

READ and UNDERSTAND ALL OF THE BELOW BEFORE OPERATING MISS KELLY

Upon arrival, inspect the boat, rigging and sails for damage. Report damage immediately by phone to the ASA Sailing Coordinator (859-338-7939) or HARBOR MASTER (859-893-6774). Failure to do so will result in YOU being charged for fixing damage reported by the next user.

****If you are **NOT FAMILIAR WITH THE BOAT**, take pictures of the lines securing the boat and tiller so you will put it to bed correctly upon return from your sail.

BOARDING:

- Lock combination is 2772 (CRSA on your phone pad)
- Put hatch boards in brown cover bag (in cab) to protect them and slide bag beneath cabin cushion to prevent movement
- Check rigging for tightness
- Unzip, BUT NOT ALL THE WAY, jib bag on forestay OR if the jib is not on the forestay do the following:
 - Hank jib onto forestay pendant (hanging down in the locker beneath the forestay), and secure to deck with bungie cords in anchor locker so it does NOT blow off boat before hoisting
- When ready to hoist the jib, secure jib bag in the anchor locker by rotating it forward and putting it down into the anchor locker

STARTING ENGINE: (this is a 4 cycle engine; do NOT add oil to the gas)

- **Start the following procedure WHEN YOU FIRST ARRIVE** to let the engine warm up before leaving the slip
- Check **fuel level** in tank. Fuel is not included in the donation fee. Add only NON-ETHANOL gas that is available at the Marina. Motor will NOT use much gas under a normal day's use.
- Loosen the vent cap on fuel tank, and perhaps the entire cap on warm days. When FINISHED FOR THE DAY, TIGHTEN CAP AND VENT CAP
- Be sure the fuel line is securely attached to the engine
- Be sure the kill switch is DEACTIVATED by the **Red plastic fork** in place behind the kill button on the engine
- Pump pressure bulb on gas tank about 5 times; it may not feel hard but enough gas should be delivered to the engine to start it.
- **LOWER ENGINE INTO WATER** so that the lower unit is covered by water. **Leave** the engine in the water when finished using the boat.
- Straighten rudder so it does NOT hit engine prop (stow rudder cover in cabin)
- Set choke (probably just half way on mild to cold temp days) and throttle. The choke is on the front of the engine; throttle on engine tiller. On warm days, the engine will usually start without the choke on.
- Pull Tee Handle smoothly and quickly. Engine should start by the 4th pull. If NOT, pump the bulb again and on mild to warm days turn choke OFF AND pull the Tee Handle several times to start.
- If it doesn't start, it has probably been flooded (it is easy to flood this engine). Let the engine sit while you stow your gear and make ready to cast off before going through the starting procedure above.
- Adjust choke and throttle as needed for warm up.

**** Check to see that **COOLING WATER IS COMING OUT THE PEE HOLE on the back of the engine. IF NOT, SHUT THE ENGINE OFF and report the situation** to one of the two phone numbers above.

LEAVING SLIP:

- Check that sails are in proper condition and halyards attached
- Check anchor locker condition
- Secure dock lines on board. Pelican loops can be hung off bow pulpit and life lines.
- ALWAYS THOTTLE DOWN THE ENGINE TO IDEL BEFORE SHIFTING GEARS.
- MOVE SHIFT LEAVER WITH A QUICK, POSITIVE FORCE. Do NOT GENTLY SLIDE INTO GEAR as this wears on the gears
- NOTE: the engine prop CAN COME IN CONTACT WITH RUDDER. DO NOT LET THIS HAPPEN
- Store fenders in plastic bin in cabin to prevent loss overboard while sailing and dirt on cushions

HOISTING and STRIKING SAILS:

- **TO HOIST MAINS'L**, Turn into wind
 - Remove and Secure sail covers in cabin
 - Raise the mainsail THEN RELEASE THE TOPPING LIFT FROM THE BOOM

