



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 vessel your beds will be made with fresh linens. Extra towels, blankets, and pillows are stowed in each cabin.

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 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.

Sailnorthwest Charters shall not be held 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. Sailnorthwest Charters is not 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.

Spotlight Gal Vessel Operations

Anchor: The boat is equipped with three anchors. Two are in the anchor locker on 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 a 22 lb. Bruce with 20 feet of chain and two hundred feet of rode. The backup anchor is a Danforth. There is a third Danforth and it is located in the aft starboard lazarette.

Auto Pilot: The autopilot control head is located in the main saloon on the starboard side above the settee. The main switch for it is on the DC circuit breaker panel. Use of the auto pilot 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 5000 model.

B-B-Que: The Bar-B-Q is permanently located on the stern starboard rail. Propane gas cylinders are located in the starboard lazarette

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.

Cleaning Supplies: Your vessel is stocked with ample cleaning supplies for every day use. They are located underneath the galley sink.

Control Panel: The AC and DC master control panels are located above the refrigeration unit. They control all the major systems in the boat.

Depth Sounder: Located on the forward port side of the cockpit, this instrument must be turned on before you leave any dock or anchorage. The switch for it is on the DC panel.

Dingy: Spotlight Gal 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 attached close to the boat. 8hp Mercury outboard comes with her

Dingy 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 by opening the lid on top of the companionway steps and lifting the two removable trays. The salt-water strainer is located in front and below the engine. To check the salt-water strainer, first close the water intake valve located behind the strainer. Open the strainer and check for any debris. After checking, be sure to open the water intake valve or the engine will overheat.

Engine Starting Panel: Located behind the wheel in the cockpit. It contains the engine temperature, oil pressure, rpm's, kill switch, start switch, and glow plug switch and gages. The boat has a separate starting battery. The start battery is turned on by a black switch to the top left of the DC panel. It must be turned on when starting the engine and turned off when at anchor to preserve the 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 5 to 6 knots.

To Start The Engine: Put the gear in neutral, advance the throttle lever just a little, and make sure the engine stop control is pushed all the way in or the engine will not start. There is a toggle switch next to the engine stop control that must be in the up position to start and to heat the glow plug. This is the overheat and low pressure oil alarm. There are two steel buttons on the stbd. Side of the panel. The closest to the stbd. side is the glow plug heater. Push this on for 20 seconds. While holding it down push the button next to it to start the engine. The engine will smoke a little when first started but will settle down when it warms up. Be sure to check the water flow from the exhaust outflow. If there is no water then the engine will overheat.

To stop the engine, pull the engine stop control out. When the engine stops push the plunger back in and move the toggle switch next to it to the down position.

Water Temperature: 160 is normal

Battery Charger: 13 –14.5

Oil Pressure: 40-60 is normal

If you see a dramatic difference from one day to the next, this may indicate an engine problem. Please contact us immediately.

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 cabinet on the stbd. side of the companionway.

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 may crack or leak.

Hot Water Tank: The hot water tank has a separate on switch located on the AC panel. The hot water tank will automatically heat whenever your engine is in use. However, when you are on shore power you must turn the hot water switch on for it to heat up. You may leave this on continuously while at shore power.

Hose: The hose is located in the port side locker in the cockpit and the nozzle is in the stbd. Cubby in the cockpit.

Life Jacket Location: The life jackets (4 adult, 2 child) are located in the stbd. Cabin. Please use the jackets whenever you are underway.

Lights:

Main Galley: There are two overhead lights in the main galley. To turn these on, turn the DC panel cabin light switch to on, and switch the lights on.

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 at night, turn on the running lights and the mast light. The switch is located on the DC panel.

Paper Towels: Ample extra towels are located in the head cabinet.

Power: There are two kinds of power on Spotlight Gal: 12-volt battery (DC) and 110 (AC). There are (2) 12-volt house batteries. The boat also has a separate starting battery. The start battery is turned on by a black switch to the left of the 12-volt panel. 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, #1 and #2. It uses a lot of power so be sure to turn it off at night when anchored. 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 above the 12-volt panel to the right. Do not turn it higher than 3.

Main AC Power Switch: Located at the top 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 CNG handle located in the port lazarette
Next, turn the preferred burner to on and ignite with the fuel wand kept in the top silverware drawer.

If you want to turn on the *oven*:

First turn on the CNG.

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 CNG canister off. Do not leave the oven control on 'pilot on' position.

Throttle: Located on the starboard side of the starboard steering wheel, this will control your speed forward and backwards. The gearshift is located on the port side. Never change gears unless the throttle is all the way down.

Always be sure that the gear is in neutral before you start the engine.

A comfortable cruising speed is between 1800 and 2000 RPMs.

Never run the engine above 2000 RPM's. If it is run higher than this it does not increase your speed but you will only use more fuel.

Toilets: There is one head on Spotlight Gal. To operate the toilet, push the brass lever forward (towards the entry door) to allow some water to enter the bowl. Close the valve. Use the head. Open the valve and flush about 10 times. Close the salt-water intake by pushing the brass lever until it is straight up. Flush several more times to clear the bowl. It is critical to make sure the intake lever is in the straight up position so the toilet will not overflow and cause the boat to sink.

Do not dispose of toilet paper or any other products in the toilet. Boat heads are very particular and will clog easily. Please use the wastebasket under the sink for all 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 is \$100.

Holding Tank: Holding tanks are required on all inland vessels. Dumping is not allowed within 3 miles of coastal waters. The boat has a 15 gal. holding tank with a macerator and a Y valve, which is located in the locker below the V-berth stbd. side. To **select toilet to holding tank**, turn Y valve counter-clockwise. To **select toilet to overboard** position turn Y valve clockwise. To empty the holding tank while in open waters turn Y valve to counter-clockwise position, and operate the macerator switch located on the DC control panel. Listen for the macerator motor speed to change so you will know when the tank is empty. Flush the tank with several gallons of water from the toilet, restart the macerator pump to empty the tank. Add holding tank deodorizer to tank through the toilet. To use **dockside pump-out facilities**, turn the Y valve counter-clockwise and open the deck access located on the stbd. side amidships. Follow directions located on shore-side pump.

Tool kit location: The tool kit and spare parts are located in the dry locker under the port settee.

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.

TV/VCR: The TV/VCR plays movies. It requires shore power or DC voltage.

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.

Water Tanks Filling: Sailnorthwest Charters has (2) 30 gal. water tanks. Your tanks will be full when you board, however if you need to refill, ***first make sure that you are putting water down a water tank hole, not a fuel or holding tank hole.*** They are all marked, and located on the port side and on the stbd. side amidships.

Water Tank Switching:

You will know that you need to switch water tanks when your water flow is dramatically reduced, or you can hear the water pressure pump continuously running.

To get the water flowing from the port tank you may have to prime the bulb that is located under the port settee. You may need to “bleed” the air from the system by running the sinks.

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 steerage when leaving the dock.***