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## Introduction:

The Eleanor is a restored circa 1903 gaff-rigged, raceabout class sloop designed by the naval architect and eminent racing yacht designer, Clinton H. Crane. The Eleanor was built at the B.F. Wood Shipyard in City Island, New York for yacht club racing in and around the Long Island Sound. By 1900 there were more than fifty raceabouts sailing on the Long Island Sound. Clinton Crane helped developed the rules for raceabouts, an early one-design class, and the rules were published in the New York Times on January 15, 1900.

The brothers Henry H. Livingston and Edmund P. Livingston of Oak Hill, on the East Shore of the Hudson, about three quarters of a mile south of the Catskill Creek, purchased the Eleanor in 1927. Oak Hill Landing was the Eleanor's home until 1952.

In 1952 Philip S. Egan purchased the Eleanor from Edmund P. Livingston. Mr. Egan sailed the Eleanor for 46 years until his death in 1998. He sailed the Eleanor from her home on the Catskill Creek as far north as Albany and as far south as New York City, most of the time without a motor. Hundreds of his friends and family sailed on the Eleanor during his ownership. Mr. Egan established the "Hudson River Sailing Club" which, under his supervision, used the Eleanor as a school ship to learn the art of sailing.

In 1982 the Eleanor was listed in the National Register of Historic Places.

The Hudson River Historic Boat Restoration and Sailing Society was formed in 2011 by Philip Egan's descendants and friends with the purpose of restoring the Eleanor and sailing her again. Ownership of the Eleanor was transferred to the non-profit HRHBR&SS at that time.

## Objectives:

The objectives of the Eleanor Sailing Program are:

- to offer members the experience of sailing on an historic wooden racing sloop on the beautiful Hudson River,
- to teach the history of the Eleanor,
- to teach the history of the waterways in which the Eleanor sails and the adjacent communities,
- to offer members the opportunity to experience and learn about the flora and fauna in and adjacent to the Hudson River,
- to teach members all aspects of the art of sailing on the Hudson River,

-to elevate the sailing skills of those members who wish to achieve the ranks of Crew, Mate, and Skipper,  
-to teach members the skills needed to rig and maintain the Eleanor,  
-and as stated in the Bylaws of Hudson River Historic Boat Restoration and Sailing Society Inc. Article 3 section 2:

“The real experience of sailing will be encouraged. On board member vessels and Eleanor, members will have an opportunity to study the navigation charts, study the aids to navigation, observe contemporary river traffic, and use the Coast Guard’s safety guidelines and rules. Participants will use boating vocabulary to communicate with other sailors on board, and practice sailing into the wind, tacking, running with the wind, departing a dock and landing. Electric motor operation will be included. Eleanor will sail from one location on the Hudson River to another location, principally in the upper Hudson River to promote interest in sail and wooden boat history and restoration of the same.”

### Off-Season Home

The Eleanor spends her time on the hard at Riverview Marine Services Inc. 103 Main St. Catskill, NY 12414. Mike and Susan Aguiar are the proprietors. If the Marina looks busy, please park on the street. When working on the Eleanor at Riverview, always place a drop cloth on the ground to catch any debris/dust created. Please cleanup after yourself. The dumpster is at the west end of the property.

### Sailing Season Home

The Eleanor’s sailing season home is the Catskill Marina, 10 Greene Street, Catskill, NY 12414. Sean Meagher is the proprietor. Members have use of the facilities at the Marina which include a swimming pool, restrooms, picnic tables, and grills. Please be considerate of other marina members. The Eleanor is docked near the west end of the docks, look for the wooden mast and green canvas cockpit and sail covers.

### Sailing

Every year a Sailing Coordinator is designated who will manage the sailing schedule. Each month during the sailing season, the following months sailing days and times will be added to an online Google document accessible to the members. Sails are for members in good standing. If you arrange it with the sailing coordinator beforehand, you can pay your dues or join immediately before a sail.

Each Sail needs a minimum of 1 Skipper, 1 First Mate and 1 Crew to go out. The maximum number of people on board the Eleanor is six. You must have achieved the rank of Skipper, First Mate, or Crew to sign up for those seats on a sail. Any member may sign up for a seat as a passenger. Add your name to any seat on a sail that you are willing and able to participate in, even if it exceeds the maximum number. When you close a Google document, all changes will be automatically saved when you exit. The sailing coordinator will choose from those who are signed up based on the crew makeup and how many times a member has already been out on the Eleanor. The people signed up for a given sail will be notified by the Sailing Coordinator +-24 hours before the sail as to who has been chosen to participate. If you are unable to participate in a sail that you have signed up for, remove your name from the Google document, and call the Sailing Coordinator to let them know. Even better, find another member to fill your spot, and call the Sailing Coordinator to let them know of the change.

Heavy rain, forecasted storm fronts, thunder & lightning, dense fog, winds over 15 mph, driving snow, and whitecaps on the river are among the conditions that will cause a sail to be cancelled. Dress for the weather. We may still chose to go out in light rain, cold weather, and no wind. Show up at least 15 minutes before a sail, use the restroom, and be ready to sail. Sails leave from and return to the Catskill Marina unless noted otherwise.

During the sailing season, the sailing schedule will aim for at least three sails a week. In addition, there may be evening and special event sailing. Occasionally there may be longer sails to transport the Eleanor to other ports and events.

When participating in a sail, show up at least 15 minutes early and dressed for the weather. We ask that if you are under the weather or otherwise physically compromised, please reschedule your sail until you are feeling better. Bring a waterproof bag for your personal items. Bring water, sunscreen, a hat, sunglasses, and if desired snacks. Stow your personal items below the benches or in the cabin. You may bring your own life preserver if you like, otherwise one will be provided for you. Life preservers must be worn at all times aboard the Eleanor. Let the sailing coordinator know if you do not wish to assist in the process of sailing the Eleanor during your sail. We welcome passenger-only members, we just need to make sure that we pair you with others who will be assisting with the sailing process. Please let the sailing coordinator know in advance if you wish to bring on board a child or another person who is limited in their ability to follow instructions issued by the skipper or is limited in mobility. The

decision as to whether the individual in question can participate in a sail will be decided by the sailing coordinator.

