

FAIRWINDS SAILING AND RECREATIONAL ASSOCIATION SKIPPER CHECKOUT PROCEDURES

April 2016

This package outlines the procedures to be followed when a NON-SKIPPER member wishes to become qualified as a C&C SKIPPER or when a C&C SKIPPER wishes to become qualified as a PEARSON SKIPPER.

All of the following steps are to be completed by each candidate regardless of any previous sailing experience. This checkout procedure, the checkout sheet, and the written exam are available to the candidate once they have paid their initiation fees. This document is a guide, the SOP and the Association by-laws should be referred to for any further detail. The intent of this package is to make the whole procedure as objective as possible and to ensure the Vice-Commodore can fairly and accurately evaluate individuals. It is hoped that the whole procedure will be considered a learning tool and that individuals will benefit by being better (which benefits the association as a whole).

A. NON-SKIPPER

A member may be approved to become a C&C SKIPPER or a C&C Skipper may be approved to become a PEARSON SKIPPER by meeting all the following requirements:

1. Successful completion of either the Coast Guard Power Squadron course or the CYA Coastal Cruising course prior to checkout.
2. Possession of a valid Restricted Radio Operator's Certificate prior to sailing checkout.
3. Familiarization and orientation/sailing experience on the vessel with other Skippers a minimum of 4 times, including the Boat captain at least once.
4. If the candidate feels he or she is ready to be checked out, he or she informs the appropriate Skippers and Boat Captain's that they will need to act as references to the Vice Commodore. Final decision on a candidate will not occur until these references have been checked.
5. The Vice Commodore (with the input of the other Skippers and the Boat Captain) decides whether the candidate is ready to be checked out.
6. The candidate makes arrangements with the Vice Commodore to submit the written exam and sets up an evaluation time after the written exam has been marked to perform the sailing checkout (candidate's sailing account).
7. The candidate completes and submits the written exam to the Vice Commodore at the appropriate time (prior to the sailing checkout).
8. The Vice Commodore marks the exam and informs the candidate as to whether the written exam has been completed successfully. The candidate must score at least 90% on the written test. At his/her discretion, the Vice Commodore may arrange a time in advance of the sailing checkout to review the exam with the candidate if particular issues have arisen. At this point, the Vice Commodore informs the candidate as to whether the sailing checkout will proceed as planned.

9. When the sailing checkout occurs, the Vice Commodore assesses the abilities of the candidate based on observation and on the reports from the Association Skippers and the Boat captain and makes notes events on the sailing checkout sheet.

10. The candidate must demonstrate to the satisfaction of the Vice Commodore that he or she possesses the theoretical and practical ability to complete every item on the checkout list. This effectively requires the candidate to be able to perform these tasks independently (without significant assistance or guidance), and/or explain the task to a novice crew member. In effect, the member should be capable of performing all tasks requested and explaining how they are achieved satisfactorily if they are given to crew as commands. In effect, the member should always be mentally capable (and normally be physically capable) of single-handing the boat in known waters in winds below 15 knots. Prior to and during the sailing checkout, the candidate can expect to receive questions from the Vice Commodore and to have technical situations posed during the checkout (i.e. navigation, collision rules, MOB, tide, currents, sailing theory, boat trim etc.) in order to verify as many aspects as possible of seamanship, technical competence and ability to command.

B. SPECIAL NOTES

1. C&C SKIPPERS wishing to check out as PEARSON SKIPPERS will be required to review the technical aspects of this boat with the Boat Captain and demonstrate satisfactory familiarity and competence with it prior to applying for a sailing check out. The Boat Captain will verify this in his/her report to the Vice Commodore in advance of the sailing checkout.

2. C&C SKIPPERS wishing to check out as PEARSON SKIPPERS need not complete the written exam again but during the sailing checkout, the Vice Commodore may ask verbal questions on subjects covered in the written exam and will ask questions on particular aspects of this vessel (technical issues, different equipment) that may touch on the Boat Captain's review. Therefore, the candidate would be well advised to review the written exam and consult the Boat Captain regarding technical issues prior to the PEARSON sailing checkout.

3. Association Skippers are available to take out candidates for orientation sails. A good way to coordinate this is for the candidate to send out an email to Association Skippers requesting same and suggesting dates for consideration. Once a date/time has been agreed upon, the candidate should make the booking and designate the appropriate member as Skipper.

