

## Sailing

Sport for all, Sport for life



## Small Boat Sailing Scheme

Seoltoireacht na mBád Beaga.

*“Joe Soap” Sheets*

2010

## Why use these “Joe Soap” sheets?

These “Joe Soap” Sheets are designed to help ISA Sailing Instructors to;

- Accurately track their sailors progress on the courses.
- Ensure that sailors have completed all of the syllabus

They can also help Senior Instructors and Centre Principals to;

- Track how instructors are progressing through the syllabus within the time allowed.
- Manage courses where sailors have more than one instructor or which are not being run continuously.
- Ensure that instructors are covering all of the syllabus required

## Tips on using these Sheets?

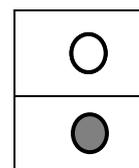
We recommend that you photocopy the sheets for the course that you are running from this book. You can also print them off of the electronic version of this book which is available on the ISA website.

Fill in your sailors names across the top of each of the pages of the course. The spaces provided match the maximum number of sailors you are allowed to teach at that level.

Keep the sheets in a safe place ashore. This might be in the course folder with all the other details relating to the course or on a notice board in an office or other place not accessible to the general public.

As sailors demonstrate the skills or knowledge listed you can tick or otherwise mark them off on the sheets. Simply ticking sailors off like this is sufficient, however some instructors do like to employ more complicated systems which provide more information. An example is;

- 1 Use a circle to indicate that you have covered the skill or topic
- 2 Fill the circle in when the sailors has demonstrated the skill / knowledge to a sufficient standard.



Numerical marking systems are not recommended as they tend to be overly complicated, subjective and not particularly useful. (As an Instructor you need to judge are they good enough or not rather than how good they are.)

Do remember that the order in which the skills and knowledge are listed on these sheets does not indicate that this is the order in which they should be taught / covered. There should be a course programme for each course being run. This will indicate the order in which skills are to be covered and the time allowed. A template for a course programme is provided at the back of this book.

The sailors logbook must be used to record each individuals progress on the course. Every sailor must have a logbook. These sheets must not be used and should be retained by the Training Centre.

*“Joe Soap” Sheet*  
Taste of Sailing

<i>Instructor</i>	<i>Course dates</i>

Sailors names →						
<b><i>By the end of this course sailors will be able to do the following:</i></b>						
<b>Clothing &amp; equipment</b>						
Can explain why personal buoyancy is worn when afloat. (Safety & legislation)						
Can identify the limitations of a Buoyancy Aid (50N PFD) as against a Life jacket (> 150N PFD).						
<b>Sailing techniques &amp; manoeuvres</b>						
The sailor should be able to identify where the wind is coming from.						
While on a beam reach can steer the boat in a straight line between two marks and:						
Can use tiller extension.						
Can keep the sail filled.						
Can stop the boat at will by letting out the sail.						
Can get under way by sheeting in and bearing away.						
Can tack the boat in the vicinity of a mark						
Is balancing the boat.						
Can lower and raise the centre / dagger board and rudder when leaving and coming back to shore.						
<b>Capsize recovery</b>						
Can explain why they must always maintain contact with capsized boat.						
Can explain why they should never swim for shore.						
Can explain how to minimise the risk of full inversions (Don't hang onto top gunwale).						
<b>What next...</b>						
Is aware that the next step for people completing this course is "Start Sailing".						
Can identify why they should do this course and where to find information on it and course providers.						

# "Joe Soap" Sheet Start Sailing

Instructor	Course dates

Sailors names →						
<b>By the end of this course sailors will be able to do the following:</b>						
<b>Clothing &amp; equipment</b>						
Can describe why they might / should /should not wear; Hats, sun glasses, gloves, footwear, wetsuits, drysuits, waterproofs.						
Describe the relative merits of cotton, wool & man made fibres when used afloat.						
Can identify the difference between buoyancy aids & lifejackets.						
Can explain what the ISO/EN number & pictograms mean						
Can explain why they are using the type of PFDs that they are for this activity.						
Can describe where & when your organisation expects they to wear their PFD.						
Can put on and adjust their own PFD.						
<b>Rigging</b>						
Can identify where the wind is blowing from						
Can position their boat head to wind and						
Can do so in an appropriate are free from hazards (overhead lines, fences, other boats & sailors etc.).						
Can identify parts of the hull - bow, stern, rudder, tiller & centre / daggerboard, bungs.						
Can identify parts of the rigging - mast, boom, halyards, stays / shrouds & kicking strap, sheets.						
Can identify sails 7 sail parts - mainsail, jib, clew, foot, leach.						
Has assisted instructor in rigging boat.						
<b>Ropework</b>						
Can tie and describe when to use a figure of eight knot.						
Can tie and describe when to use a round turn and two half hitches.						
Can secure a rope using a Cam Cleat (as used on jib & main sheets),						
Can secure a rope using a Horned cleat (as on marinas),						
Can secure a rope using a Jam cleat (often used on tiller to hold down rudder).						
Can coil a line by flaking it into one hand and secure it to stop it uncoiling.						
Can throw one end of a coiled line.						