If it is not too windy or rough, it is possible, once under sail, to share snacks and/or drinks amongst those aboard. Intoxicating beverages/substances are not permitted aboard the Eleanor. Smoking is not permitted aboard the Eleanor.

We encourage everyone to take a turn at the tiller and often rotate stations amongst those on board during the sail. Taking the boat out on the river requires a true team effort. While sailing, everyone's opinions need to be respected. If, for any reason, anyone wishes to return to port during a sail, let the skipper know, and no questions will be asked, and we will return to port.

#### Preparing the Eleanor for a sail

See the checklist in Appendix A.

Welcome the passengers aboard. One hand on the boat at all times when moving about. Review the pre-departure checklist with those onboard. See the checklist in Appendix B.

Once the pre-departure checklist has been completed the Skipper or an individual assigned by the skipper will back the Eleanor out of her slip and into the creek. In congested conditions one prolonged blast means that you are leaving a dock. Three short blasts means you are operating in reverse. Crew shall keep the Eleanor from rubbing the dock and have the boat hook ready to push off from another vessel.

Proceed under motor away from the dock. Once clear, retrieve the fenders and stow them. Proceed to open water until it is safe to raise the sails. In Catskill, due to the narrow mouth of the creek and boat traffic in the creek, proceed out into the Hudson River before raising sail.

Find a place out of the shipping channel and wait until there is no boat traffic in the vicinity. Point the bow into the wind and maintain enough headway to have steering. Loosen the main sheet. Raise the main sail first, keeping the gaff level until the throat is at the top of its travel and tie it off. Make sure the peak of the gaff does not get fouled in the lazy jacks. Finish raising the peak of the gaff until the sail is fully raised. Adjust the

throat and peak until the sail is properly trimmed. A crew member at the mast will be necessary to help sweat the halyards.

Before coiling the mainsail lines, raise the jib and set it. Set a course and begin sailing. Disengage the motor. Coil the halyards.

During the sail, one member of the crew will keep a lookout for other boats on the river, both visually and using an app such as “Marine Traffic” to warn of large ships in the area. One member of the crew will keep an eye on a paper or electronic chart to make sure there is adequate depth for sailing. The depth finder shall be monitored as well.

While the sails are up, all aboard shall remain seated in the cockpit unless otherwise necessary to attend to the operation of the boat.

Running backstays: Any point of sail further off the wind than a beam reach will require loosening the leeward running back stay to avoid interference with the sail and the boom. When changing to the opposite tack, it is important that the loosened running backstay be tensioned before loosening the one on the other side. One running backstay must be tensioned at all times.

Lowering Sail. Find a place out of the shipping channel and wait until there is no boat traffic in the vicinity. Point the bow into the wind and using the motor, maintain enough headway to have steering. Lower the jib and have a crew member on the fore deck to gather it and tie it down with a sail tie. With one crew member at the mast and one on the aft deck, begin lowering the mainsail, keeping the gaff at the same angle as when the sail was fully raised. The crew members on deck will help fold the sail over the boom as it comes down. The crew on the aft deck will need to pull the sail toward the rear as it comes down. Once the mainsail is down, fasten it to the boom with sail ties. Retrieve the boom chock from the cockpit and place it under the boom. Do not install the sail cover until the boat has returned to the dock. Ready the fenders for installation before approaching the dock. Have the boat hook ready on the foredeck in case it is needed to push off another boat.

Upon returning to the dock, all aboard are expected to help restore the Eleanor to a state of orderly readiness for the next sail. If the sails are wet when the Eleanor is put away, someone must be assigned to return on the first dry day to raise the sails, dry them out, and put them away again.

## Maintenance:

The boat's calendar of activities will include maintenance sessions. There is a big push in March to get the Eleanor ready for April launching. The maintenance sessions provide opportunities for members to learn the basics of maintenance and rigging. If you sail on the Eleanor, you are encouraged to also help with the maintenance as you are able to.

## Safety

The safety of everyone on board the Eleanor and other users of the waterway is the number one priority when sailing. The second priority is protecting the National Historic Landmark that is the 1903 Eleanor. The Eleanor was restored with much of the original material remaining in place. Despite the restoration, she is not the racing sloop she was when she was new and she must be sailed as such.

The Skipper is in charge of the sail and has the final say on all sailing procedures. The Skipper may take into consideration the opinions of the crew, but the final responsibility of the safety of the passengers and the Eleanor lies with the Skipper. Only an authorized Skipper is allowed to operate the Eleanor. The boat is only to be used under the auspices of the Eleanor sailing program of the HRHB R&S and its use is governed by this document.

All orders issued by the Skipper shall be repeated back to make sure they are heard and understood. The Skipper is still in charge when someone else is at the tiller.

When a large commercial vessel is encountered on the river, contact shall be established via VHF radio on channel 13 (or 16 if they do not respond on 13.) The intentions of the Eleanor shall be communicated to the commercial vessel. The Eleanor shall be operated under motor power (sails may remain up) and stay out of the channel while the commercial vessel passes. It is the Skipper's responsibility to stay well clear of large ships and follow the rules of the nautical road when encountering other vessels.

The Skipper must know where they are in the tide cycle, stay away from shallow water, and plan cautious tacks leaving ample room for error. Use of the lead line is required knowledge in case of electronic equipment failure.

A current edition of the New York State Boater's Guide shall be kept handy on the boat for reference. Additional copies shall be kept on board for distribution to those who would like one.

All those on board the Eleanor shall have the ability to move about the Eleanor and follow orders unless special accommodations have been made prior to the sail.

The throwable cushion and the tethered life ring shall be accessible and be ready to be deployed at all times in case of a person overboard incident.

Skippers and First Mates shall have their NYS Boating Safety Certificate or equivalent and it is recommended that they are certified in CPR and First Aid.

Safety of those aboard and of the Eleanor shall always be the top priority!