- **FOR THE HEAD SAIL:** UNZIP the sail bag **BUT DO NOT UNZIP FULLY**

- **ROTATE AND STUFF SAIL BAG INTO THE ANCHOR LOCKER**
- Come **VERY SLIGHTLY OFF WIND** and deploy head sail
- Stop engine by **PULLING THE KILL PLUG FORK OUT OF THE KILL BUTTON** or just **PUSH IT IN** very hard
- After the engine stops, **REPLACE THE KILL SWITCH FORK** if removed so that the engine can be re-started at a moment's notice.
- **To STRIKE SAILS**, turn **MOTOR ON** and come into the wind, drop **HEAD SAIL** and secure in bag or with sail ties.
- **ATTACH TOPPING LIFT BEFORE STRIKE MAINS'L**: flake mains'l sail over the boom **AS IT IS LOWERED**, and secure with sail ties and then sail cover.
- **STRIKE ALL SAILS** BEFORE COMING INTO THE SLIP or MOORING BALL.

COMING INTO THE SLIP or MOORING BALL:

- Engine should already be running before striking sails.
- Come into the wind
- Strike the **JIB** and secure with bungie cord to deck OR stuff into the jib bag and zip up the bag
- **Strike the mains'l and flake it over the boom** with the battens laying on top of the of the boom. **This can be difficult**; the person in the stern not only has to steer, but also flake and hold the battens in place, **AND** needs to continually pull the flakes to the stern and put on a sail tie.
- **For the slip**, deploy fenders over the side (generally two on dock side and one mid ship on **PORT SIDE**) off the station bases on cabin.
 - ***Have at least one free fender on deck for quick use.***
- Put engine into neutral when approaching dock/mooring ball; the boat will coast for a considerable distance.
- Use **HARD BLIPS OF THE THROTTLE WITH ENGINE IN REVERSE** to **slow or stop the forward motion of the boat**
- Have **CREW FORWARD AND AT STERN** to handle lines to be slipped onto horn cleats on finger pier and to **FEND OFF** the boat from collision with finger pier and the dock on the bow. Fenders in-hand should be used.
- **In slip**, adjust docking lines to secure boat to finger pier: **TWO** off the bow, and **ONE** off the stern. **TIE APPROPRIATE FIGURE 8 KNOTS on the pier cleats! FLEM THE bitter ends of the dock line; DO NOT continue to wrap them around the cleat**
 - Have the **BOW AT LEAST 2 FEET AWAY** from the front of the dock.
- Adjust fenders on side of boat so the boat doesn't bang finger pier.
- **Leave** the engine and the rudder in the water.
- **Hang all** lines and halyards off of boom or bow pulpit as needed. **DO NOT LAY LINES ON DECK OR COCKPIT**; they collect dirt and "rust" the gelcoat.
- Install tiller sleeve if available, and secure the tiller in neutral position with spare line (stern or other lines available)
- If dirty, wash deck and cockpit down with buckets of lake water and deck brush. Supplies are in **PORT-SIDE** locker
- Tidy up the cabin by placing equipment back in proper location: store life vests in container; place winch handles, tools, and other items in proper storage bins.
- **Do NOT** leave any paper material in boat that is **NOT** in a sealed bag. Paper will absorb moisture that then damages the boat's interior with mold.
- **REMOVE all TRASH**
- **Place ALL cushion in cabin up on their edge** to let air reach **BOTH** top and bottom sides to prevent mildew.
- If on a **MOORING BALL**, **PUT ALL FENDERS INSIDE CABIN**

Install hatch boards, **LOCK THE BOAT**

MISCELLANEOUS:

- When rafting up to other boats or temporary dockage:
 1. Have lines and fenders ready in appropriate locations
 2. Be sure that your spreaders do not interfere with the other boat(s) spreaders
 3. Do NOT let boats rub against one another or the dock as **TOE RAILS** are easily damaged along with boat hulls.
- **DO NOT JUMP OVERBOARD WITHOUT THE SWIM LADDER IN PLACE OFF THE STERN.** The ladder is stored in the V-birth
- **IF YOU HAVE A PROBLEM OR DAMAGE THE BOAT, CALL THE ASA SAILING COORDINATOR OR HARBOR MASTER IMMEDIATELY (see top of these instructions). Leave a message if no one answers**