4. The candidate will be responsible for the booking cost of the boat and the refueling charges.

5. Note that boat availability for orientation sails and check-outs diminishes as the peak summer period approaches. Candidates wishing to check-out are encouraged to do it as early in the year as practical. Summer bookings should not be made until after successful "check-out". It is the responsibility of new members to demonstrate proficiency first.

6. The Vice Commodore is ultimately responsible to approve the member's advancement from NON-SKIPPER to C&C SKIPPER or from C&C SKIPPER to PEARSON SKIPPER and may request that the member gains more experience and practice in handling the boats under sailing conditions.

**FAIRWINDS SAILING AND RECREATIONAL ASSOCIATION
VICE COMMODORE'S - SKIPPER CHECKOUT SHEET**

January 2005
Version 3

Date/Time: _____

Vessel: _____

Others Aboard: _____

Candidate: _____

References: _____

Vice Commodore: _____

Weather Conditions: _____

Planned Route: _____

The following checklist will be used by the Vice Commodore to assess the theoretical and practical knowledge of a member wishing to become qualified as a C&C SKIPPER or a C&C SKIPPER wishing to become qualified as a PEARSON SKIPPER.

All items must be demonstrated by the candidate, reviewed and checked off by the Vice Commodore before the member will be considered for advancement. A written test must also be submitted and marked prior to this checkout if it is for the C&C Skipper.

Reference Materials

All reference materials are considered required reading before the checkout

- Canadian Tide and Current Tables, Juan de Fuca Strait and Strait of Georgia;
- The New Canadian Buoyage System, Transport Canada,
- Marine Cat. No. T31-46/1981E, ISBN 0662-11725-5
- Safe Boating Guide, TP511, Canadian Coast guard
- Fairwinds Sailing and Recreational Association Standard Operating Procedures for the particular boat the member is being checked out on and the Vice Commodore's Checkout Sheet and written exam
- Chart No. 1
- Restricted Marine Operators' Radio Guide
- Recent log book entries (maintenance and operational)
- Boat captain's review material

Boat Review

- Review all vessel features and specifications as listed on the SOP
- Review the conditions of all parts of the boat, -hull, decks, hatches, rudder, wheel/tiller, running rigging (lines, cleats, brakes, winches etc.) standing rigging (including stanchions & lifelines),

head, water systems, pumps, heaters, stoves, stereo, shower systems, through-hulls, holding tank, water tanks, fuel tank, propane tank, bilge, dinghy, various spares, winch handles, ice chests, barbecue, spares etc.

- Review all safety equipment to ensure it is in good working order and available if needed - lifejackets, anchor, sails, tool kit, MOB equipment,
- Anchor chain and rode, windlass, plugs, bailers, fire extinguisher,
- Check lights, anchor lights, horn, heaving line, flares, flags, oars, first aid kit, safety harness, bilge pumps, charts, instruments & gauges, radios, etc.
- Check Navigational equipment on board - charts, tide and current tables, compasses, RDF, GPS, depth sounder, knot meter, lights, binoculars, etc.
- Check general engine condition: belts, oil, generator, starter, fuel pump, batteries, cutlass bearing, electrolysis, wiring etc.
- Trip planning and log book review (maintenance and operational)
- Stowing gear & food
- Orientation of novice crew, their possible roles and how to give commands
- Dealing with children on boats

Motor Operation, Electrical System, Plumbing

- Start up & warm up
- Shifting Gears
- Shutdown
- Fuel capacity
- Handling in reverse gear when under way
- Warning lights and buzzers
- Oil dipstick, alternator and water pump belt checks daily
- Location of fuses, breakers and batteries, knowledge of spares & tools
- Charging of batteries, check fluid levels
- Shore power
- Pumping out holding tank
- Refueling & rewatering procedures

Departing and Returning to Dock

- Depart under varying wind, tide and current conditions (single-handed if necessary)
- Return under varying wind, tide and current conditions (single-handed if necessary)
- Docking line positions - bow and stern lines, two spring lines
- Position of fenders, 3 at widest part of boat where boat may come into contact with wharf.
- Position and protection of dinghy

Navigation

- Conning & recognizing local landmarks, etc.
- Keeping watch for flotsam & crab traps
- Recognizing changing water conditions
- Knowing precisely where you are on the chart
- Use of tide and current tables - reference and secondary points
- Canadian vs. American chart calibrations
- Recognizing and Understanding Chart symbols - Chart #1
- Canadian & American Buoyage systems
- Cardinal buoys - North, South, East, West
- Day beacons - port, starboard

