



## **Sailnorthwest Charters, LLC**

### ***Charters Operations and Procedures Manual***

#### **Our Responsibility:**

Sailnorthwest Charters, LLC, will provide you with one of our special yachts, cleaned and in good working order. Before you board, your boat will have been serviced, filled with fuel, water, and all systems fully charged. Your cabins and heads will be clean and made up, your galley stocked with cooking utensils, and provisioned if you request.

#### **Your Responsibility:**

As a charterer/skipper you have the responsibility of the vessel and crew in your hands. You must exercise good seamanship and navigation. Always carefully study the charts and cruising guide before setting off on the next leg of your journey. Identify hazards and difficulties in your planned route. Scrupulously follow the checklists of your vessel, and quickly inform us of any problems. Pay attention to weather, local information, and navigational changes and record them for future use.

- Complete the daily checklists of departures and arrivals and record any changes in your log.
- Keep all inventory stowed in its place; report any breakage in your log.
- Be careful not to track salt water, sand, or debris on the boat.
- It is your responsibility as the charterer to clear in and out of customs when coming or going to Canada.
- Always secure your vessel by closing hatches and putting up the companionway boards when departing for day trips. When in Canadian ports, please lock the boards.
- Dispose of garbage in an appropriate manner.
- All charters end at noon; give your self enough time to disembark by that time.
- Please leave your yacht in a tidy condition and all items placed back where you found them.

## ***General Information***

### **Sailing Log**

Sailnorthwest Charters will provide you a sailing log for your week aboard our ships. Please feel free to use this as a general note-taking tool, but it has been furnished more as a conversation device between you and us. Anything, good or bad, that you believe deserves attention please record for us. It can be as simple as a broken dish or as necessary as recording hidden hazards. Please document any mechanical, physical, or environmental problems. This information is valuable feedback, which we will use to improve our service in future charters.

### **Provisioning**

If you have chosen us as your provisioner, your goods will be purchased and stowed before you arrive. Please check our list to ensure all of your requests have been met. No refunds will be given on unused provisions.

If you need to provision, local grocers are nearby. When you are underway, many local grocery stores are located at various ports.

### **Linens**

When you arrive on your will be stocked with fresh linens. Extra towels, blankets, and pillows are available, just ask us.

### **Gratuities**

Some folks ask us about gratuities. Gratuities are not required but if you have had a wonderful experience and wish to tip your crew a gratuity of 10 to 15% is customary.

### **Cruising Restrictions**

Because of the rocky nature of the San Juan Islands, no night sailing or sailing in fog is allowed. Please give yourself plenty of time to get into a safe harbor.

### **Clearing Customs**

If you cross into Canada, you must clear customs on both sides of the border. This is the sole responsibility of the charterer. Clearing customs requires ships registration and passports for each person on board. Only the captain may leave the boat until the vessel is cleared.

Charterer is responsible for any loss or damage to persons, property, or to the yacht should the resume supplied contain false information.

## **Drugs**

Sailnorthwest Charters has a zero tolerance policy in respect to narcotic or illegal drugs. Be aware that possession of such substances if detected will be prosecuted to the fullest extent of the law. If you are passing through customs in Canada or back in the U.S. be prepared to be boarded and searched. Prescription drugs should be stowed in your personal bags and be accompanied by your doctor's written prescription.

## **Alcohol**

Please be aware that the charterer/skipper is responsible for the vessel and crew at all times. When drinking alcoholic beverages use caution and moderation as your guide. Never operate the vessel while drinking or intoxicated. Charterer is responsible for any loss or damage to any person or vessel due to excessive drinking by any member of the charter party.

## **Security**

Although the incident of theft and crime in the San Juan Islands is extremely low, and we personally have never had a problem at any anchorage or dock, it is the responsibility of the charter crew to ensure the safety of the vessel and its contents as well as themselves. Sailnorthwest Charters will not be held responsible for any loss or damage due to theft or a crime of any kind.

Therefore, always practice good security measures.

