

Prepare mooring line to run thru buoy.

If you fear for your safety anchor off shore.

At 2 mile – 20 minutes:

Check reverse, bow thruster.

Turn off Radar.

Turn stabilizers to center.

Contact marina.

3. Bow Thruster Operation

(Owner page 83)

Start up:

1. Run main engine for extra 12 volt power.
2. Confirm the bow thruster disconnect switch
 Located in the step under guest head, is closed.
3. Max run time 3 minutes.
4. Activate control run bow thruster, by pressing both on buttons at the same time.

Shut down:

When the bow thruster is no longer needed, press the off button.

4. Lines

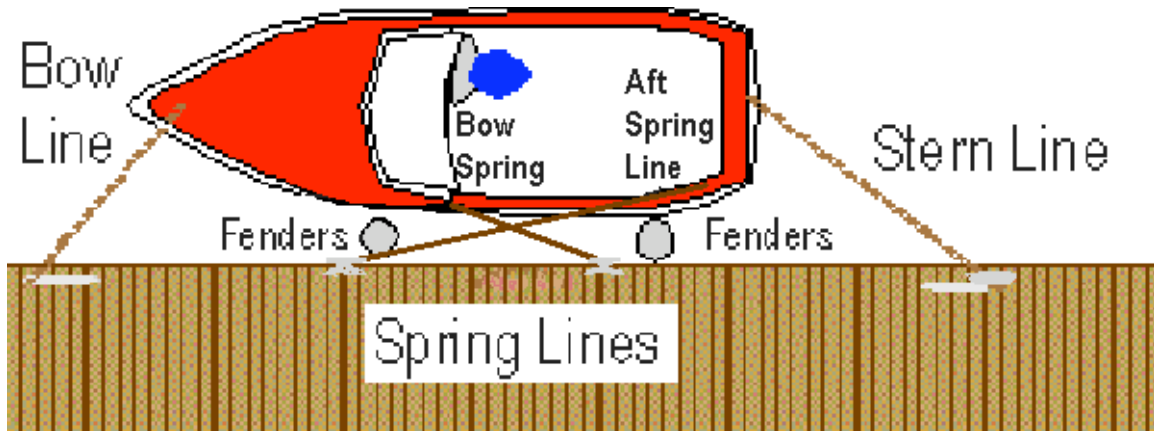
Line names: Additional info “Dockmanship page 18”

Bow line: From the front of boat to the cleat farthest forward on the dock.

Forward Spring line: from middle of boat back to 3rd cleat from the front.

Aft spring line: from boat stern, side closest to dock to the 2nd cleat from front.

Stern line: from boat stern, on the side away from the dock, to rearmost dock cleat.



To throw a line

Wrap the end that stays on the boat around the non-throwing hand.

(This is to prevent you from losing the line-like Gilligan did!)

Divide the coil and hold in both hands.

Make sure your hands are free to swing and the line will not catch anything.

Swing your hand back, forward, back and carry thru releasing the line.

Let the coil in the other hand run free.

Aim to throw the line in front of the person, not at them.

Crew actions on docking:

First one off boat holds line outside railing.

Steps off boat (do not jump!) and wraps line half around cleat.

Second person goes other direction.

Also wraps line half around dock cleat to allow stopping the boat.

Lines are coiled clockwise, using moderately large loops.

If you are using a bollard on the dock, the line going to the boat should be on top.

Slow the boat down with the line at the end of the boat wrapped around a cleat.

If placing a loop on a piling that already has a loop on it, feed your loop inside their loop, from the bottom.

5. Knots

Never let the line get between your hand/fingers and the boat, cleat etc.

Learn how to tie to a cleat with our practice cleat:

1. Go to the far end of the cleat on the boat side.
2. Do one full turn around the base (2 ends).
3. Do a complete set of figure eights around the cleat (2 ends).
4. Finish with a loop around one horn.
5. Insert end of line under top line.



Tying to a piling:

If someone is already attached to the piling.

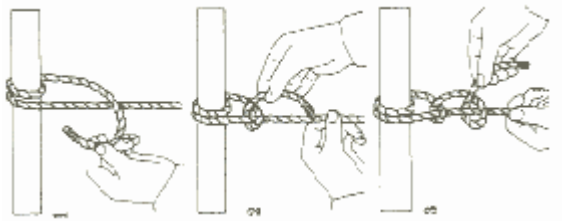
Dip the line (run your loop up thru their loop then over piling).

