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## Basic Sailing Program Sailing Achievement Level Cards

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To be an Approved Operator of the Club's sailboats, potential Skippers are expected to have passed a state approved Boating Safety Course and have demonstrated the knowledge laid out on these cards. You may take any level through on-the-water demonstration to an MYC appointed Mentor/Moderator.

The knowledge called for in these Sailing Achievement Level Cards is based on US Sailing Basic Keel-boat Course but has been divided into different levels to accommodate Members from beginner sailor to rusty skipper!

It is the Member's responsibility to retain these achievement level cards and record their own progress or if already experienced, note any knowledge gaps. The Mentor/Moderator will sign off and record your passing when you achieve Skipper level.

The purpose of these four sailing levels is to:

- Provide Mentor/Moderators with a consistent means to assess Members skills.
- Baseline a Member's achievements when Mentoring a Member for the first time.
- Provide Members with a set of specific, measurable and achievable goals by which to guide their own progress whilst always enjoying the sailing experience.
- Provide Skippers with a baseline on their crew's experience level.

## Mate

### Objective: Upon achieving Mate, an adult sailing student is able to

- Equip themselves with proper clothing and footwear for anticipated conditions
- Rig and de-rig a boat with cues and guidance.
- Comfortably handle the tiller and main with navigation direction and support.
- Identify basic sailing and sailboat terms.
- Find the wind and understand why you cannot sail into it.

### A typical Mate...

- Has no (or has mostly overcome any existent) fear of being in a sailboat in fair weather conditions.
- Rigs and de-rigs the boat with assistance and cueing.
- Willingly takes the tiller and mainsheet.
- Handles the boat with guidance.
- Is smiling and eager to sail again and wants to learn more.

Rig and Ready	Underway	Terms & Knots	Theory
<p><b>Basic safety</b></p> <ul style="list-style-type: none"> <li>• Life jacket secured with proper fit</li> <li>• Whistle in reach</li> </ul> <p><b>Navigate dock &amp; boat</b></p> <ul style="list-style-type: none"> <li>• Board/disembark with cues</li> <li>• Move around moored boat safely</li> </ul> <p><b>Rig/derig with guidance</b></p> <ul style="list-style-type: none"> <li>• Remove &amp; stow main sail cover, ties</li> <li>• Prepare jib for deployment</li> <li>• Hoist main with correct use of winch &amp; stow crank</li> <li>• Lower, roll &amp; secure main</li> <li>• Reef jib, secure &amp; ease halyard</li> <li>• Secure boom</li> </ul>	<p><b>Basic safety</b></p> <ul style="list-style-type: none"> <li>• Demonstrate visual &amp; audio “I’m OK” or “Distress” overboard signal</li> </ul> <p><b>Boat awareness</b></p> <ul style="list-style-type: none"> <li>• Exhibit awareness of boom</li> <li>• Exhibit awareness of others in boat</li> <li>• Demonstrate ability to safely move around the boat – stay to windward side</li> </ul> <p><b>Boat &amp; sail control</b></p> <ul style="list-style-type: none"> <li>• Adjust course with direction (head up/off)</li> <li>• Sheet in/out based on course adjustment</li> <li>• Heel control: (head up, sheet out)</li> </ul>	<p><b>Terms</b></p> <ul style="list-style-type: none"> <li>• Hull</li> <li>• Bow, Stern</li> <li>• Mast</li> <li>• Boom</li> <li>• Shrouds</li> <li>• Tiller</li> <li>• Rudder</li> <li>• Mainsail</li> <li>• Mainsheet</li> <li>• Fore, Aft</li> <li>• Port, Starboard</li> </ul> <p><b>Knots</b></p> <ul style="list-style-type: none"> <li>• Square Knot</li> <li>• Cleat hitch</li> </ul>	<ul style="list-style-type: none"> <li>• Finding the wind</li> <li>• Understand “in irons”</li> <li>• Windward</li> <li>• Leeward</li> <li>• Sun protection</li> <li>• Sea sickness avoidance</li> <li>• Treatment for hypothermia</li> </ul>

## Midshipman/Midshipwoman

**Objective:** Upon achieving **Midshipman/woman**, an adult sailing student is able to

- Rig and de-rig a boat with assistance.
- Comfortably handle the tiller and main with navigation guidance.
- Use the sails to control the boats speed.
- Tack without getting caught in irons.
- Describe tacks and primary points of sail.