- Never cleat your dingy painter (line) on top of another's.
- Close all hatches and boards before leaving the vessel.
- When in foreign or large ports, please lock the boards.
- Keep your dingy and outboard chained where advised.
- Don't leave large amounts of cash or valuables on board.
- Be cautious of inviting strangers on board.

# *Lily Pad Vessel Operations and Charter Checkout Sheet*

## **GENERAL INFORMATION:**

**Boat Name:** Lily Pad

**Boat Type:** Islander 40'

**Slip Number:** Gate 5, slip 4

**Lock Combo:** 2327

**Emergencies:** Call Griff at (707) 245-7590, cell

## **CONFIGURATION:**

**Keel:** Fin

**Draft:** 7.20' (Note: Do NOT try to enter Fisherman Bay or East Channel to Roche Harbor)

**Rudder:** Spade

**Prop Walk:** Starboard

## **ELECTRICAL**

### **12 Volt**

**Battery Switch:** Leave on "All" for starting and when motoring under way.

**Blower Switch:** Blower – all the way out. Depth – ½ way out

**GPS:** The switch is not on the electrical panel. Shut off when not in use.

**12 Volt Charger:** Blower switch on panel.

**Auto Pilot/Bilge Pump:** The autopilot and bilge pump (electric override) are both on the same switch. Flip the switch to the left for bilge pump and to the right for autopilot. Center position is off.

## 120 VOLT

**Shore Power Cable:** Turn AC Master switch off at panel before disconnection shore power. Take cable with you. Plug-in is at the aft starboard side of the boat.

**Battery Charger:** Battery charger will charge all batteries when shore power is on.

**Hot Water:** Turn on hot water heater at panel when connected to shore power.

## **ENGINE**

**Fuel Fill Access:** Starboard amidships. Key is in the Navigation station drawer.

**Oil:** Check oil daily. Fill using funnel in front of engine. Oil dipstick is on the port side of the engine.

**Raw Water Filter:** Monitor engine cooling water exiting exhaust for good flow. Eel grass will clog the filter and it must be cleaned if clogged. Engine damage or failure will occur if this is clogged.

**Belts:** Spare belts are located in bottom drawer of the navigation station.

### To Start The Engine:

1. Open engine cooling water thru-hull valve if it is closed.
2. Check coolant overflow tank
3. Check diesel fuel.
4. Rotate the master battery switch to the "Both" position for maximum starting power.
5. Check engine and transmission fluid levels.
6. Put the gearshift in neutral.
7. Place the throttle in the idle position. This is the position in which the engine starts most easily.
8. Turn the engine switch to the ON position. This will energize the instruments.
9. Engage the pre-heat switch if the engine has not been on for the last 30-60 minutes.
10. Pre-heat for about 15 seconds.
11. Press the start button for no longer than 2 seconds and the engine will start.
12. Once the engine is running press the red button at the top of the panel to activate the tachometer and the oil pressure.

### **Check the following:**

Be sure to check the water flow from the exhaust outflow. If there is no water then the engine will overheat.

Oil Pressure at least 30 psi.

No abnormal engine vibration.

Water temp 215 to 232 degrees

**Stopping:**

1. Be sure engine is in neutral.
2. Turn switch to off.

DO NOT ABRUPTLY STOP an over-heated engine. If at all possible, allow the engine to cool at idle.

**RPM:** Keep engine RPM at or below 2000. 2000 RPM will produce a speed of about 5-6 knots.

**INSTRUMENTS:**

**Auto Pilot:** Auto pilot mounts on starboard aft end of cockpit and plugs into receptacle. Mount and auto pilot are located in navigation station. Engage wheel lock for auto pilot to function. See Owner's Notes.

**Depth Gauge: Depth Sounder:** Located on the forward starboard side of the cockpit, this instrument must be turned on before you leave any dock or anchorage. The switch for it is located to the left of the stairway looking aft and is energized by the first indent of the switch. The second indent is for the blower. If you know that you are in water under 600' the depth sounder will register accurately. Under 20' it will give you decimals.

**Knot Meter/Wind Gauge:** Located on starboard bulkhead. Upper left is knot meter. Upper right is wind speed. See Owner's Notes.