#### What To Do In Case of an Accident

Render all practical aid to other vessels requiring assistance, without endangering people or vessels.

Stop and give your name, address and vessel identification to the owner of the other damaged property.

If there is personal damage or if a person has disappeared beneath the water, contact the sheriff or closest law enforcement agency.

If an accident occurs or an avoidable dangerous situation is allowed to materialize, the incident should be immediately and fully reported to the Board, the other skippers and the Principles of Operations committee Chairperson, who decide whether any limitations should be placed on the skipper(s) involved. The skipper or any crew member can request a review of the incident at the next scheduled (or specially called,) HRHBR&SS meeting. The objective of the review is to learn from the experience and to re-evaluate the qualifications of the skipper involved.

Federal Law requires the operator (or owner, if the operator is deceased or unable to make the report) to file a boating accident report with New York State Parks when, as a result of an occurrence that involves a boat or its equipment:

- A person dies

- A person disappears from the vessel under circumstances that indicate death or Injury
- A person is injured and requires medical treatment beyond first aid.
- Damage to vessels and other property totals \$1,000 in NYS to any one party.
- The boat is destroyed.
- The report must be filed within 48 hours for a fatal accident or within 5 days for a non-fatal reportable accident.
- The skipper must exhibit registration and identification to any person injured and to the owner of any vessel or property damaged.

### Deck Watch program:

The deck watch program provides a chance for members to familiarize themselves with the Eleanor in a non-sailing atmosphere. It also establishes a schedule of boat checks while the Eleanor is in the water. The officer of the deck is in charge for one month and trains and assists the boatswain in their duties.

Officer of the Deck = One Month Stand

Duties:

- Trains the Boatswains as necessary.
- Receives reports from the Boatswain.
- Acts on action items that can't be handled by the Boatswain alone.
- Calls on other members when action items need more help.
- Keeps an eye on the weather forecast for severe weather events.
- Makes report to the Board at the monthly meeting.

Boatswain = Two Week Stand

Duties: See Appendix D.

### Sailing Members:

A sailing member on the Hudson River Historic Boat Sloop Eleanor is any person who enters his/her name into the boat's crew list by printing and signing their name in the back of that season's log book. By so doing, (s)he assumes the responsibility of supporting the boat's programs and following the boat's sailing procedures. By signing

they also release from liability the HRHBR&SS for harm due to their participation in the organization's activities. See the release of liability full text in Appendix K.

### Skill Levels:

Eleanor sailors have different skill levels, with progression from one to another determined by a person's interest, effort, ability, and by passing the appropriate evaluation and certification.

A "passenger" is a member who wishes to sail on the Eleanor for pleasure and is not interested in attaining the first level of certification as "Crew."

A "Crew" member is the entry level of certification. See Appendix E

A "First Mate" is a Crew member who has passed the qualifications for First mate. See Appendix F.

A "Skipper" is a First Mate who has passed the qualifications for skipper. See Appendix G.

### Revisions:

It is the intent that this is a working document and that it will be updated from time to time as needed. Any member can propose changes and/or additions at a monthly board meeting.

## Appendix A

### Preparing the Eleanor for a sail.

Before passengers board:

Remove cockpit cover and boom cover. Stow in cabin.

Check bilge pump operation

Check 12V battery voltage

Check motor battery charge level

Unplug shore power and secure to dock

Hank-on the jib to the fore-stay, attach the jib halyard, and run the jib sheets back to the cockpit. The working end of the jib sheet is on the port side. Check that the jib can be easily hoisted. Secure the jib to the foredeck with a sail tie.

Attach the peak halyard to the peak of the gaff.

Loosen the main sheet, attach the lazy jacks to both side of the boom and tension them to relieve the weight of the boom from the boom chock.

Stow the boom chock.

Remove the sail ties from the main sail and make sure that the peak and the throat halyards are operation properly.

Re-install at least two sail ties.

Place the boat hook on the fore deck.

Welcome passengers and distribute life jackets while they are on the dock. (Children under 13 must don a lifejacket before proceeding onto the docks.)

Direct passengers to use the restrooms if necessary before boarding

## Appendix B- Pre-departure checklist

Welcome passengers aboard, demonstrate boarding and “one hand for the boat” at all times.

Assign seating for those who do not wish to participate in actively sailing the Eleanor.

Personal items are stowed below/behind the benches or in the cabin

The Skipper has been down to Wanatonka Island (the point) to observe the conditions of the river and weather.

The wind and weather forecasts have been consulted and shared with those on board.

The tide state at departure and return is known and shared with those on board.

A plan for the trip is developed based on the above information and shared with those on board.

The float plan including the names of those aboard shall be entered into the log book by the Skipper or First Mate.

The float plan shall be texted or phone called to a responsible party on shore by the Skipper or First Mate.

Members who have not signed the back of the log book that season will sign in.

The life ring with line is in place on the aft deck.

The throwable cushion is accessible and the location is noted.

The paper chart for the sail is handy.

The locations of the fire extinguishers, air horn, flares, first aid kit, and other emergency items are noted.

The use of the portable head is reviewed.

The VHF radio battery level is checked and it is ready and available for use.

The Marine Traffic app is checked for large ships on the river.

Describe and assign positions of lookout, navigator, jib sheet, tiller, and mainsheet

Demonstrate coiling and cleating lines.

Check that the mainsheet is not fouled and is running free.

Check that the anchor is accessible and that the rode is not fouled and that it is attached to the mast or to the halyard riser blocks

Power up depth finder and the Torqueedo motor. Make sure that there is sufficient battery charge as is needed for the sail.

Uncleat the spring line from the dock.

Assign persons to handle the bow and stern lines.

Check that it is clear to leave the dock.

Note the time that the Eleanor leaves the dock.

## Appendix C- Return to dock checklist

Install fenders before approaching dock.

Have a person on the fore deck with the boat hook ready to push-off another boat if needed.

Secure dock lines; stern, bow, and spring.

Remove personal items from the boat and place on the dock.

Contact the person who the float plan was left with.

Secure the main sail and the gaff to the boom with sail ties.

