

BOOK REVIEW [xx] Page numbers in text book Purple: ASA Standard

1. From "A Sailing Primer"

- How a sailboat moves: Forces on the sail
- How the sails work: Component forces under different points of sail
- Apparent wind: changes in forces
- Controlling the sails

2. Orientation - Below Decks

- | | | |
|---|---|--|
| <input type="checkbox"/> Salon/Staterooms | <input type="checkbox"/> Bilge pumps | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Galley | <input type="checkbox"/> Seacocks | <input type="checkbox"/> Flares |
| <input type="checkbox"/> Head | <input type="checkbox"/> PFD's | <input type="checkbox"/> Flashlights |
| <input type="checkbox"/> Electrical Panel | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Horn |

3. Describe and identify the following sailboat parts and their functions (P20, 24) Std 1

- | | | |
|---|---|--|
| <input type="checkbox"/> Hull | <input type="checkbox"/> Rudder | <input type="checkbox"/> Winch |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Standing Rigging | <input type="checkbox"/> Cleat |
| <input type="checkbox"/> Transom | <input type="checkbox"/> Shroud | <input type="checkbox"/> Fender |
| <input type="checkbox"/> Keel | <input type="checkbox"/> Spreader | <input type="checkbox"/> Docklines |
| <input type="checkbox"/> Mast | <input type="checkbox"/> Chainplate | <input type="checkbox"/> Block |
| <input type="checkbox"/> Boom | <input type="checkbox"/> Headstay | <input type="checkbox"/> Fairlead |
| <input type="checkbox"/> Gooseneck | <input type="checkbox"/> Forestay | <input type="checkbox"/> Cockpit |
| <input type="checkbox"/> Bow | <input type="checkbox"/> Backstay | <input type="checkbox"/> Cabin |
| <input type="checkbox"/> Stern | <input type="checkbox"/> Stanchion | <input type="checkbox"/> Pulpit (bow, stern) |
| <input type="checkbox"/> Helm / Tiller /Wheel | <input type="checkbox"/> Lifeline | |

4. Define the following terms (P22) Std 3

- | | | |
|------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Port | <input type="checkbox"/> Draft | <input type="checkbox"/> Ahead |
| <input type="checkbox"/> Starboard | <input type="checkbox"/> Freeboard | <input type="checkbox"/> Astern |
| <input type="checkbox"/> Forward | <input type="checkbox"/> Skipper | <input type="checkbox"/> Abeam |
| <input type="checkbox"/> Aft | <input type="checkbox"/> Helmsman | <input type="checkbox"/> Windward |
| <input type="checkbox"/> Beam | <input type="checkbox"/> Crew | <input type="checkbox"/> Leeward |
| <input type="checkbox"/> Heel | <input type="checkbox"/> Weather helm | |

5. Identify and describe the functions of the following sail parts and sail controls (P23-25) Std 2

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Mainsail | <input type="checkbox"/> Batten Pocket | <input type="checkbox"/> Cunningham |
| <input type="checkbox"/> Jib / Genoa | <input type="checkbox"/> Bolt Rope | <input type="checkbox"/> Traveler |
| <input type="checkbox"/> Tack | <input type="checkbox"/> Running Rigging | <input type="checkbox"/> Hank |
| <input type="checkbox"/> Head | <input type="checkbox"/> Halyard | <input type="checkbox"/> Boom Topping Lift |
| <input type="checkbox"/> Clew | <input type="checkbox"/> Mainsheet | <input type="checkbox"/> Telltale |
| <input type="checkbox"/> Luff | <input type="checkbox"/> Jibsheet | <input type="checkbox"/> Roller Furler |
| <input type="checkbox"/> Foot | <input type="checkbox"/> Boom Vang | <input type="checkbox"/> Shackle |
| <input type="checkbox"/> Leech | <input type="checkbox"/> Outhaul | |
| <input type="checkbox"/> Batten | <input type="checkbox"/> Downhaul | |

6. Preparing the sails (P30-35, 38-39)

- | | | |
|---|--|--|
| <input type="checkbox"/> Boarding | <input type="checkbox"/> Check boom vang | <input type="checkbox"/> Jib sheets |
| <input type="checkbox"/> Attaching main halyard | <input type="checkbox"/> Check topping lift | <input type="checkbox"/> Jib furling line |
| <input type="checkbox"/> Check outhaul | <input type="checkbox"/> Check reefing lines | <input type="checkbox"/> Raising the jib |
| <input type="checkbox"/> Check mainsheet | <input type="checkbox"/> Hoisting the main | <input type="checkbox"/> Danger areas on board |

7. Winches (P36-37)

- Definition
- Standard and self tailing winches
- Loading a winch. Drum friction/number of turns
- Operating the winch. Single and dual speed winches
- Winch safety

8. Points of Sail & Maneuvers (P48-55) Std 4,5

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

- No-Sail Zone
- Irons-getting in and out
- Luffing
- Head-to-Wind
- Port Tack
- Starboard Tack
- Closed Hauled
- Close Reach
- Beam Reach
- Broad Reach
- Run
- Tacking
- Jibing
- Wing on wing
- Sailing-by-the-Lee
- Heading up
- Bearing away
- Commands & responses for tacking and jibing