Tying to a mooring:

Use Round turn and two half hitches.

Cruising Boat Sailing page 152

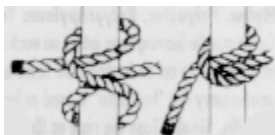
The Klutz Book of Knots – knot number 3 (you need to add a turn)



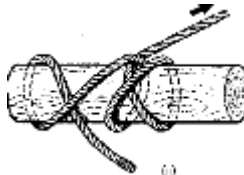
When using a line to hold the boat wrap around one horn of a cleat.

Release tension slowly on cleat

Clove hitch



Rolling Hitch-clove hitch with addition loop between the first two.



6. Docking parallel to the dock

Needs four lines and works best with two people on the dock.

Never let the line get between your hand/fingers and the boat, cleat etc.

Handling while Docking:

Remember boat has left hand prop.

Turns sharper to right.

Best to turn into the wind.

At the slip center the steering wheel.

Most of the time in Neutral.

Forward/reverse in idle will move the boat.

If necessary a short burst of power will help turn the boat.

Pre-turn the wheel so you get most turning effect for least forward motion.

Boat only turns with the gear in forward, especially when in reverse.

Best control when docking into the wind.

Use reference points off other boats.

Come in with the boat heading into wind/current.

The first line off the boat and used to control the boat is the stern line.

If it is calm or wind/current is parallel to shore:

Come in at a 15-25 degree angle.

The bow will be pushed faster than your stern.

If the wind/current is from the dock:

Come in at a 45-degree angle.

Need to maintain a slightly higher speed.

Swing back of boat towards dock before going into reverse.

If the wind is blowing into the dock:

Stop 3 feet from the dock and wait for the wind to blow you in.

If there are two people on deck to help tie off:

First line tied is bow spring line (the one that runs from the middle to the rear).

First person holds line outside railing and steps off (no jumping).

Then take in line until boat is 3 feet past center of docking space.

Then walks forward to wait for the bow line.

Second person takes stern line (from rear of boat) half around rear cleat.

They may have to halt forward motion.

The aft person (2nd) gets back on the boat and hands bow line to the 1st.

Person at rear takes ties up the front line.

If one person on deck to help tie off:

The person holds stern line outside railing and steps off (no jumping).

Then take in line until boat is 3 feet past center of docking space.

Then walks forward to wait for the bow line.

Helmsman hands the bow line to the 1st person.

7. Docking bow or stern in to a slip

Handling while Docking:

Remember the boat has a left hand prop.

Turns sharper to right.

Turns starboard when backing up.

Never let the line get between your hand/fingers and the boat, cleat etc!

Best to turn into the wind.

At the slip center the steering wheel.

Most of the time in Neutral.

Forward/reverse in idle will move the boat.

If necessary a short burst of power will help turn the boat.

Pre-turn the wheel so you get most turning effect for least forward motion.

Boat only turns with the gear in forward, especially when in reverse.

Best control when docking into the wind.

Use reference points off other boats.

Bow in Approach:

Approach with the slip on the starboard side.

Even if you have to do a u-turn to enter it.

Come in slowly.

4-6 slips before the one you want -- shift to neutral.

Before the boat reaches the slip turn the rudder.

Work the boat around with short busts of power.

Stern in Approach:

Approach with the slip on the starboard side.

Even if you have to do a u-turn to enter it.

Come in slowly.

Shift into neutral 4-6 slips before the one you want go into.

Turn boat before slip

Remember prop walk will bring the boat to its starboard.

Work the boat around with short busts of power and prop walk.

If two people are on deck to help tie off:

First line tied is bow spring line (the one that runs from the middle to the rear).

First person holds line outside railing and steps off (no jumping).

Then take in line until boat is 3 feet past center of docking space.

Then walks forward to wait for the bow line.

Second person takes stern line (from rear of boat) half around rear cleat.

They may have to halt forward motion.

The aft person (2nd) gets back on the boat and hands bow line to the 1st.

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If one person on deck to help tie off:

The person holds stern line outside railing and steps off (no jumping).