Remove the Jib and stow in the cabin.

Remove the sail covers and cockpit cover from the cabin.

Remove the peak halyard from the gaff and collect the lines at the mast

Remove the lazy jacks, coil, and fasten to the shrouds.

Install sail covers on the boom. Make sure that the gaff is fastened on top of the boom otherwise the cockpit cover will be loose and collect water.

Reconnect shore power.

Turn off depth finder and power-down Torquedo batteries. Note level of charge in Torquedo batteries and turn on chargers if necessary.

Fasten tiller amidships

Check bilge pump operation.

Gather all who participated in the sail and review how the sail went: What went well, what went wrong, how we can improve sails going forward. Were there any equipment problems? Is there any additional equipment that we should have?

Complete the log book for the sail.

Install cockpit cover.

## Appendix D- Boatswain checklist

Boatswain = Two Week Stand

Duties:

- How often the Boatswain inspects the Eleanor depends on how often she is sailed and on the weather. During the regular season and in fair weather, the Eleanor should be checked every two or three days. The Boatswain doesn't need to check on the Eleanor on sailing days because others will be there checking on her. She should be checked more often during severe weather and when she first goes in the water.
- Brings flash light and wears life vest if she/he chooses to do so
- Upon approach to Eleanor, makes a visual check of lines, ensign, waterline, tarp, fenders and overall appearance
- Frees deck of debris
- If needed, secures any lines including dock lines, fender lines and halyard lines
- Checks that main sheet is snug and secure.
- Checks to be certain boom chock is up right and holding boom securely
- Checks to be sure both pumps are functioning
- Checks to be sure the motor is off
- Are batteries on charge? If the Torqueedo batteries were on charge and they are now full, unplug the chargers.
- Is everything in place and is there any evidence of mischief?
- Refastens the tiller amidships.
- Signs Boatswain Book and Dates with A O.K.
- Replaces cockpit cover and does one final visual check.
- Calls or texts the Officer of the Deck and reports - All O.K. Or, calls Officer of the Deck and reports a problem. Photos could be taken with a cell phone to confirm findings.

## Appendix E- Qualifying as Crew

Crew duties include (but are not limited to): learning terminology, parts of the boat, basic sailing, safety, tools and maintenance, line handling, navigation. It is suggested that members certified as Crew take CPR and First Aid training. Crew members will learn to prepare the Eleanor for a sail and to return the boat to order when a sail is completed.

Crew members will learn to tack the Eleanor under sail and to steer and operate the electric motor when the sails are down.

Accommodation will be made for people with physical limitations.

Prerequisites for taking the Crew test:

- Have participated in a minimum of 5 sails on the Eleanor
- If not previously familiar with sailing, has purchased and read “Basic Keelboat: The National Standard for Quality Sailing Instructions (The Certification Series) Paperback – January 1, 2014”
- Owns a rigging knife on a lanyard. The knife should have a sharp blade, a marlin spike, and a shackle key.

### Qualifying test to be certified as Crew on board the Eleanor:

#### Basic Skills

1. Can tie a bowline
2. Can tie a clove hitch
3. Can cleat a line
4. Can coil line with a gasket coil.

Pass \_\_\_\_\_ Needs work where checked above \_\_\_\_\_

#### Approach and Preparedness

1. Arrives one half hour prior to departure and checks in with Skipper.
2. Comes with required items: knife, sun screen, hat, life jacket, is dressed for the weather and is wearing deck shoes or similar.
3. Is not impaired in any sense and is reporting in good health and agility.

Pass \_\_\_\_\_ Needs work where checked above \_\_\_\_\_

## **Preparation to Sail**

1. Sets an example for others by wearing life vest and using one hand for self and one hand for the vessel.
2. Assists with boarding safety precautions for sailing members.
3. Knows where everything is stored and makes certain everything is in its proper place. Reviews "Preparing the Eleanor for a sail" and "Pre-departure" check lists with Skipper.
4. Listens to directions from Skipper, and carries out assignments.
5. Works co-operatively with other crew members and lends a hand when needed.
6. Listens to Sail Plan as given by the Skipper. Asks questions for clarification.
7. Takes assigned station and follows orders as given.

Pass\_\_\_\_\_ Needs work where checked above\_\_\_\_\_

## **Under Sail and Motoring**

1. Repeats and follows orders as given by the Skipper.
2. Keeps an eye out for safety and comfort of all persons on board, for other vessels on the water, and for anything that could cause a dangerous situation. Reports immediately.
3. In emergency situations follows directions immediately. Asks for help if needed.
4. Is congenial and visits with sailors on board.
5. If the opportunity is presented, takes a turn on the tiller and fills sails for best advantage. Demonstrates skills of tacking and running with the wind.
6. Uses motor if needed and follows instruction of how to run the motor.
7. Coils all lines immediately upon leaving the dock and hoisting the main, and jib.

Pass\_\_\_\_\_ Needs work where checked above\_\_\_\_\_

## **Return to Dock**

1. Secure the sailboat By: using appropriate lines, knots, and proper fender positioning (if applicable), allowing for possible changes in wind, current and tide.
2. Assists sailor with disembarking the vessel.
3. Ready the sailboat to be left unattended By: stowing properly all equipment/gear, lines, and sails. Tending to electrical hookup requirements and electric panel switches.
4. Signs the log book.

5. Keeps his/her own book and marks date, and length of time working in Crew Station.

Pass \_\_\_\_\_ Needs work where checked above \_\_\_\_\_

**Other Factors to Consider**

1. Has studied books on sailing \_\_\_\_\_
2. Has or is planning on taking the NYS Safe Boating Class \_\_\_\_\_
3. Has or is planning on taking a CPR and first aid course \_\_\_\_\_
4. Has shown initiative in volunteer hours to join committees and attend meetings.