**WATER:**

**Capacity:** 60 gallons. Fill up every chance you get and manage it carefully.

**Fill:** Located on port side.

**Hot Water Tank:** Heated by AC when at dock or by engine running. See Owner's Notes.

**Water Hose:** The water fill hose is located in the aft starboard steering quadrant access.

**SAFETY**

**Owners Notes:** Blue book at navigation station.

**First Aid Kit:** Located in hanging closet.

**Man Overboard sling:** Located on stern rail starboard side. Make sure end of line is tied to bottom of rail or mooring cleat.

**Flares/Horn:** Located in bottom drawer of navigation station.

**Life Jackets:** Eight of them located in port cockpit lazarette.

**Flashlight:** Located in navigation station with charts and currents.

**Tools:** Tools are located in the starboard cockpit lazarette.

**Boarding step:** Remove by rotating D-rings so they will fit through the toe-rail slots.

**Boat Hook:** Boat hook is located in starboard cockpit lazarette.

**Hazards:** Eel grass, rocks, kelp. Logs, fog and crab/shrimp pots.

### **RIGGING**

**Main Sail:** Uses bolt rope instead of sail slugs. The sail needs to be hand fed into the mast slot.

**Main Topping Lift:** Cleated on boom. Use when sail is furled to reduce chafing of dodger. Ease off when sailing to reduce chafe on mainsail.

**Boom Vang:** Cleat doesn't hold so leave it tied in current position.

**Emergency Tiller:** Located in aft lazarette.

**Backstay:** Don't exceed 150 lbs. of pressure on the gauge.

### **GALLEY/BBO**

**Refrigerator:** On/Off switch in the fridge unit. Under Way: Use block ice. Do not turn on while at anchor. See Owner's Notes.

**Coffee:** Melita drip system

**LP Gas:** Tank located on aft rail. Turn off when not in use.

**LP Gas Switch:** Located above refrigerator on bulkhead, also at nav circuit breaker.

**Stove Top Burners:** Remove cover by unlocking the two slide bolts on either side of the front. Lift up cover and slide being stove unit. Turn on LP Gas at tank and then turn on LP gas switch. Turn on burner and light using hand igniter. Pilot at bottom of oven using hand igniter.

**Oven:** Turn on oven to any temperature and light. See Owner's Notes.

**Sink:** Water at faucet is on 12 volt pump. Foot pump is fresh water at smaller faucet on port corner of sink.

**BBQ:** LP Tank attachment is in starboard lazarette. Remove from BBQ when not in use. LP canisters are located in the same lazarette. Please feel free to use them and then replace at your convenience.

### **MAIN SALON/BERTHS**

Table: **Pull down/push up. Leaves fold up.**

**Saloon Pipe Berths:** Settee back cushions fold up to make larger berths. When the cushions are folded up it adds another single berth above the settee. (This makes four berths in the main saloon).

**Lee Cloths:** Use port and starboard lee cloths to hold provisions... drinks on starboard and dry goods on port.

**Bedding:** Located in V-Berth.

**Wall heater:** You will be shown how to use during checkout.

**Mr. Buddy Heater:** Located under port settee berth.

### **HEAD/HOLDING TANK**

**Head:** No paper goes into head. All paper and other products go into the wastebasket under the sink. **See head operation in owner's notes.**

**Holding Tank/Overboard Y Valve:** Located on port side under v-berth. Tank is 17.5 gallons.

**Pump Out:** Located on starboard side.

### **ANCHORING/DOCKING**

**Scope:** Ideal scope is 7:1 (10:1 if not holding or expecting heavy winds). Monitor what your neighbors are doing. Anchor near boats with same ground tackle as yours. See Owner's Notes.

## **DINGHY**

Comes with outboard engine.

**Towing:** Secure oars, gas tank (close fuel vent) and bilge pump. Tow at maximum length from boat unless docking or maneuvering in tight quarters. Do not attach to stern pulpit. Always use cleat for dinghy painter.

