



Standard Operating Procedure

Club J24 Keelboats

Ownership & Applicability

Person responsible for update of this procedure:	J24 Class Captain
Responsible for Activity:	J24 Skippers
Applicable to:	J24 Skippers & Crew

Approval

Drafted / Revised	Approved	Revision	Effective from
Roger Campion	Ciaran O'Reilly	1	July 2021

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

1. Scope

This procedure outlines policy and practice for use of the club owned J24 Keelboats (Billy Whizz & Battling J). It outlines who is authorized to skipper and crew on these club boats, what restrictions on their use and set of practices to ensure the boats are used safely and securely.

2. Usage of Club J24

All crew on board must either be “Sea Fever” Members or have purchased a ticket for the race/ casual sail. To become a member of the MYC “Sea Fever” programme

Access to J24s under the “Sea Fever” Membership programme

- A fair use policy applies for booking out the Boats.
- Training courses will take precedence.
- All boat bookings must be entered on the J24 Spreadsheet (sample attached in Appendix 1).
- Class Captain must also be advised.
- Crew and Helms names and departure and estimated arrival times should be entered on the spreadsheet also.

3. Authorised to skipper

A panel of suitably experienced keelboat skippers will be managed by the Class Captain. These may include SeaFever members, instructors or experienced club members with keel boat helming experience who volunteer to accompany Sea Fever members. A listing of agreed skippers by the class captain is shown in Appendix 2.

4. Using the Club J24's

- There is to be at least one adult on board at all times.
- A VHF radio must be carried.
- All crew must wear life jackets at all times.
- All crew on board must either be Sea Fever Members or have purchased a ticket for the race/ casual sail.
- The boats should be returned in a neat, tidy and clean condition, with all sheets tidied away and sails rolled, re-bagged and stored in the forward area.

- **All defects should be reported as soon as possible to the class captain.** Please also advise of any potential defects that look like they about to happen. It is preferable to patch a small hole in a sail that have it rip entirely.
- There is a no jeopardy policy. Accidents do happen and mistakes are made, this is understood. No-one will be pointing fingers! Please do advise of any damage or loss.
- Boats should have ample fenders suspended from the sides. Tied off fore and aft with fore and aft springs also.
- Engines should be lifted out of the water and the fuel turned off.
- Tiller must be centred and tied securely.
- Winch handle and jib cars are to be removed and stowed below
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5. Training

- IS training courses will employ a qualified IS keelboat instructor per boat.
- All other organised training/fun courses will have a keelboat instructor or suitably experienced adult sailor as the responsible person in charge on each boat.
- All adult sailors who are mentoring Junior sailors should be Garda Vetted through Irish Sailing

6. Sailing Area / Conditions

- Normally confined to the waters bounded by Howth to Lambay to Portrane
- Sailing trips beyond this area must have express permission of the Class Captain

- The skipper is ultimately responsible to decide if conditions safe to sail in, however as a guide sailing in conditions above a Force 5 , particularly if Northerly to South Easterly and considering the tidal flow and sea condition, requires a very experienced skipper and very competent crew.

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APPENDIX 1 Sea Fever J24 Booking Form

APPENDIX 2 J24 Skippers

The following club members have been identified as competent to act as skipper on the Club owned J24s and have signed off that they are familiar with this SOP and safe operation of the J24s.

Name	Capacity	Signature	Date
Roger Champion	Class Captain		
Graham Smith	Mentor?		