**Comments** \_\_\_\_\_

**Name of testee:** \_\_\_\_\_

**Signatures of Observers** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appendix F- Qualifying as First Mate

First Mate duties include acting as second in command to the Skipper. Should something happen to the Skipper, the First Mate is able to direct lowering of the sails and is able to return the Eleanor to the dock under motor. The First Mate has and understanding of the principals of how a boat sails, knowledge of all parts of the boat, where all gear is stored and knowledge all procedures. A mate must be able to teach prospective Crew candidates to prepare them for certification. She/he must maintain a personal written sailing log that contains sail dates, hours sailed, jobs handled, sea and wind conditions. This log is to be initiated by the Skipper after each sail.

Prerequisites for taking the First Mate test:

- Has previously qualified as Crew
- Have participated in a minimum of 5 sails on the Eleanor since becoming qualified as Crew
- Has their NYS Safe Boating Certificate
- Has completed CPR and first aid training

### Qualifying test to be certified as First Mate on board the Eleanor:

#### **Skill Set 1. Basic Sailing Terminology**

1.1 Describe and identify the following sailboat parts and their functions:

Hull Deck Transom Keel Mast Boom Gaff Gooseneck Bow Stern Tiller Rudder  
Cockpit Cabin Standing Rigging Shroud Spreader Chainplate Forestay Running  
Backstays Cleat Block Fender Docklines

1.2 Identify and describe the functions of the following sails, sail parts, an sail controls:

Mainsail Jib Head Tack Clew Foot Luff Leech Batten Batten Pocket Running Rigging  
Halyard Mainsheet Jibsheet Lazy Jacks Telltale Outhaul Traveler Shackle

1.3 Define the following terms:

Port Starboard Forward Aft Beam Ahead Astern Abeam Windward Leeward Draft  
Freeboard Heel Weather Helm Skipper Helmsman Crew

**Has demonstrated successfully the above: 1.1 -1.3 (yes or no)\_\_\_\_\_**

**Needs to improve the following :**

---

### **Skill Set 1. Prepare to Depart**

1.1 Put on a life jacket BY: ensuring it is appropriate for the boat/ activity, sized correctly, serviceable, and adjusted to fit properly and meets regulations.

1.2 Confirm that all crew and passengers put on their life jackets BY: ensuring the life jackets are appropriate for the boat/ activity, sized correctly, serviceable, and adjusted to fit properly and meets local regulations.

1.3 Board and move about the sailboat BY: maintaining balance while keeping boat reasonably stable (e.g., minimal rocking) while boarding and distributing persons/ gear appropriately.

1.4 Inspect the sailboat BY: using a pre-departure checklist to confirm a safe platform and verify required equipment and supplies (food, water, battery charge) is on board.

1.5 Rig sails and lines BY: understand running rigging and rigging procedures for specific boat, ensuring sail controls are operational, and using proper knots.

1.6 Electric Panel and Batteries BY: correctly explaining electric panel switches and breakers, and battery wiring and battery switches. Identifying AC and DC current panels and correct disconnect procedure of AC if appropriate.

**Has demonstrated successfully the above: 1.1 -1.6 (yes or no)\_\_\_\_\_**

**Needs to improve the following :**

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### **Skill Set 2. Leave Point of Departure**

2.1 Electric Motor Operation and Checks BY: Understanding the motor controls and power up/motor engagement procedure.

2.2 Leave the dock safely BY: announcing a departure plan considering wind and current directions, managing dock lines, issuing proper commands to crew, powering up motor, check for traffic, engaging motor and clearing the dock. In congested waters, sound one prolonged blast to indicate that you are departing the dock. If backing out, follow with three short blasts to indicate that you are operating astern propulsion.

**Has demonstrated successfully the above: 2.1 - 2.2 (yes or no) \_\_\_\_\_**

**Needs to improve the following :**

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**Skill Set 3. Maneuver in Close Quarters**

3.1 Turn the sailboat in a 360-degree circle BY: using tiller, motor, and turning within a distance of two boat lengths.

3.2 Maneuver the boat under power in a confined area BY: stopping, starting, turning and docking.

**Has demonstrated successfully the above: 3.1 - 3.2 (yes or no)**\_\_\_\_\_

**Needs to improve the following :**

---

**Skill Set 4. Operate in Open Water**

4.1 Can name all points of sail

4.2 Steer the sailboat in a straight line (hold a steady course) BY: using sail trim and tiller and adjusting the boat's heading for changes in the wind (speed or direction) to maintain course within +/- 10 degrees for 10 boat lengths.

4.3 Can execute tacking while close hauled, on a close reach, and on a beam reach.

**Has demonstrated successfully the above: 4.1 - 4.3 (yes or no)**\_\_\_\_\_

**Needs to improve the following:**\_\_\_\_\_

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**Skill Set 5. Perform General Safety and Emergency Procedures and Maneuvers**

5.1 Depower the sailboat quickly By: adjusting sails and tiller appropriately to control the boat.

5.2 Avoid collisions BY: maintaining a proper lookout, assessing potential risk of collision and taking early and substantial action. Correctly identify who is give-way and stand-on for all traffic and give explanations of proper actions.

5.3 Navigation Rules BY: Correctly explaining give way rules for: port vs starboard boat, leeward boat, overtaking, power boats, traffic lanes, pecking order.

5.4 Return to man overboard (MOB) BY: using a suitable method to maneuver boat (e.g., Engine on, Heave to, Quick Stop, or Quick Turn) and stopping the boat at a reasonable distance from MOB (e.g., 1/2 boat length for keelboat) in a reasonable period of time for the situation considering boat size/configuration, wind/water conditions.

5.5 Identify Day Markers BY: correctly explaining port and starboard day markers with appropriate shapes and colors and meanings.

5.6 Anchor the sailboat BY: selecting an appropriate spot and maneuvering to it, properly deploying the anchor, paying out an appropriate amount of rode, successfully retrieving the anchor, and getting back underway. All with appropriate crew commands.

**Has demonstrated successfully the above: 5.1 – 5.6 (yes or no)\_\_\_\_\_**

**Needs to improve the following :**

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### **Skill Set 6. Arrive at Destination**

6.1 Lower the sails where there is ample sea room. By: positioning boat correctly relative to the wind using appropriate sail lowering techniques and maintaining control of the boat and sails throughout.