**MORE COMPLETE INFORMATION FOR THE ABOVE SYSTEMS IS FOUND IN THE OWNERS NOTES LOCATED IN THE NAVY BLUE MANUAL IN THE NAVIGATION STATION.**

**Anchor:** The boat is equipped with two anchors. They are in the anchor locker at the bow of the boat. They are **not secured to a cleat** on the boat so take care to secure the anchor rode when you set the anchor. The primary anchor is an 18kg. Bruce with 50 feet of chain and two hundred feet of rode. The backup anchor is a Danforth. There is no windlass at this time. We have designed a winch system to weigh the anchor.

**Auto Pilot:** The autopilot control head is located in the main saloon on the starboard side above the nav station. The unit needs to be mounted in the cockpit. The auto pilot is attached to the wheel and needs the lever to be turned down to lock the wheel. The main switch for it is on the DC circuit breaker panel. Use of the autopilot is recommended when crossing large bodies of water but care must be taken to keep a sharp lookout for other boats, logs and other debris in the water. Please refer to the owner's manual if you are unfamiliar with the Autohelm model.

**Back stay (Hydraulic):** Operating tension 150 lbs. of tension. DO NOT over tension! You will be responsible for any damaged caused by over-tensioning.

**Batteries:** There are three batteries. 1 and 2 are wired together and used for house use (lights, refrigerator). Battery 3 is used for starting only. If the engine won't start with the house batteries do the following. There is a key that needs to be turned on to start the engine. After starting the engine let it run for 20 minutes to charge up the start battery, then turn the key off. When the engine is off the start battery will disconnect from the house batteries. If you monitor the batteries you should always have power.

**B-B-Que:** The Bar-B-Q is permanently located on the stern port rail. Propane gas cylinders are located in the starboard lazarette. Please do not remove the BBQ!

**Bathroom Sink and Galley Through-Hull Valve:** Located under the sinks, these valves control the water output from the sinks. They should be in a parallel position when open. They should be perpendicular when closed. It is not necessary to close them under normal circumstances.

**Control Panel:** The AC and DC master control panels are located to the right of the navigation table. They control all the major systems in the boat. Circuit breakers are turned on and off as needed.

**Depth Sounder:** Located on the forward starboard side of the cockpit, this instrument must be turned on before you leave any dock or anchorage. The switch for it is located to the left of the stairway looking aft and is energized by the first indent of the switch. The second indent is for the blower. If you know that you are in water under 600' the depth sounder will register accurately. Under 20' it will give you decimals.

**Dinghy:** Lily Pad/Passages comes with an 8-foot hard bottom dingy. Please do not overload the dingy with passengers or equipment. Always be sure that it is securely attached to an aft cleat on your vessel before departing any dock or anchorage. She rides best when towed at the end of the dinghy painter. Shorten painter when docking or close maneuvering to prevent the line from getting fouled in the prop. An outboard motor comes with the dinghy.

**Dinghy Outboard Engine:** To operate the engine,  
Open the air intake valve on the gas tank.  
Pull out the choke.  
Make sure the engine is in neutral.  
Pull on the starter rope until the engine starts.  
Push the choke button in after 5-10 seconds.

***Do not remove the engine from the dingy.*** It is secured with a rope so that it cannot be lost if dropped in the water. If the engine is submerged in the salt water, please note it in your log, as we will have to perform additional maintenance. Outboard oil must be mixed with gas at a 50-1 ratio.

**Emergency Tiller:** This is located in the aft port locker.

**Engine Access:** To access the engine, remove the companionway steps and hang the steps on the brass rail in front of the stove. You can easily check the oil and water levels.

**Engine Starting Panel:** Located port side of the wheel in the cockpit. It contains the engine temperature, oil pressure, tachometer, start and stop toggle switch, and glow plug switch and gages. The boat has a separate starting battery. **Throttle:** Located on the starboard side of the steering pedestal, this will control your speed forward and

backwards. The gearshift is located on the port side. ***Never shift gears unless the throttle is at idle.*** Do not run the engine higher than 2000 rpm's. A comfortable cruising speed is between 1800 and 2000 rpm's, which will give you a cruising speed of 6 knots.