Then take in line until boat is 3 feet past center of docking space.

Then walks forward to wait for the bow line.

Helmsman hands the bow line to the 1st person.

8. Mooring to a Buoy

Wear eyeglass holder to keep glasses from falling in water.

This is best done with two people on deck.

The person working with the line should wear gloves.

Never let the line get between your hand/fingers and the boat, cleat etc.

Make sure mooring is strong. Dive if possible.

Items needed:

Boat hook.

Spare line.

Approach from downwind.

Come along side to lowest point of the railing (middle of boat).

If mooring between two buoys

Approach and secure the stern one first (downstream one).

Make sure the prop does not eat the stern line.

Mooring:

Use boat hook to catch pickup line or if no line, pickup the buoy line itself.

The person using the boathook lifts the line to the second person.

If you can not lift with the mooring line with the boat hook,

Place a line from the boat around the mooring line and use the windlass.

If there is a real mooring line place that line over center cleat.

Never let the hand get inside the mooring line loop.

If no mooring line tie your line to buoy using a round turn and 2 half hitches.

Remember to place chaffing gear.

9. Mediterranean mooring

A Mediterranean tie up is where you back the boat into the dock.

Most often used in Europe, and especially in the Mediterranean, and the Caribbean.

Check to see if the bow is held in place by mooring buoy, or pilings, or your anchor.

Place fenders on both sides (5 per side).

Place fenders on swim platform.

Make sure anchor is ready.

If using a mooring buoy then a bow line and a boat hook are required.

If between pilings, this will require 4 lines and a boat hook (sometimes 2 boat hooks).

This works best with three people.

One person stands on each stern corner and one handles (lets out) the bow line.

Ask what kind of bottom?

Handling while Docking:

Remember boat has left hand prop.

Turns sharper to right.

Turns sharper to starboard when backing up.

Mooring:

If there is no mooring buoy:

Requires 2 stern lines and an anchor. Place anchor as described later.

Drop the anchor 100-200 feet out (same distance as other boats+setting)

Make sure anchor is set.

Back into the dock. When close to dock (5 feet secure the anchor).

If there is a mooring buoy:

Place mooring line as described in prior section.

Tie off stern lines then tighten up the mooring line.

If there are pilings to moor too:

Attach the first upwind/up current line, use boat hook if needed.

Then attach upwind stern line.

Then attach the forward downwind/down current line.

Attach downwind stern lines and tighten boat into place.

If no wind, or wind is from the front:

Use tension on the bowline to keep the boat heading straight back.

If wind from the side:

Aim upwind of the slip and stop and let the wind blow you to the slip.

(Easiest if wind is off the port, can use the engine to move upwind)

Use bow thruster as rudder.

Tying up:

Windward line brought ashore first.

Secure two mooring lines to the cleats on the stern and cross them going to shore.

This means the line on the left (port) of the boat goes to the right (starboard) cleat.

Pull on the forward line to tighten the stern lines. There should be a 3-foot gap.

Additional info "Dockmanship page 70, Cruising boat sailing – page 90."

Place the gangplank in place.

10. Rafting up

Ask permission first from person rafting up to.
Many harbors limit the number of boats in one raft.

This process takes six lines.
Two of which must reach to shore.
Place fenders on both sides of the boat.
If rafting up to another powerboat face your bow the same as the other boat.
Works best with three or four people. One on each boat, and one on shore.
Put the line to shore first to hold boat in position.

Place the line that holds the boat against the current first.

Tying up:

- 1: line from bow to nearest cleat on other boat (bow – bow).
- 2: line from bow to farthest cleat on other boat (bow – stern).
- 3: line from stern to nearest cleat on other boat (stern – stern).
- 4: line from stern to farthest cleat on other boat (stern – bow).
- 5: Tie outboard forward clear to forward cleat on dock.
Remember to place the loop in thru the other loops. (Dipping)
- 6: Tie outboard rearward clear to rearward cleat on dock.
Remember to place the loop in thru the other loops. (Dipping)

11. Shutdown

(Owners page 25)

Pilot house:

1. Turn off electronics.
2. Turn off lights.
3. Run the engine at 1000 RPM for 3 to 5 minutes
4. Throttle back to 700 rpm
5. Turn off engine by depressing and holding STOP pushbutton.
6. Hold for 5 seconds after engine dies.
7. Turn off key.
8. Leave engine room blowers on an additional 30 minutes.
9. Update Engine logs.
10. Secure binoculars, etc.
11. Confirm Q flag is up.