A typical **Middy**...

- Rigs and de-rigs the boat with assistance and only minor cuing
- Is aware of jib and mainsail luffing
- Can hold a course in moderate (10 – 15 Kt) winds
- Is smiling and eager to sail again and wants to learn more.

Rig and Ready	Underway	Terms & Knots	Theory
<p><b>Navigate dock &amp; boat</b></p> <ul style="list-style-type: none"> <li>• Assess wind direction and strength</li> <li>• Board/disembark safely</li> </ul> <p><b>Rig/derig <i>with assistance</i></b></p> <ul style="list-style-type: none"> <li>• Remove &amp; stow mainsail cover, ties, prepare jib</li> <li>• Hoist main &amp; stow crank</li> <li>• Lower, roll &amp; secure main &amp; jib</li> <li>• Secure boom</li> <li>• Rig Lifesling</li> </ul>	<p><b>Basic safety</b></p> <ul style="list-style-type: none"> <li>• Describe man overboard procedure</li> </ul> <p><b>Engine</b></p> <ul style="list-style-type: none"> <li>• Start cold &amp; hot, throttle, shut down</li> </ul> <p><b>Boat &amp; sail control</b></p> <ul style="list-style-type: none"> <li>• Use sail trim to increase &amp; decrease speed of the boat</li> <li>• Hold a steady course using proper steering &amp; sail trim for mainsail and jib</li> <li>• Stop boat completely from close-hauled &amp; resume sailing close-hauled on same tack (I.e stall the sails and keel)</li> <li>• Sail, name and hold each points of sail</li> <li>• Smartly get out of irons with <b>and</b> without backing the jib</li> <li>• “ready about”, “hard-a-lee” - tack from close-hauled to close-hauled.</li> <li>• Bear away from a broad reach to a run &amp; avoid sailing by the lee</li> </ul>	<p><b>Terms</b></p> <ul style="list-style-type: none"> <li>• Foredeck</li> <li>• Forestay</li> </ul> <p><b>Knots</b></p> <ul style="list-style-type: none"> <li>• Figure 8 stopper knot</li> <li>• Round turn with two half hitches</li> </ul>	<ul style="list-style-type: none"> <li>• Port and Starboard tack</li> <li>• Know the Points of Sail               <ul style="list-style-type: none"> <li>○ Close Hauled</li> <li>○ Close Reach</li> <li>○ Beam Reach</li> <li>○ Broad Reach</li> <li>○ Run</li> </ul> </li> <li>• Explains danger of sailing by the Lee</li> <li>• Tack/Come about</li> <li>• Jibe</li> <li>• Describe ways to speed up, slow down and stop a sailboat</li> </ul>

# Master

**Objective:** Upon achieving **Master**, an adult sailing student is able to

- Demonstrate use of forecast weather and sea state conditions
- Rig and de-rig a boat independently.
- Handle the helm and sails without navigation guidance
- Execute a controlled jibe
- Describe rules for when two sailboats interact.

A typical **Master**...

- Has no (or has mostly overcome any existent) fear of being in a sailboat in brisk weather conditions.
- Is confident on the helm
- Trims and eases sheets without cuing
- Is immediately aware and corrects for sailing by-the-lee
- Can confidently execute controlled jibes
- Is smiling and eager to sail again and wants to learn more.

