

Name: _____

Basic Keelboat

1 st _____ 4 th _____
2 nd _____ 5 th _____
3 rd _____ 6 th _____

Covered

1st	2nd	Pass
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preliminaries

- 1) Put on lifejacket
- 2) Give verbal checklist
- 3) Check equip. & note deficiencies
- 4) Bend on sails correctly
- 5) Furl neatly

Getting Underway

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 6) Smell for gas leaks (sniff or smell)
- 7) If outboard check secure on bracket with safety line
- 8) Bilge Blower turned on
- 9) Start motor in neutral - check cooling water
- 10) One man only per line
- 11) All lines on board & ship shape - sails ready
- 12) Check figure eights
- 13) Cast off all lines
- 14) Engage motor

Hoisting Sails

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 15) Clear halyards & sheets
- 16) Check For Lee Shore
- 17) Check topping lift / boom lift
- 18) Hoist & set main sail
- 19) Tension mainsail luff
- 20) Coil & hang halyard
- 21) Bear away slightly & hoist headsail
- 22) Tension headsail luff
- 23) Coil & hang halyard

Tacking

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 24) Hlsman - proper commands & responses
- 25) Hlsman - selects new heading
- 26) Hlsman - executes manoeuver smartly
- 27) Crew - gives proper responses
- 28) Crew - releases sheets at proper time
- 29) Crew - retrims sheets correctly

Gybing

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 30) Hlsman - proper commands & responses
- 31) Hlsman - selects new heading
- 32) Hlsman - mainsheet control
- 33) Hlsman - executes manoeuver smartly
- 34) Crew - gives proper responses
- 35) Crew - mainsheet control
- 36) Crew - retrims sheets correctly

Knots

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 37) Bowline
- 38) Figure eight
- 39) Clove hitch
- 40) Cleat hitch

Covered

1st	2nd	Pass
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heading Up

- 40) Hlsman - sails closer to the wind
- 41) Crew - trims sails correctly

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bearing Away

- 42) Hlsman - sails further down wind
- 43) Crew - trims sails correctly

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Beating

- 44) Hlsman - sails close to the wind
- 45) Crew - trims sails correctly

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reaching

- 46) Hlsman - sails proper course relative to wind
- 47) Crew - trims sails correctly

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Running

- 48) Hlsman - keeps wind dead astern
- 49) Crew - trims sails correctly

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lowering Sails

- 50) Start motor in neutral
- 51) Bring boat near head to wind using motor
- 52) Jib sheets inboard
- 53) Main hatch closed
- 54) Lower jib & secure halyard
- 55) Secure jib
- 56) Attend to topping lift / boom lift
- 57) Lower mainsail
- 58) Furl mainsail neatly
- 59) Secure halyard & sheets

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Securing the Vessel for the Night

- 60) Shut off fuel
- 61) Leave the motor in neutral
- 62) Run bilge blower if inboard
- 63) Remove key from switch
- 64) Proper lines in place & secure

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Making Fast

- 65) Bow & stern lines in place
- 66) Spring lines in place
- 67) Fenders placed correctly - height & placement
- 68) Dock lines coiled where applicable
- 69) Halyard secured & away from mast
- 70) Lines coiled & hung
- 71) Valuables below - winch handles etc.
- 72) Belongings & garbage ashore

Please bring this to you practical classes with you - thanks

Covered

- | 1st | 2nd | Pass | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 73) Helsman - bings boat into wind |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 74) Without sail adjustment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 75) Crew eases sheets to luff |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 76) Helsman - bings boat into wind - crew sheets in |

Sailing by the Lee

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 77) Helsman - holds boat on course without gybing |
|--------------------------|--------------------------|--------------------------|---|

Heaving to

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 78) Helsman - heaves to from beating position |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 79) Helsman - heaves to through a gybe |

Demonstrate Proper Winch Techniques

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 80) Proper strain on halyards & sheets |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 81) Proper wrapping technique on winch (hand safety) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 82) Removal of winch handle after use |

Maneuvering Under Power

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 83) Stop the boat (reverse - half boat length from mark) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 84) Straight course on approach |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 85) Proper speed for conditions |

Parallel Docking

- | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 86) Correct approach |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 87) Proper speed for conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 88) Correct distance from dock |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 89) Stop without using lines |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 90) Bow stopped before mark |

Covered

- | 1st | 2nd | Pass | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 91) Boat has sufficient sea room |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 92) Helsman maintains control |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 93) Crew is safe during procedure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 94) Complete reefing procedure carried out |

Anchoring

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95) Choose a good location for anchoring |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 96) safe foredeck procedure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 97) Lower anchor properly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 98) Proper scope for depth (accounting for tide) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 99) Check the drag |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100) Raise the anchor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 101) Over - ride the anchor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 102) Slow speed when retrieving anchor |

Man Overboard Drill

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 103) Alert |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 104) Lookout |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 105) Datum mark & lifering |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 106) Turn vessel to beam reach |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 107) Tack at proper time |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 108) Beam reach back- passing to leeward |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 109) Heave to at proper time |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 110) Proper approach to man overboard |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 111) Secure victim |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 112) Two methods for bringing victim aboard |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 113) One short handed method for bringing victim aboard |

Knots

- | | | | |
|--------------------------|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 114) Reef Knot |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 115) Round Turn & two half hitches |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 116) Sheet bend |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 117) Prussic |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 118) Rolling Hitch |

Notes: Short Course

In the three practical sessions many students may not have had enough practice to pass all the items.

Basic Coastal Cruising

Students must have passed all the items on both sides of the sheet to be certified to the ASA/CYA standards.