

Norton's Sailing School

BASIC KEELBOAT SAILING STANDARD (ASA 101)

Prerequisites: None

General Description: Sailors must sail a boat of about 20 feet in length in light to moderate winds and sea conditions in familiar waters without supervision. A preparatory Standard with no auxiliary power or navigation skills required. The Basic Keelboat Sailing course is approved by the National Association of Boating Law Administrators (NASBLA) and the U.S. Coast Guard (USCG). As such, it meets all requirements for mandatory education and licensing for every state in the United States.

SAILING KNOWLEDGE

A Certified Sailor has successfully demonstrated his or her ability to:

Terminology

1. Identify the following parts of a sailboat:

backstay	deck	jib	shrouds
boom	forestay	keel	spreaders
bow	gooseneck	lifelines	stern
bow pulpit	headstay	mainsail	stern pulpit
cabin	hull	mast	traveler

2. Describe the functions of the following items on a sailboat:

boom topping lift	fairlead vs. padeye	mainsheet	spring/breast lines
boomvang	fenders	outhaul	stays/shrouds
cleats	halyard	rudder	tiller/wheel
downhaul	jib sheet	shackle	winches
telltails	cunningham		

3. Define the following terms:

aft	coming about	helmsman	standing rigging
abeam	crew	leeward	starboard
ahead	forward	port	windward
astern	jibing	running rigging	tacking
beam	heel	skipper	

4. Identify the following sails and parts of a sail:

battens	foot	jib	spinnaker
batten pockets	genoa	leech	storm jib
bolt rope	hanks	luff	tack
clew	head	mainsail	

5. Explain the following terms and points of sail and identify them from diagrams:

beam reach	head to wind	leeward boat	sailing by the lee
broad reach	heading up	luffing	starboard tack
close hauled	heading down	port tack	windward boat
close reach	in-irons	running	

6. Apply the Navigation Rules (International and Inland Navigational Rules for prevention of collision) by means of diagrams in the following situations and identify the sailboat or powerboat that is the "stand-on" and "give-way" boat.

- port tack and starboard tack sailboats
- windward and leeward sailboats
- overtaking situation
- boat on the right (danger zone)
- boats meeting head-on

7. Apply Rule 5 (Look-out Rule) contained in the Navigation Rules (International and Inland Navigation Rules for prevention of collision)

8. Describe the actions to be taken when sailing in the vicinity of commercial shipping (Rule 9. Nav. Rules)

9. Define hull identification number.

10. Describe the difference between planing and displacement hulls.

11. Describe proper means of waste disposal including penalties for improper disposal and means for Notification of authorities in the event of oil spillage.

12. Describe how and when to file a float plan.
13. Describe registration numbers and how to display them.
14. Describe a capacity plate, where to find one and the information which is contained on the plate.
15. Describe an alternate means of determining a boat's passenger capacity.
16. State the **federal** standards for determining intoxication using Blood Alcohol Content (BAC). What is the BAC of the **state** in which you sail?
17. Give 5 situations which may be considered negligent operation on the part of boater.
18. Describe when and to whom boating accidents must be reported.
19. Describe under what circumstances an operator must render assistance to another boater in danger.
20. Describe the information an operator should acquire before operating his/her boat in an unfamiliar area. Local Knowledge.
21. Describe where a boater would get the information in the item above.
22. Be able to identify lateral aids to navigation by color, shape and numbering.
23. Be able to identify Safe Water, Information and Regulatory Markers by color, shape and numbering.
24. List required safety equipment for recreational vessels between 23 and 40 feet.
25. Describe procedures for safety trailing and launching a boat.
26. Describe sound signals used by recreational vessels and their meanings.
27. Identify the location and color of running lights used by recreational vessels.
28. Describe common anchor types and anchoring procedures.

SAILING SKILLS

A Certified Sailor has successfully demonstrated his or her ability to:

Gear and Equipment

29. Select and properly use a personal flotation device.
30. Select proper clothing for sailing.

Sailing

31. Hoist the basic sails, set appropriate luff tensions, and coil and hang halyards and other lines.
32. Without an Instructor or direction, act as helmsman / skipper and crew on a sailboat using proper commands and responses while sailing away and back to a dock and mooring under various wind directions. Sail a windward / leeward course while performing successful come about and jibe. Sample commands:
 - “ease sheets” – “easing sheets”
 - “heading-up, sheet in” – “sheeting in”
 - “ready about” – “ready”
 - “helms -a-lee” – “hard-alee”
 - “ready to jibe” – “ready” – “jibe-ho”
33. Lower, fold and stow sails properly.

Man Overboard

34. Describe and demonstrate the actions to be taken by a helmsman / skipper when sailing from the time a person falls overboard without warning until the crew member is safely recovered.
Speed is secondary to safety in performing this procedure.
35. Describe how to get an exhausted person aboard.
36. Steer a sailboat by the lee for 100 yards without jibing.
37. Steer a sailboat moving backwards for 20 yards with sails backed.
38. Secure a sailboat to a dock so as to ensure limited movement and set out fenders properly.

Knots

39. Describe the function of and tie the following knots without assistance:
 - bowline (in less than 20 seconds)
 - figure eight (in less than 15 seconds)
 - cleat hitch (in less than 15 seconds)
 40. Tie the following knots without assistance in less than 20 seconds:
 - reef / square knot
 - clove hitch
 - round turn and two half hitches
-