**To Start The Engine:**

Open engine cooling water thru-hull valve if it is closed.

Check coolant overflow tank

Check diesel fuel.

Rotate the master battery switch to the "Both" position for maximum starting power.

Check engine and transmission fluid levels.

Put the gearshift in neutral.

Place the throttle in the idle position. This is the position in which the engine starts most easily.

Turn the engine switch to the ON position. This will energize the instruments.

Engage the pre-heat switch if the engine has not been on for the last 30-60 minutes. Pre-heat for about 15 seconds.

Press the start button for no longer than 2 seconds and the engine will start.

Once the engine is running press the red button at the top of the panel to activate the tachometer and the oil pressure.

**Check the following:**

Be sure to check the water flow from the exhaust outflow. If there is no water then the engine will overheat.

Oil Pressure at least 30 psi.

No abnormal engine vibration.

Water temp 215 to 232 degrees

DO NOT ABRUPTLY STOP an over-heated engine. If at all possible, allow the engine to cool at idle.

**To stop the engine:** Move the throttle to the idle position and allow the engine to cool for a few minutes before shutting down.

Turn the ignition switch to the off position. Never stop the engine by stopping its fuel supply. This can cause severe and permanent damage to the engine.

Water Temperature: 180 degrees is normal

Battery Charger: 13 –14.5

Oil Pressure: 40-60 is normal

**FOLDING PROP:** A folding prop takes time to engage. Plan ahead when leaving the dock or changing gears. You must be aware that the folding propeller may produce more vibration than the fixed prop. If extreme vibration is noted, reduce RPM's to an idle and shift into neutral, as one of the blades may not have opened. Failure to heed this vibration warning may lead to damaged shaft, strut, or strut bearing.

**First Aid Kit location:** The First Aid Kit is located in the cabinet in the head above the toilet.

**Flair Kit Location:** The Flair Kit is located in the drawer under the nav table.

**Hatches:** There are 3 hatches that open from the inside. Please be sure to secure these when in rainy weather. Also, take care not to step on them from the outside, as they WILL crack, break or leak.

**Hose:** The hose is located in the port side locker in the cockpit with the nozzle.

**Life Jacket Location:** There are 8 adult life jackets located in the port lazarette. Please use the jackets whenever you are underway. Life jackets are required by the USCG for children 12 and under. The port office has life jackets available for children free of charge. Be sure to remember to take the life jackets with you when you are in the dinghy.

**Lights:**

**Main Galley:** There are many lights in the main saloon and galley. To turn these on, turn the DC panel cabin light switch to on, and on the lights on the fixture it self. The light bulb list is located in the Islander Owner's manual.

**Anchor Light:** Always turn on the anchor light when you are anchored at night. The switch is located on the 12-volt panel.

**Running lights:** You should never be cruising at night in the San Juan Islands, however if an emergency appears and you must move the vessel during restricted visibility, turn on the running lights and the mast light. The switch is located on the DC panel.

**Paper Towels:** Extra paper towels are located in spaces behind the settees. Please feel free to use these then replace them at your convenience. Cleaning supplies are located under the galley sink and in the cabinet under the head sink.

**Power:** There are two kinds of power on Lily Pad: 12-volt battery (DC) and 120 (AC). There are (2) 12-volt house batteries. The boat also has a separate starting battery. The start battery is turned on by a red switch behind the nav table close the floor. It must be turned on when starting the engine and then turned off when at anchor to preserve the battery. A shore-power battery charger charges all batteries when at the dock. The alternator charges when the engine is running and start battery is in the on position and house batteries are set to both.

**Power Cord:** The dockside power cord is a 30-amp cord. It is normally kept secured on the aft rail.

**Refrigerator:** The refrigerator runs on the house batteries. It uses a lot of power so be sure to **turn it off at night when anchored or the engine is not running**. The batteries are charged on shore power and by the alternator, so if you are at a dock or motoring you may leave the refrigerator running. The cold control is located inside the refrigerator. Ice blocks work great to keep the food cold when not at the dock. The 10 cubic foot icebox is

equipped with a drain at the bottom corner that drains through a 5/8" hose directly into the bilge. It has been found that placing a small rubber ball over the drain will prevent cold air from escaping out the drain. Simply move it occasionally when the melting ice raises the water level.