9. Sail Trim (60-63)

- Sails fully luffing
- Luffing at the mainsail luff
- Trimming the mainsail
- Over-trimmed main
- Angle, Draft, & Twist
- Mainsail controls
- Jib sheet effects
- Sheet cars
- Telltales
- Heeling: trim & power
- Reefing

10. Knots and line management (P64-69) Std 21-27

- Bowline
- Figure 8 Knot
- Cleat Hitch
- Clove Hitch
- Round Turn and 2 Half Hitches
- Square (Reef) Knot
- Rolling hitch
- Coiling and stowing lines
- Coiling and stowing jib furling line
- Halyards
- Faking a line

11. Taking responsibility afloat (P70-71)

- Captain and Skipper
- Responsibility of Skipper
- Responsibility of crew

12. Slowing, stopping, and heaving to (P76-78)

- Slowing on a reach
- Slowing by steering
- Backwinding the jib
- Heaving to

13. Navigation Rules (Pages 92-95) Std 6-13

- Hierarchy of privilege
- Apply Rule 5 (Look-out) from the publication Navigation Rules, International - Inland.
- Sailing vessels with the wind on different sides (starboard / port), Rule 12(a)(i)
- Sailing vessels with the wind on same side (leeward / windward), Rule 12(a)(ii)
- Sailing vessel on port tack cannot determine windward sailing vessel's tack, Rule 12(a)(iii)
- Overtaking (Rule 13)
- Power-driven vessels approaching each other head-on (Rule 14)
- Power-driven vessel with another power-driven vessel on starboard side (Rule 15)
- Action by give way vessel (Rule 16)
- Action by stand on vessel (Rule 17)
- Describe appropriate actions to be taken when sailing in the vicinity of commercial traffic, including responding to a danger signal.

14. State and Federal BAC (Page 96) Std 20

- BUI treated as DUI
- Maximum BAC is .08 (Fed and TX)

15. Federally Required Safety Equipment (Pages 96-99) Std 14,15

- See Federal Requirements for Recreational Boaters
- PFD's - Types
- Visual Signals - Flares
- Sound Signals - Horn
- Fire Extinguishers
- Navigation Lights- describe color and location

16. Aids to Navigation (Pages 100 - 101) Std 17,18

- Regulatory markers
- Lateral buoyage: color, shape, numbering
- Safe water marks, Junction marks, Daymarks, and buoys
- Navigating through marked channels

17. Securing the boat, anchoring (P104-105)

- Bow line, stern line
- Forward and aft spring lines
- Guarding against chafe
- Ground tackle parts
- Tide considerations
- Scope

18. Crew Overboard (P106-109)

- First response
- Figure 8 method
- Recovery methods
- Broad reach/close reach method
- Heaving to method
- Up wind/Down wind

19. Boating Accidents (P108) Std 19

A formal written accident report is required to be filed when the following situations occur:

- Life is lost due to the accident – 24 hours
- Any person on board a vessel disappears (under circumstances indicating death or injury) – 24 hours
- Someone is injured and requires medical treatment beyond first aid – 48 hours
- There is a complete loss of the vessel or damage to the vessel and property exceeding \$2000 – 10 days

20. Hypothermia (P109)

- Three stages of hypothermia
- Treatment for each stage

21. Float Plan (P111) Std 16

- What it is
- When and where to file

SAILING SKILLS

1. Crew Briefing (P38) Std 27

As skipper, instruct crew on:

- Responsibility of Skipper and Crew
- Assigned duties
- Correct method of connecting/disconnecting shore power
- PFD location and demonstrate usage
- Fire extinguishers, horn, flares, and flashlights, COB procedures
- Head usage
- Closing hatches and portlights
- Stow everything securely
- Battery switching
- Instruments

2. Slip Departure

- Remove and stow sail cover, or prepare main furling lines, or prepare stack pack, as appropriate.
- Prepare main halyard
- Use proper procedures, see that boat and crew are ready for departure
- As Skipper communicate departure plan taking into account wind direction and speed
- As Skipper assign appropriate crew stations
- Disconnect dock power using safe procedures
- Give proper commands to cast off dock lines in appropriate order
- Use spring lines appropriately to power away from dock
- Leave dock completely in control

3. Boat Handling Under Power Std 37,49,50

- Start the inboard auxiliary engine, observing safety procedures
- Maneuver the boat in a figure 8 pattern around two marks
- From slow speed, stop the boat using reverse and noting prop walk
- With the engine in reverse, maneuver the boat in a straight line for 50 feet stopping within 3 feet of a mark.
- Stop the engine observing safety procedures
- As Skipper, leave a slip under full control giving appropriate commands
- As Skipper, return to a slip under full control; secure with docklines and fenders

4. Proper Winch Techniques (P36-37) Std 34

- Demonstrate correct and safe use of winches
- Safety – aware of high tension on halyards and sheets
- No hands between line and winch
- Proper wrapping techniques
- Removal and stowage of winch handle after use

5. Hoisting the mainsail (P32-33) Std 28

- Demonstrate how to hoist the main correctly, set tension, and stow lines
- Attach the halyard and keep sail secure
- Bring the boat into the wind
- Hoist the main being careful of battens catching in lazy jacks or spreaders
- Adjust topping lift as necessary
- Furling main: unfurl while applying back tension to furling line.