<b>Rig and Ready</b>	<b>Underway</b>	<b>Terms &amp; Knots</b>	<b>Theory</b>
<p><b>Pre Departure</b></p> <ul style="list-style-type: none"> <li>• Consider wind &amp; weather and crew experience</li> </ul> <p><b>Mooring</b></p> <ul style="list-style-type: none"> <li>• Cast off and moor</li> </ul> <p><b>Rig/derig</b></p> <ul style="list-style-type: none"> <li>• Rig/derig independently</li> <li>• Deploy fenders</li> <li>• Throw a line</li> <li>• Clean &amp; stow</li> </ul>	<p><b>Basic safety</b></p> <ul style="list-style-type: none"> <li>• Demonstrate use of the radio</li> <li>• Demonstrate use of GPS</li> </ul> <p><b>Demonstrate situation awareness</b></p> <ul style="list-style-type: none"> <li>• Correctly confirm oral orders</li> </ul> <p><b>Boat &amp; sail control</b></p> <ul style="list-style-type: none"> <li>• With guidance, execute good helming in returning and stopping at a practice "MOB"</li> <li>• Jibe the boat from broad reach to broad reach keeping the boat under control and using proper steering, crew coordination and oral commands</li> <li>• Place boat in irons and resume sailing on the same then opposite tack</li> <li>• Without guidance reefs main and jib underway</li> <li>• With guidance performs Heaving-to</li> <li>• With guidance performs anchoring</li> </ul>	<p><b>Terms</b></p> <ul style="list-style-type: none"> <li>• Gooseneck</li> <li>• Mainsail &amp; Jib               <ul style="list-style-type: none"> <li>– Tack, Head, Clew</li> <li>– Luff, Foot, Leach</li> <li>– Battens</li> <li>– Jib car track</li> <li>– Shackle</li> </ul> </li> </ul> <p><b>Knots</b></p> <ul style="list-style-type: none"> <li>• Demonstrate coiling vs. flaking lines</li> <li>• Bowline</li> </ul>	<ul style="list-style-type: none"> <li>• Describe Aft, Astern, Abeam as relates to the relative position of two boats</li> <li>• Describe the Navigation Rules applicable to a 22ft sailing vessel</li> </ul>

# Skipper

**Objective:** Upon achieving **Skipper**, an adult sailing student is able to

- Forecasts weather and sea conditions and determines crew ability to enjoyably cope
- Direct others in rigging and de-rigging a boat.
- Moor/dock the boat
- Commands the crew and expects confirmation of execution

A typical **Skipper**...

- Is confident in brisk conditions and can optimize boat speed
- Can maintain boat and main and jib trim
- Maintains good concern for crew safety
- Can maneuver the boat to and round a bell/whistle buoy
- Is smiling and eager to sail again and wants to learn more.

<b>Rig and Ready</b>	<b>Underway</b>	<b>Terms &amp; Knots</b>	<b>Theory</b>
<p><b>Pre Departure</b></p> <ul style="list-style-type: none"> <li>• Shares weather, wave, tide &amp; current forecast with crew</li> <li>• Ascertains crew readiness</li> <li>• Files Float Plan</li> <li>• Instructs crew on location and use of anchor, first aid kit, fire extinguisher, horn, flares &amp; MOB procedure</li> </ul> <p><b>Navigate, dock &amp; boat control</b></p> <ul style="list-style-type: none"> <li>• List required and recommended onboard equipment</li> <li>• Coil then throw a line to an identified target</li> </ul> <p><b>Rig/derig</b></p> <ul style="list-style-type: none"> <li>• Rig/derig, guiding others</li> <li>• Orient the boat for departure considering wind direction and objects to be avoided as advised</li> </ul>	<p><b>Basic safety</b></p> <ul style="list-style-type: none"> <li>• Perform a pre-departure check on boat readiness and safety equipment</li> </ul> <p><b>Situation awareness</b></p> <ul style="list-style-type: none"> <li>• Avoid potential collisions by observing Navigation Rules</li> </ul> <p><b>Boat &amp; sail control</b></p> <ul style="list-style-type: none"> <li>• Properly tension the boom vang, outhaul and cunningham</li> <li>• Timely orders reefing of main and jib underway</li> <li>• Safely maintain an extended downwind course</li> <li>• Perform MOB - quick stop, GPS posn. engine start, Lifesling recovery. Also figure 8 recovery – sail only</li> <li>• Demonstrate mooring under sail, docking under power and springing off the dock</li> <li>• Return to a dock without navigation support. Deploy fenders breast &amp; spring lines</li> </ul>	<p><b>Terms</b></p> <ul style="list-style-type: none"> <li>• Boom Vang</li> <li>• Outhaul</li> <li>• Cunningham</li> <li>• Clevis pin</li> <li>• Cotter pin/ring</li> </ul> <p><b>Knots</b></p> <ul style="list-style-type: none"> <li>• Clove hitch</li> <li>• Sheet bend</li> </ul>	<ul style="list-style-type: none"> <li>• Describe proper adjustments to sails and crew positions when             <ul style="list-style-type: none"> <li>– Heading up</li> <li>– Bearing away</li> <li>– Tacking</li> <li>– Jibing</li> </ul> </li> <li>• Describe common distress calls &amp; signals</li> <li>• Describe procedure when grounded</li> <li>• Demonstrate use of GPS, e-chart and waypoints</li> </ul>