6.2 Secure the sails. By: Using a sail tie on the jib to securing it to the fore deck. Flaking the main sail on the boom and securing it with sail ties. Coil and secure sail halyards and sheets.

6.3 Secure the boom. By: Setting up the boom chock and snugging the mainsheet.

6.4 Ready the sailboat for arrival at the dock. By: announcing an appropriate docking plan taking wind and current into consideration, docklines/fenders, crew is briefed on their tasks, engine, boat hook at the ready.

6.5 Bring the sailboat to a stop at the dock. By: checking for a clear approach, turning boat in the appropriate direction and using proper control of tiller to arrive smoothly. Using appropriate speeds throughout.

**Has demonstrated successfully the above: 6.1 – 6.5 (yes or no)\_\_\_\_\_**

**Needs to improve the following:\_\_\_\_\_**

### **Skill Set 7. Education and Display of Mental Acuity**

7.1 Has on self and filed with secretary, a NY State Safe Boating Certificate or equivalent through US Coast Guard/ Auxiliary.

7.2 Demonstrates ability to read and sail by a navigation chart.

7.3 Demonstrates understanding of a tide chart and can explain implications for sailing.

7.4 Has document verifying knowledge of first aid and CPR.

7.5 Demonstrates knowledge of how to communicate using a ship to shore radio.

Has demonstrated successfully the above: 7.1 - 7.5 (yes or no)\_\_\_\_\_

Needs to improve the following:\_\_\_\_\_

Name of First Mate Candidate:\_\_\_\_\_

Observers\_\_\_\_\_ (signatures)

Dates Observed \_\_\_\_\_

Comments by the Observers:

Comments by the Person Observed:

## Appendix G. - Qualifying as Skipper

A First Mate applying for recognition as a Skipper must have participated in at least 10 sails since qualifying as First Mate, and is ready to accept the responsibilities of the position of Skipper. They must be sponsored by an acknowledged Skipper who will represent him/her before the skipper's committee meeting (from which the candidate will be excluded).

The candidate must be able to carry out all procedures and maneuvers of the boat, has knowledge and practiced proficiency at trip planning, navigation, rules of the road, docking, mooring, anchoring, and sailing in all conditions. Has an understanding of the boat's handling peculiarities, is able to lead and educate passengers, Crew, and First Mates, and has a comfortable, affable, and confident ability to deal with public relations on board. Is able to handle emergencies and is able to direct others in such events.

A Skipper assumes responsibility for all events that occur on board during the period that the boat is under his/her supervision. This includes anticipation of adverse conditions and taking measures that will reduce the effects of those adverse conditions. Safety of those on board is the number one priority, second is the safety of the vessel.

### Qualifying test to be certified as Skipper on board the Eleanor:

#### **Skill Set 1. Maneuvers & Points of Sail**

1.1 Explain and identify using diagrams the following maneuvers, points of sail, and other terms:

Head-to-Wind No-Sail Zone Close Hauled Close Reach Beam Reach Run Sailing-by-the-Lee In Irons Luffing Port Tack Starboard Tack Tacking Jibing Stand-on Give-way

1.2 Explain and utilize correctly the following helm commands and crew responses:

Heading Up Bearing Away

Ready About - Ready - Helms a-Lee

Prepare to Jibe - Ready - Jib-Ho

**Has demonstrated successfully the above: 1.1 - 1.2 (yes or no)\_\_\_\_\_**

**Needs to improve the following:\_\_\_\_\_**

## **Skill Set 2. Navigation Rules**

For Items 2.1 through 2.10, describe, using diagrams as appropriate, the applicable rules for a sailing vessel less than 12 meters in length (39.4 ft.) , as found in the USCG Navigation Rules and Regulations Handbook. Identify the “stand-on” and “give-way” vessel in each situation.

2.1 Look-out, Rule 5.

2.2 Sailing vessels with the wind on different sides (starboard/port), Rule 12 (a)(i)

2.3 Sailing vessels with the wind on the same side (leeward/windward). Rule 12 (a)(ii)

2.4 Sailing vessel on port tack cannot determine windward sailing vessel’s tack, Rule 12(a)(iii)

2.5 Overtaking (Rule 13)

2.6 Power-driven vessels approaching each other head-on (Rule 14)

2.7 Power-driven vessel with another power-driven vessel on starboard side (Rule 15)

2.8 Describe appropriate actions to be taken when sailing in the vicinity of commercial traffic, including responding to a danger signal.

2.9 Identify and state the purpose of lateral aids to navigation by color, shape, & numbering, including preferred channel markers.

2.10 Identify safe water, information and regulatory markers.

**Has demonstrated successfully the above: 2.1 - 2.10 (yes or no)\_\_\_\_\_**

**Needs to improve the following:\_\_\_\_\_**

## **Skill Set 3. Safety Gear & Procedures**

3.1 List the federally required equipment for a recreational sailboat of 35-feet in length.

3.2 Identify the location and color of navigation lights used by a recreational vessel of 35-feet in length while under sail and while motoring.

3.3 Describe the purpose of a Float Plan, give examples of information contained therein and to whom it should be submitted. An Appendix L shall be developed to list the responsibilities of the person on shore who receives the float plan.

3.4 Describe when and to whom boating accidents must be reported.

3.5 State the Federal Blood Alcohol Content (BAC) limit for vessel operation.

#### **Skill Set 4. Prepare to Depart**

4.1 Visits Wanatonka Island (the point) to observe the conditions of the river and weather.

4.2 Determine suitability for departure BY: considering the abilities/limitations of those participating in the sail, using information gathered about weather conditions, hazards to navigation and other environmental factors relative to departure time and duration of trip. Heavy rain, forecasted storm fronts, thunder & lightning, dense fog, winds over 15 mph, driving snow, and whitecaps on the river are among the conditions that will cause a sail to be cancelled.

4.3 Communicate safety-related information to others on board BY: briefing passengers and crew prior to departure (e.g., location of safety items, key safety concerns, anticipated weather and water conditions, expected behaviors, rescue procedures, etc.).