**Main AC Power Switch**: Located bottom of the AC-panel, this must be switched off whenever you disconnect from shore power.

**Shower Floor Drain**: Whenever one takes a shower, water will accumulate in the bilge. To drain this water you must turn on the bilge pump switch on the DC panel.

**Stove/Oven**: To use the *stove* you must:

Turn on the propane handle on the propane tank located aft of the cockpit.  
Turn on propane solenoid located in the galley on the wall.

Next, turn the preferred burner to on and ignite with the fuel wand kept in the top silverware drawer.

If you want to turn the oven on:

First turn on the propane tank located on the transom.

Turn on the propane solenoid. In the galley on the wall.

Turn the oven knob to 'pilot on' and ignite the pilot light with the fuel wand.

Once the oven pilot light is on wait a minute and then turn the oven temperature selector to the desired temperature.

***Always turn the oven or stove burners off after use, and turn the PROPANE canister off. Turn the propane solenoid off. Do not leave the oven control on 'pilot on' position.***

## TOILETS

**Toilets:** Do not dispose of toilet paper or any other products in the toilet. The head is very particular and will clog easily. Please use the wastebasket under the sink for all paper and foreign objects. If the toilet should become blocked, do not take the toilet apart in an attempt to fix it. Not only will this be a most unpleasant experience for you, it will also make our job much more difficult as we will likely have to replace parts. **The charge for a blocked toilet or broken macerator is \$500. It is critical to make sure salt water intake is closed so the toilet will not overflow and cause the boat to sink.**

To use the toilet...

Turn lever to wet bowl

Add little water by using the pump handle

Do your business

Put paper in waste basket

Flush using the pump handle

Turn the lever to dry bowl

Pump to evacuate bowl

**Holding Tank:** Holding tanks are required on all inland vessels. Dumping is not allowed within 3 miles of coastal waters. The boat has a 17.5 gal. holding tank with a macerator and a Y valve, which is located in under the V-berth, port side.

To **select toilet to holding tank**, turn Y valve counter-clockwise.

To **select toilet to overboard** position turn Y valve clockwise, always leave through-hull open.

To empty the holding tank while in open waters:

Open thru hull valve under head sink

Turn Y valve to counter-clockwise position

Turn the macerator switch located on the DC control panel to on

Listen for the macerator motor speed to change so you will know when the tank is empty (**less than 2 minutes!**). Flush the tank with several gallons of water through the toilet, restart the macerator pump to empty the tank. Add holding tank deodorizer (OdorLos, located in the cabinet under the head sink) to tank through the toilet.

To use **dockside pump-out facilities**, follow directions located on shore-side pump.

**Tool kit location:** The tool kit and spare parts are located in the starboard lazarette or in the drawers under the nav table.

**Transom Ladder:** Located directly in the center of the transom, this ladder will assist you in climbing in and out of the water or dingy. Please be sure that it is securely tied while underway.

**VHF Radio:** The VHF Radio is located on the stbd side of the companionway. There are directions posted on the wall to the right of the unit at the nav table.

**Water Tanks Filling:** Lily Pad has (1 60 gal. water tank located under the port settee. Your tanks will be full when you board, however when you need to refill, first ***make sure that you are putting water down a water tank hole, not a fuel or holding tank hole.*** It is marked, and located on the port side amidships. We find that the tank lasts three days for two people if you are careful by not letting the faucets run. We find that the water at Friday Harbor is good, Roche Harbor not so good!

**Hot water tank:** Water is heated by means of the shore power connection or a heat exchanger from the diesel engine. Average heating times are 15 minutes for shore power, 30 minutes for heat exchanger.

**Wheel Lock:** Located on the starboard side of the steering wheel. ***Never lock the wheel as it may destroy the autopilot or you may not have steering when leaving the dock.***