- Dead reckoning - calculating speed and current with respect to current
- Lights - types, frequency of flashing
- Use of compass (TVMDC - True, Variation, Magnetic, Deviation, compass rose, minutes etc.)
- Familiarity with charts 3424, or 3476 and 3310 strip charts
- Plotting
- Set and drift
- Speed over ground
- Course made good
- Current & tide effects
- Use of GPS and hand bearing compass

Operating under Adverse Conditions

- Fog - take a fix, slow down, sound horn once per minute
- Storms - definitions and characteristics
- Predicting the weather -types of clouds & what they mean
- Lightning - attach wire or chain to mast and dangle into water
- Wind over tide - confusing choppy seas, choppy standing waves
- What radio channel for weather conditions
- Shallow waters (unknown)
- Sailing at night

Sailing Practice and Boat Trim

- Raising sails - on main 1st, Genoa or jib 2nd, off - reverse order
- Stowing sails - folding, rigging
- Terminology with respect to sails
- Recognition of rigging lines, what they do & where they go
- Competence on all possible points of sail (tacking, gibing, wing on wing)
- Use of Boom Vang - preventer
- Recognizing apparent vs. true wind - wind off the boat is true, wind on the boat is apparent
- Ability to sail the boat on all points of wind and keep it efficient and safe
- Ability to decide when points of sail should be changed to improve progress
- Ability to use safety harness and tether
- Recognition of Weather Helm - the need to hold the tiller to windward to keep the boat sailing straight - correct by hardening foresail - easing main or reefing main
- Recognition of Lee helm - the need to hold the tiller to leeward, move boom to centre and ease the mainsheet
- Requirements for life jackets (and PFD's)
- Reefing decisions and procedures
- C&C Reefing - start at mast and work back, shake reef in reverse
- PEARSON Reefing procedures (when & how)
- Heaving to and handling in rough seas

Operating Regulations and Collision Regulations (handling traffic)

- Lights under power
- Lights under sail
- Lights when anchored
- Right of way under power
- Right of way under sail ... racing vs. cruising
- Right of way in confined areas
- Communication in Fog

- Radar reflector

Anchoring

- Selection of a harbour
- Use of windlass, spare anchor
- Mode of anchoring with respect to other boats - how they swing, minimum length of rode, tide effect
- Lowering anchor procedures - slowly as boat moves backwards
- Setting anchor -high power in reverse
- Retrieving anchor
- How to retrieve a fouled anchor
- Rafting up (methods and courtesies)

EMERGENCIES

- Radio equipment - general use, children to be aware of radio but not play with it
- Radio operator license requirements and call procedures
- MAYDAY procedures
- Man Overboard procedures (drill)
- Use of Life sling, life ring, dinghy, swim ladder, flares, shapes, flags
- Use of block and tackle with life sling
- Fire - gas, propane, kerosene & diesel all use fire extinguisher, for alcohol use water
- Running Aground - ensure safety of crew and boat, determine danger, deciding what attempts s/b made to get off
- Failure of equipment - actions to take
- Standing rigging - use of spare halyard
- Rudder - rig an oar
- Sails - ease sheets and lower sails(spares?)
- Halyards - ease sheets
- Motor - restart checklist
- Fuel system - bleeding lines
- Batteries - charger
- windlass
- Hypothermia, heat stroke, sunburn
- Seasickness

Marlinspike Seamanship

- Demonstrate and describe the use of the following
- Bowline - non slip loop, easy to take apart
- Reef knot - to join two lines of equal diameter
- Round turn and two half hitches - to tie off the free end of a line (i.e. Mooring lines or fenders)
- Figure eight - stopper knot at end of lines
- Sheet bend - joining two lines of unequal diameter
- Clove hitch - securing lines to a cleat (a form of a clove hitch)
- Coiling a line
- Care and storage of lines

Traveling to US waters

- Holding tank must be fitted and Y valve sealed closed
- Custom clearance no's
- Skipper's responsibilities re entry to US

- Fruit, potatoes, meat
- Clearing Canadian Customs
- Declaration of goods purchased
- I68 form before leaving

Prepared By:

Colin Grady

Vice Commodore

Fairwinds Sailing Association