4.4 Ready the sailboat (and crew if applicable) for departure BY: positioning boat properly using lines/fenders (if applicable), considering wind and current and communicating departure plan.

**Has demonstrated successfully the above: 4.1 - 4.4 (yes or no)\_\_\_\_\_**

**Needs to improve the following:\_\_\_\_\_**

#### **Skill Set 5. Sailing**

5.1 Raise the sails BY: Briefing the crew on where and how the sails will be raised. Positioning the boat correctly relative to the wind and conditions (e.g., current), using appropriate sail raising techniques, and maintaining control of the boat and sails throughout. Check the set of the sails and adjust as necessary.

5.2 Get underway and start sailing BY: checking for clear traffic, pushing or turning boat in appropriate direction and coordinating sails and tiller adjustments to get boat under control.

5.3 Place the boat in the safety position (or heave to for boats with two sails) and then resume sailing on a specific tack BY: using proper control of sails and tiller.

5.4 Turn the sailboat away from the wind to a specific direction BY: adjusting sails and tiller and communicating to crew if appropriate.

5.5 Turn the sailboat toward the wind to a specific direction BY: adjusting sails and tiller and communicating to crew if appropriate.

5.6 Slow and then accelerate the sailboat maintaining constant heading BY: adjusting sails and tiller.

5.7 Tack the sailboat BY: using proper sail control, and tiller movement.

5.8 Sail the boat upwind (i.e., close-hauled or on a shallow close reach) BY: using proper sail trim and tiller.

5.9 Sail the boat on a reach (across the wind; i.e., deep close reach, beam reach or shallow broad reach) BY: using proper sail trim and tiller control.

5.10 Sail the boat downwind (i.e. on a deep broad reach or run) BY: using proper sail trim and tiller control.

5.11 Sail directly downwind BY: avoiding an unintentional Gybe for 10 boat lengths.

5.12 Gybe the sailboat BY: using proper sail control, tiller movement and communicating to crew. Can explain the dangers of gybing,

5.13 Operate safely at all times BY: maintaining a proper lookout through out all maneuvers.

5.14 Sail the boat around a triangular course BY: properly and appropriately tacking using correct sail trim, proper commands to the crew.

5.15 Reefing the sails BY: use of appropriate reefing lines. Proper commands to the crew. Performing under an appropriate heading for the vessel.

5.16 Awareness of wind direction BY: being able to point to the wind direction throughout the maneuvers.

**Has demonstrated successfully the above: 5.1 - 5.16 (yes or no)\_\_\_\_\_**

**Needs to improve the following:\_\_\_\_\_**

### **Skill Set 6. Perform General Safety and Emergency Procedures and Maneuvers**

6.1 Accept a tow line and maneuvering behind under tow BY: making an appropriate length tow line and attaching to the vessel appropriately, and readying the boat for safe towing including securing sails, boom, and sheets. Demonstrates awareness of rudder position. Describe safe maneuvering under tow.

**Name of Skipper Candidate:\_\_\_\_\_**

**Observers\_\_\_\_\_ (signatures)**

**Dates Observed** \_\_\_\_\_

**Comments by the Observers:**

**Comments by the Person Observed:**

## Appendix H. - Longer Sail Checklist

When engaging in a sail that is anticipated to last more than a few hours additional items should be onboard the Eleanor. The following is a checklist for the same.

- A means to charge cell phones and the VHF radio.
- A second anchor
- Foul weather gear and wool blankets (even in the summer)
- Extra water and food
- Spare batteries for the running lights
- Charts of the waterways that one intends to traverse
- Promotional literature to hand out at stops along the way
- Transportation plans if the Eleanor is to stay overnight in a foreign port
- Sleeping mat and sleeping bag for the person staying overnight on the boat
- Extra fenders and lines as needed for docking/mooring
- Extension cord and adapter to charge the batteries
- Flashlight/headlamp
- Emergency contact information
- Knowledge of places to stop along the route if necessary and the amenities available at each location.
- A book

## Appendix I. - Equipment on board the Eleanor

This is a list of items that should be on board the Eleanor at all times when sailing and /or motoring.

The boat registration.

One U.S. Coast Guard-approved, wearable life jacket for each person on board. The life jacket must be of a suitable size for each person.

One throwable (Type IV) flotation device.

Visual Distress Signals: 3 hand-held red flares that are approved for day/night use.  
Orange Distress Flag 3 feet x 3 feet with a black square and ball on an orange background.

Fire Extinguishers: 2 Marine Type USCG approved B-1 portable fire extinguishers mounted in brackets.

Sound Producing Devices: Portable air horn and bell.

Navigation lights: White stern light and bow-mounted red and green light. Red on port side, green on starboard side.

Portable Toilet and toilet paper.

VHF radio and Cell Phone

Manual Bilge Pump and bailing bucket

Anchor and line.

First Aid Kit

Boarding Ladder

4 Push Poles and 4 Paddles

Boat hook

Tool Kit

Extra Line

Log Book

Charts of the area

Magnetic compass

Copy of Navigation Rules (Inland Waters)

Flashlight and batteries

Search Light

Sunscreen

Mirror

Food and Water

Extra Clothing/Foul Weather Gear

Binoculars

## APPENDIX J. – Towing the Eleanor

Though we always want to move the Eleanor by herself under power or sail, there may be a situation that calls for being towed back to our dock or any available nearby dock.

We've anchored ! Yes and we've also been towed. The Hudson is always moving with tidal current and it's necessary to get the boat anchored out of the channel as soon as possible. That may mean paddling to a shallow area and dropping anchor. Monitor the depth using the on board depth gauge so that we don't go aground. Leave enough depth for a towing vessel. With the Eleanor's need for keel draft this should be doable.

The anchor is mounted on the deck, port side, it will have to be cut off and the rode secured to the mast base and run out through the bow chock. The Eleanor has a keel-stepped mast so this is the desired method. A second anchor may be onboard and available to secure the boat if a 180 degree tidal swing can't be tolerated. Just drop the anchor over, no throwing needed. Adjust the scope using the bow cleats. A 7:1 ratio is suggested but it's more important to get the boat stopped and that can be refined later.

