

PHOEBE SOP

Phoebe Standard procedures:

- **Getting ready:**
 - Put on your life jacket now, if you leave it to later you will probably forget about it.
 - Have a look at the logbook in case the previous users mentioned something needing repairs that you need to watch out for.
 - Tide Tables, Current Atlas and various charts are on the ledge above the port settee.
 - The keys for the motor and lockers are kept in the sink, as is the winch handle. Please make sure you put them back there so that the next person will know where to find them.
 - Store the companionway cover below behind the mast and table. There is a bungee cord there that you can wrap around the mast a couple of times and then connect the hooks to the metal bracket on the companionway cover to prevent it from falling over. (If you want to use the table you'll have to move the cover somewhere else.)
 - Remove sail cover and winch cover and store them below.
 - Turn the power on: there is a switch at the floor level to starboard just inside the companionway. Turn it to the all on position. (There is only one battery.) You'll hear a little beep as the FishFinder (depth recorder) comes on.
 - If it is not already on, turn on the VHF radio.
- **Lower the motor into the water.**
 - There is a latch under the motor that you need to pull up on to release the motor so it can be lowered. There is a short rope with lots of knots in it leading to the latch, usually all you need to do is to pull on this rope. (You could also follow the rope to find the latch itself.) You should here a definite 'click' when the latch is released.
 - Once the latch is released you will need to pull the motor up/forward a bit until you hear another click, you should then be able to lower the motor into the water.
 - If the propeller is not deep enough in the water you can lower the motor further using its mounting bracket on the boat.
- **Connect the fuel line to the motor.**
 - The fuel is in the port cockpit locker.
 - Check that there is sufficient fuel; do not trust the gauge.
 - Open the vent by unscrewing the screw in the cap a couple of turns.
 - Pull the fuel line out through the hole in the locker and connect it to the motor.
 - Use the holders along the transom to keep the fuel line out of the way.

- **Start the motor:**
 - The key for the motor is in the sink, it has the coiled plastic ‘string’ connected to it. Make sure you have the clip on it attached to the kill switch on the motor or the motor will not start.
 - Give the bulb in the fuel line a light squeeze to ensure there is fuel in the line.
 - Raise the fast idle lever on the throttle control.
 - Give the motor a bit of choke if required, normally you do not need the choke, it is the black knob on the starboard side of the motor.
 - Turn the key to start the motor, normally it will start within a couple of seconds. If it doesn’t you may need to give it a bit of choke.
 - Once the motor starts slowly push the choke back in if you had pulled it out.
 - Lower the fast idle lever on the throttle control.
 - Check that there is water coming out of the back of the motor, if there is not then the cooling system on the motor is plugged and you must shut down the motor immediately of it will over heat and destroy itself. Try to find the cause of the problem.
 - Let the motor run a few minutes before leaving. Usually the time it takes to undo the mooring lines is enough.
- **Leaving the dock:**
 - **IMPORTANT:** If you try to gradually put the motor into reverse it will grind its gears. When you move the throttle control out of neutral the first 1/3 of the turn engages the transmission and then after that it operates the throttle. With practice you will get a feel for how far this is. It is this first part of the control motion that must not be done gradually. Until you get the feel for this it is best to plan on using a short burst of reverse to get the boat moving and then put it immediately back into neutral. It is also possible for someone to just push the boat back off the dock and not have to use reverse.
 - Leave all lines on the dock; they are already tied so that they have the right length for tying up the boat..
- **On the water:**
 - **VERY IMPORTANT:** Once you have the sail up and are under way the ropes attached to the tiller that control the motor **MUST** be taken off the tiller. Failing to do this will result in the motor mount getting bent.
 - Don’t forget to lift the fenders up. It is bad form to leave them down when sailing.
 - The depth gauge (Fish finder) can be turned out so that it can be seen from the cockpit. The depth gauge shows the depth in meters and is the actual water depth not the depth under the keel i.e. if the gauge says zero it means Phoebe is lying on her side on the beach. Phoebe has a draft of 1.5 meters.
- **Returning to the dock:**
 - Put the motor back in the water and connect the control ropes back to the tiller and then start the motor before starting to take down the sails.

- Put down the fenders.
- Plan on making a soft landing on the dock so put the motor into neutral well in advance and just glide into the dock. If you time it right you will not need to put the motor into reverse to slow the boat down.
- There is a short line attached to the boat at its center point that can be used by the person on the dock to control the boat as it comes in. It can also be cleated off to the dock to hold the boat while you do up the other lines.
- After doing up all the lines release the center line from the dock cleat and place it neatly back on deck.
- **Putting things away:**
 - Please make a log entry and make note of anything that you think needs repair so the next person taking the boat out can be warned.
 - Turn the power off.
 - Flip the fish finder in.
 - Remember that these are shared boats and so it is important to put everything back the way it was when you took the boat out.
 - Put the fuel line back into the locker and close the vent then lock the locker.
 - Make sure all the keys and winch handle are back in the sink.
 - When you lock the boat please take care in which way you put the lock on so that the next person doesn't have to flip the lock upside down and stand on their head to read the combination.

Required Safety equipment

- **Lifejackets:** There is a case containing lifejackets in the boat.
- **Fire extinguisher:** To the port just under the companionway.
- **Flares:** There is a box of flares on the ledge behind the head.
- **Bailer:** There is a bucket just under the companionway.
- **Sound signalling device:** There is a manual horn on the ledge behind the head.
- **Watertight flashlight:** There is a small flashlight on the ledge behind the head.
- **Manual propelling device:** There is a paddle on the ledge in the V berth.
- **Reboarding device:** There is a ladder in the V berth.
- **Buoyant heaving line:** On the stern rail of the boat.
- **Anchor:** One on the bow and another stored under the sink.

The Head (toilet)

Phoebe has a head conveniently located just inside the companionway. Normally there is a box type cover over it. Currently the head is not 100% functional but it can still be used if need be. What doesn't work is drawing in water to flush it so you will need a bucket of water to flush it, but the important bit is that you can then pump it dry. The head discharges directly into the sea so, as charming as it may be, do not use it unless you need to.

Through hull fittings

Phoebe has 5 through hull fittings:

- 2 are beside the head used for water intake and 'water' discharge.
- 1 is under the sink used as the sink drain.
- 2 are under the cockpit, they are accessible through the starboard locker and are used to drain the cockpit area.