Deck:

1. Place extra Fenders.
2. Check lines.
3. Plug in shore power cable.
4. Rat / mouse / cockroach poison by all lines.
5. Check anchor chain is secure.
6. Plug chain pipe with rag. (Keep out insects and rodents)
7. Cover windlass.
8. Tie up flags.
9. Check if chafe protection is needed.
10. Place zinc in water.
11. Windows shades.

Engine room:

1. Turn off thru hulls.
2. Close engine fuel valves.

Final:

1. Call whoever is holding the float plan:
2. After all required visits drop Q flag.
3. Take trash out to shore disposal.
4. Turn engine room blowers off after a half hour.

12. Leaving the boat

Close all below the waterline thru hulls

Each head has 2 (total of 4) .

Wet Bilge has 5.

Engine room:

Close main engine and generator fuel valves.

Check bilge pumps & float valves.

Turn on drain in exhaust.

Pickle water-maker with biocide.

Interior:

Close all ports and hatches.

Pilothouse:

Turn off all electric items

Except for Bilge Pump

Refrigerator & freezers.

Anchor light if needed.

Especially turn off pressure water pump, and saltwater washdown.

Secure engine keys.

Decks:

Clear decks, including flybridge and lockers.

Turn off propane fuel.

Place covers on windlass, mast and boom, windows.

Place window covers on.

Dockside:

Turn off dockside water.

Check shore power cords.

Check dock lines and chaffing protection.

Double up on dock lines.

Check chaffing gear.

Place Zinc.

If leaving to go to shore:

Leave a dinghy attached to the boat.

Leave radio on timer.

Leave lights on a timer.

Lock up boat.

LEAVE Contract information in the window.

13. Shore hookups.

Electrical

Works best with two people - one on boat and one on shore.

1. If harbormaster did not state power amperage, go ashore and read off outlet.
2. Check to if we have the correct adapter.
3. Bring voltmeter from saloon.
4. Wire it up.
 - a. Green, yellow is ground.
 - b. Find 230 between any two wires and use it.
5. Make sure master shore power switch is to OFF - ask helm or captain.
6. Remove power cord from lazarette and the correct adapter.
7. **MAKE SURE CIRCUIT BREAKERTO INVERTER IS OFF IF 50HZ.**
The big cable is 50 AMP, the small is 30 AMP.
If 120V 15 or 20 amp service is available, use the adapter and the 30 amp cord.
8. Determine which power outlet on the boat to use and open.
Looking at outlet from left to right
Aft 50 amp 30 amp.
30 amp 120V, 50 amp 240/120v, 50 amp 240/120v Air conditioning TV phone
9. Run cord to shore outlet without letting it get wet or dirty.
If it got wet rinse it with fresh water and dry.
10. Make sure it has a secure loop going over the hand rail, without any tight bends.
11. Inspect boat end of plug, not scorched or bent then plug cord into boat.
12. Inspect shore plug to look ok-not scorched, bent, and then plug in to shore power.
13. Inform captain that the task is complete.
14. **CHECK THE SHOE POWER VOLTAGE IS 120 /230 not 380V.**
15. The captain will turn set boat to use shore power?

TV – normally not used because most marinas do not support this feature.

Same procedure as Electrical.

Plug is located in aft cockpit.

Phone – normally not used because most marinas do not support this feature.

Same procedure as Electrical.

Plug is located in aft cockpit.

Place Large Zinc in water.

Stored in aft cockpit in pouch.

Tie to railing.

14. **Setting the Anchor**

Wear eyeglasses holder to keep glasses from falling in water.

Set Anchor

HELM

Discuss plan, position, other boats, slope, scope, and current and wind changes, life vest.
Turn on windlass control.

Call out depths

Boat to natural position and coast

Reverse at 1 knot-1, 000 RPM (gradual)

Set MOB waypoint when anchor dropped

Maintain speed at 1 knot in reverse

Add 200 rpm

Add 200 more rpm

Takes 2 transits (with distance)

Set depth alarm, GPS alarm, Radar alarm

Dive, or lower camera to check anchor

After everything is secure and all lines are

DECK

Attach trip line & buoy if necessary.