One way to tow , if the tow boat is large enough, is to take the Eleanor 'on the hip' and tow side by side. Think about which side will have to be used when you reach the dock and turning radius needed if going into the creek. Position fenders to avoid bumps and bruises and tie to side cleats, leaving enough room to tolerate vertical movement. Do not tie complicated knots or any kind of 'overkill' wrapping that can't be removed quickly.

Do not get hands or feet in between the boats, do not hold towing lines in your hands, do not straddle the two boats with your body. A lot can go wrong.

The tow boat will have to ease up to the anchor to get the anchor line vertical so it can be pulled up. Many places in the river are mud bottomed or sandy grass and the anchor should be able to come up without too much effort. Keep the anchor line from fouling the keel or the tow boat prop.

If the Eleanor has to be towed from the bow, if possible have the towing boat send a line down current to the Eleanor. Use a fender to float it and have boat hooks handy to grab it. You can have it thrown but that means getting the tow boat close. Protect the Eleanor !

Make up a bridle and secure around the mast base. Run it up through both bow chocks. Do not stand over the tow line or get positioned in such a way as to be struck if it snaps.

Keep crew weight off the bow so the Eleanor's bow won't dig in to the bow wave when pulled. It's low freeboard vessel.

Tow at low speed, 5 knots or less and keep communication with the tow vessel. Use the radio if needed. A crew member will have to be on the tiller to assist steering or at least hold the tiller straight amidships.

Make a plan for docking, assign crew positions and have boat hook ready. Also, a couple of knives at the ready in case the lines can't be let go easily or get fouled. It's best if someone is on the dock that can receive a thrown line or two to help with docking.

There may be a situation that means the Eleanor can't be towed safely and must be left anchored and retrieved at a later time. The skipper will have to make this call after consulting with the crew.

Perhaps the Eleanor could be the rescue vessel if a kayak or canoe or other small boat is experiencing an emergency. All sail would have to be dropped. Further discussion is needed.

If aground, especially on a falling tide, we may not want to take a tow. Damage could result by being yanked by a power boat. I don't believe we should be pushed. Each situation is different.

Before accepting a tow, establish what is expected in exchange.

## APPENDIX K- Release of Liability

Members participating in Organization activities must sign a release form. Note that only members in good standing can participate in on-the-water activities

### ACKNOWLEDGEMENT OF MEMBER RESPONSIBILITY, EXPRESS ASSUMPTION OF RISK AND RELEASE OF LIABILITY.

By signing this agreement you give up your right to bring a court action to recover damages or obtain any other remedy for any injury to yourself or your property up to and including death arising out of your participation in a Hudson River Historic Boat Restoration & Sailing Society (HRHBR&SS) activity now or any time in the future.

#### Acknowledgement of Risk:

1. I hereby acknowledge and agree that my participation in the activities of the Hudson River Historic Boat Restoration & Sailing Society (HRHBR&SS) is totally voluntary and contains inherent risks. I understand that during my participation in activities of the HRHBR&SS ("Activities"), I may be exposed to a variety of hazards and risks, foreseen or unforeseen, which are inherent in boat building, sailing, and other Activities. These risks cannot be eliminated without destroying the unique character of the Activity. These inherent risks include, but are not limited to, the dangers of serious personal injury, property damage, and death ("Injuries and Damages") from exposure to the hazards of the Activities and the HRHBR&SS has not tried to contradict or minimize my understanding of these risks. I know that Injuries and Damages can occur by natural causes or activities of other persons, HRHBR&SS members, or third parties, either as a result of negligence or because of other reasons.

2. I understand that risks of such Injuries and Damages are involved in Activities and I appreciate that I may have to exercise extra care for my own person and for others around me in the face of such hazards. I further understand that during Activities there may not be rescue or medical facilities or expertise necessary to deal with the Injuries and Damages to which I may be exposed. Knowing the dangers, hazards, and risks of such Activities, including physical injury, death, or disability, I accept the risk and responsibilities mentioned herein by choosing to participate in the Activity.

3. I hereby release, waive, and forever discharge, and covenant not to sue the HRHBR&SS, its board of directors, officers, agents, and employees (collectively known as Releasees) from and against any and all liability for harm, injury, damage, delays, claims, demands, actions, causes of action, costs, and expenses of any nature that I may

have or that may accrue to me arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or any property belonging to me, whether caused by negligence or carelessness of any Releasees, while in, on, or in transit to or from the premises where the Activity, or events related to the Activity, are conducted.

4. I understand and agree that the HRHBR&SS has no medical personnel at the location of the Activity and that the Releasees assume no responsibility for injury or damage which arises out of or in connection with any third-party emergency medical treatment I authorize.

5. It is my express intent that this Release shall bind me, and anyone having Power of Attorney on my behalf, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased. I further agree to hold harmless, indemnify, and defend the Releasees from any claim by me or anyone set forth in this Section 5, arising out of my participation in the Activity.

6. In signing this Release, I represent that I have read and understand the nature of this Release and sign it as my own free act and deed.

7. I also represent that I have no health related reasons or problems which preclude or restrict my participation in the Activity, that I have adequate health insurance necessary to pay any medical costs that may arise as a result of any injury to me, that I am fully competent to sign this Release, and that I execute this release for full, adequate and complete consideration (i.e., the right to participant in the Activity) fully intending to be bound by the same.

8. I agree that this Release shall be construed in accordance with the laws of the State of New York, and without negating or impacting the covenant not to sue in Section 3, that any legal action that could arise related to the Activity or this Release shall be submitted to a court of competent jurisdiction located in Columbia County, New York, and I hereby submit to the exclusive personal jurisdiction thereof. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release, the validity of the remaining portions shall not be affected, and the illegal, unenforceable or conflicting provision shall be modified by the court so as to effect the original intent of the parties as closely as possible..

9. I will abide by the HRHBR&SS Principles of Operation Document.