6. Lowering the mainsail Std 36

- Demonstrate how to lower the main correctly and stow sail and Lines
- Bring the boat head to wind at minimum speed
- Center the boom with light tension on the main sheet
- Release the vang and adjust topping lift as necessary
- Lower the main and secure using proper procedures for the type of mainsail
- Furling main: Furl while applying back tension to the outhaul

7. Unfurling the headsail (P34-35) Std 28, 33

- Demonstrate how to unfurl the headsail and stow furling line
- Check stopper knots in sheets and furling line
- Uncoil and carefully flake the furling line

- Put the boat on a broad reach
- Unfurl the headsail using both sheets until clew is clear of foredeck, and keep back tension on furling line
- Lines neatly coiled, flaked, or stacked appropriately
- Genoa furling line cleated, coiled and properly stowed

8. Furling the headsail Std 36

- Demonstrate how to furl the headsail and stow sheets and lines
- Bring the boat onto a broad reach
- Uncleat and prepare the furling line
- Haul the furling line while putting slight tension on sheets
- Ensure the sheets are wrapped at least 3 times around the furled headsail
- Cleat off the furling line and secure sheets
- Coil and stow furling line

9. Sail Trim (P44, 60-63) Std 28-35

Describe and demonstrate the following:

- Angle of attack; Draft (depth, position); Twist
- How and when to trim
- Over trimming and under trimming
- Use of halyards
- Use of winches
- Main and jib sheets
- Use of boom vang
- Use of traveler
- Use of outhaul

10. Heading Up / Bearing Away Std 40, 41

- As helmsperson – use proper command (“Heading up”), sail closer to wind
- As crew – trim sails correctly
- As helmsperson – use proper command (“Bearing away”), sail further from wind
- As crew – ease sheets and trim sails correctly

11. Points of Sail (P44-48, 53) Std 38, 42-46

As skipper, for each of the following, bring the boat onto the intended point of sail and trim sails appropriately. As crew, give proper responses and actions for each maneuver. Maintain course.

- Close Hauled
- Close Reach
- Beam Reach
- Broad Reach
- Run

12. Tacking (P50-51) Std 47

- As helmsperson – use proper commands: “Ready about; Helm’s over”
- As helmsperson – select then sail a new heading (steady course)
- As helmsperson – execute maneuver without overshooting new desired heading
- As crew – give proper responses (“Ready”), release sheets at proper time
- As crew – re-trim sheets correctly

13. Jibing (P52-53) Std 48

- As helmsperson – use proper commands: “Prepare to jibe [center main]; Jibe-ho”
- As helmsperson – select then sail a new heading with out over shooting new desired heading and maintain a steady course
- As crew – mainsheet control (center main; “Ready”)
- As crew – release sheets with proper timing
- As crew – re-trim sheets correctly
- As crew – cleat lazy jib sheet to ensure head sail does not wrap around head stay

14. Luffing Up, Stopping, and getting out of Irons (P44) Std 39

- As helmsperson, bring boat to a close reach
- As crew – ease the sheets to stop the boat (complete luff)
- As helmsperson and crew – Place the boat in irons (head to wind) and, using proper rudder control and backing of the sails, sail off in a predetermined direction
- As crew – release sheets at proper time
- Sail and stop the boat head to wind within ½ a boat length of a mark abeam

15. Sailing drills (P74-75) Std 51

- Figure 8 tacking
- Figure 8 jibing
- As crew, give appropriate responses and correct actions for all maneuvers

16. Navigation Rules (P92-95) Std 7-12

- Demonstrate knowledge of navigation rules (item 8)

17. Crew Overboard Recovery (P106-109) Std 52

- Describe Figure 8 method and Broad Reach/Close Reach methods of COB
- Demonstrate the correct actions from the time a crew goes overboard to time of recovery
- Heave to, then use Broad Reach/Close reach method
- Call COB, Appointed a Spotter, Deployed Flotation (Type IV PFD), organized appropriate throw lines
- Control the event and crew with confidence
- Used proper approach (close reach engine off, head to wind engine on) with reduced speed and control
- Stopped the boat next to the victim
- Discussed bringing an exhausted person aboard

18. Tying knots & Line Management (P64-69) Std 21-26

Describe and demonstrate each of the following knots and line management techniques

- | | |
|--|---|
| <input type="checkbox"/> Bowline | <input type="checkbox"/> Rolling hitch |
| <input type="checkbox"/> Figure 8 Knot | <input type="checkbox"/> Coiling and stowing lines |
| <input type="checkbox"/> Cleat Hitch | <input type="checkbox"/> Coiling and stowing jib furling line |
| <input type="checkbox"/> Clove Hitch | <input type="checkbox"/> Halyards |
| <input type="checkbox"/> Round Turn and 2 Half Hitches | <input type="checkbox"/> Flaking a line |
| <input type="checkbox"/> Square (Reef) Knot | |