Close all hatches.

Lower anchor to waterline.

At best spot to drop and signal helm with hand to back up.

When water flows over chain reverses, drop and control fall.

Pay out scope to 4 (plus slope factor for depths).

When anchor is taunt step on chain to tell if anchor is holding.

If backing down hard on chain use snubber.

Check for slipping.

Check for slipping.

Let on more scope as necessary.

Place Snubber on chain and let out till snubber taut and tie off.

Let our more chain until it is almost touching the water.

Place chain lock.

Place chafing gear.

If windy place spare chafing gear upstream from actual.

Change scope by adding/removing 20 or 30 feet every day.

Make sure fender (float) and knife are stored by windlass.

Ok turn off blower.

Turn on Anchor light.

If another boat is coming forward from your rear-you are dragging!

Add more scope (do not need to worry about swing, everyone in same direction.

Drop second anchor.

Place second anchor at 45 degree from first.

For most power daisy chain a second anchor 10 feet before first with chain.

If swinging drop a second anchor, do not set, use for drag.

Snubbing with 20 foot of 3 strand nylon rope.

In coral: Buoy chain above the ground for 2/3 towards boat using fenders.

Anchor in deeper water.

Bahamian moor:

Place up wind/current anchor first.

Then left the boat drift to the location of the second + distance to set.

Then set as above.

Motor to middle location.

15. *Anchor issues*

To use second bow Anchor

- Get 5mm hex wrench, wire wrap cutters, deck plate key, big Phillips screwdriver.
- Open deck plate and retrieve end of anchor chain.
- Remove anchor from chain locker.
- Attach chain to anchor and place on anchor roller.

Factors for anchoring site selection:

- Holding factor.
- Underwater hazards.
- Traffic.
- Tides and currents.
- Depth if dragging.
- Swinging room.
- Swing if wind changes.
- Location of other boats.
- Sea and weather protection.
- Escape route.
- Insects.
- Noise.

Anchoring Problems:

- | | |
|---------------------|--|
| Low drag | If mud allow anchor to settle longer or reset. |
| Sudden drop | Anchor rolled out of set - snub gently. |
| Erratic vibrations | Skipping – reset or change anchor. |
| Steady high load | Use tandem anchors. |
| Moves gradually | Larger anchor, tandem. |
| Moves aft quickly | Seek better ground. |
| Laying Beam To Wind | – If not current must be dragging. |

Signals

- Point left, right to go left or right.
- Point forward, and backward to go forward and backward.
- Stop put hand up facing forward.
- To kill engine, face pilot and draw finger across throat.
- To speed up make a fist with thumb up going up, move fist up and down.
- To slow up make a fist with thumb up going down, move fist up and down.

US Admiralty Court Decision No 124-5861 of 1956 states:

“A vessel shall be found at fault if it anchors so close to another vessel as to foul her when swinging (and/or) fails to shift anchorage when dragging dangerously close to another anchored vessel. Furthermore, the vessel that anchored first shall warn the one who anchored last that the berth chosen will foul the former’s berth.”

- Anchor Watch means checking position every 15 minutes.
- Always check the weather before turning in when anchored.

16. Storm / Hurricane Anchoring

Always best to ride out storms at sea, not near shore, moored or far out!

In addition to regular boat storm protection we will:

Pump out holding tanks. No spills on boat.

Top off water and fuel tanks – if need to live off boat, less free surface.

All boat batteries topped off, starting batteries tied to house (for pumps).

Storm window protection up.

All thru hulls closed-if on board leave engine open, to allow starting.

Everything off deck, boat hooks, emergency gear.

All antenna's down, and removed if possible. Lash all lines at mast.

Plug anchor hawser, plug cover engine exhausts, plug dorade vents.

Take pictures of how you are tied to the dock, or anchored, AND OTHERS.

Remove boat papers and store on land.

If anchoring-most important is anchor location:

Anchor so other boats will not drag into you, 10 – 1 scope.

Dive yours and their anchors to make sure it's good.

Check their chafe protection.

Wing swing area (360 degrees). Protected from winds and seas.

Rivers with areas prone to heavy rain, flooding are dangerous.

Place 3 anchors at 120 degrees, with poly trip lines

Chafe protection double attached.

Place spare chafing protection upstream ready to use.

Be the most Windward boat, no one will break free into you.

Spare anchor hanging above bottom as spare.

Or place anchor in on short scope to stop swinging, hammerlock moor.

2 Sets of Chafing Protection placed on spare anchor.

If at dock:

ALL lines (at least 12), fenders, fender boards, chafe protection used out.

Tie lines high on posts and use line preventers to stop lines from slipping off top.

Double tie to every point at least 12 lines out, with chafe protection.

Long lines, use double sheet bends, double clove hitches, not bowlines (chafe).

Point bow at least protection area (out to sea).

Leave key in ignition and leave instructions how to start.

Leave instructions on how to contact.

If on boat: Get weather radio and AM/FM radio, and portable TV.

Run jack line between pilothouse and anchor.

Prepare harness, kayaking helmet, and racing goggles, mast, fins and snorkel.

Prepare abandon ship bag.

Wear water shoes, knife, radio, life-vest, and emergency strobe at all times.

Dinghy: Best if inside, or 100 to 300 hundred miles inland.

Dinghy deflated, empty, or full of water.

Dinghy tied down with chafe protection 3 inches of cover between ropes.

Have someone else double check your boat preparations.

When weather passes dive boat before moving, and call relatives.

17. Customs

Everyone should have:

- Passport.
- Copies of passport.
- Passport photos.
- Visas.
- Prescriptions and receipts for over the counter drugs.
- International Certificate of Vaccination. (UN Health Card)
- Medical insurance.
- Proof of travel home Airplane ticket, or cash.
- Proof of financial resources.
- If driving - International Drivers license.

Ship should have:

- Crew Lists: name, address, passport number, place and date issued.
- Clearance papers from previous port of call. (US form 1378)
- Stores List
- Electronics List, binoculars, model number, serial number.
- Phrase book.
- US Coast Guard Certificate of Documentation.
- Bill Of Sale. (Two names)
- Radio License.
- De-rating certificate.
- Insurance Certificate.
- Pen, Blank paper, Carbon paper, at least 5 sheets,
- Ships stamp and red ink. (Stamp each page in log book).
- Color copies on heavy paper of all papers.
- Cash.
- Notarized form to request copies of ships papers.

During visit:

- Be polite and only the captain talks to officials.
- Expect Quarantine officer, Customs officer, and Agriculture officer.
- Ask which other officers will be boarding or where to go.
- Check hours and if they are open tomorrow.
- Everyone is crew, not carrying cargo.
- Never hand over originals, hand over copies and allow them to be used.
- If official want to hold passports, say no needed to use it at the bank.
- Ask what do we need to do to cruise these waters.
- How long could I stay before duty is charged.
- Ask how long can we stay, how do we renew visas.
- Ask about duty free purchases.
- Ask about exit procedures.
- Ask about safety.
- Ask how do I make crew changes.
- Ask what is necessary to flying home and back.
- Get receipt for all monies from officials-if none join him on his return to office.
- Can I call on Port Captain.

18. Customs Questions

Length over all:

49 ft

15 meters

Beam:

16.4 ft

5 meters

Draft:

6'2" ft

1.9 meters

Displacement weight

lbs: 88,500

kilograms: 40,250

Gross Tonnage: 58

Net Tonnage: 46

Gross Tonnage: Is the total enclosed space or internal capacity of a vessel, calculated in terms of "tons" of 100 cubic feet each. This was agreed upon many years ago as the average space or volume required by a ton (by weight) of general merchandise. Goss tonnage includes all spaces below the upper deck as well as permanently closed-in spaces on the deck

Net / Registered Tonnage: Is a measurement of the earning power of a vessel when carrying cargo. Thus to arrive at a net tonnage figure it is necessary to deduct from the gross tonnage the volume of such spaces as would have no earning capacity or room for cargo. For example, on a ship there would be deducted the volume of the fuel compartments, engine room, crew's quarter, bridge, etc. Many charges against vessels, such as canal tolls, harbor dues, etc., are based on net tonnage.

46 Registered Tons