*“Joe Soap” Sheet*  
**Start Sailing**

<i>Instructor</i>	<i>Course dates</i>

Sailors names →						
<b><i>By the end of this course sailors will be able to do the following:</i></b>						
<b>Launch &amp; recovery</b> <i>Dinghy &amp; Catamaran Sailors will be able to</i>						
Can secure a boat to its trolley and tie down.						
Can demonstrate the correct way to lift a boat						
Can move their boat around the dinghy park without colliding with other boats.						
Can identify the hazard presented by overhead cables.						
Can safely manoeuvre the boat on the trolley with the sails up.						
Can, with assistance, launch their boat and sail away from the shore.						
Can lower their centre/dagger board and rudder.						
Can park their trolley while they are on the water. (tide & other slip users).						
Can, with assistance, return to the shore, recover their boat on to its trolley and drop the sails.						
When approaching shore, can slow the boat down and raise the centre/dagger board and rudder to avoid grounding them.						
<b>Launch &amp; recovery</b> <i>Keelboat Sailors will be able to</i>						
Can secure their boat alongside.						
Can secure their boat to a mooring.						

# "Joe Soap" Sheet Start Sailing

Instructor	Course dates

Sailors names →						
<b>By the end of this course sailors will be able to do the following:</b>						
<b>Sailing techniques &amp; manoeuvres</b>						
Can paddle or row a boat in a straight line.						
It is vital that in two person boats, sailors spend equal amounts of time as both helm and crew.						
Can reach the boat across the wind while controlling speed and avoiding obstacles.						
Can sail the boat close to the wind and while doing so						
Steer a reasonably constant course						
Avoiding unintended tacks						
Maintaining proper sheeting positions.						
Keeping the boat balanced.						
Can sail the boat down wind on a training run (very broad reach but not dead run) while;						
Steering a reasonably constant course.						
Avoiding unintended gybes.						
Maintain correct sail setting.						
Can tack the boat through the wind, from close reach to close reach while;						
Maintaining boat speed through the manoeuvre.						
Maintaining an awareness of, and avoiding other water users.						
Maintaining control of the boat before, during and after the manoeuvre.						
Using the tiller extension if normally fitted to type of boat.						
Keeping crew informed of intentions & progress.						
Can gybe the boat, from training run and avoid luffing up beyond a reach, while;						
Maintaining boat speed through the manoeuvre.						
Maintaining an awareness of, and avoiding other water users.						
Maintaining control of the boat before, during and after the manoeuvre.						
Using the tiller extension if normally fitted to type of boat.						
Keeping crew informed of intentions & progress.						
Can get the boat out of irons						
Can stop the boat						

*“Joe Soap” Sheet*  
**Start Sailing**

<i>Instructor</i>	<i>Course dates</i>

Sailors names →						
<b><i>By the end of this course sailors will be able to do the following:</i></b>						
Can get under way by sheeting in and bearing away.						
<b>Capsize recovery</b>						
Can describe why it is important to stay with a capsized or inverted boat.						
Can explain what to do if caught under an inverted boat.						
<b>Sailing knowledge</b>						
Can describe the different points of sailing - Beam reach, Run, Training Run, Close hauled.						
Can take the correct action when boats on different tacks meet						
Can describe how tides and currents can affect them						
Can identify when sailors are required to wear PFDs by law						
Identify and use common sailing terms - Sheet in, sheet out, luff up, bear away, up wind, down wind, tacking, gybing, in irons.						
<b>Coastal Knowledge</b>						
Can describe how often high and low tides occur						
Can describe implications of tides on activities.						
<b>Weather</b>						
Can describe how onshore and offshore winds can affect their sailing activity & safety						
Can describe how high winds can affect their sailing activity & safety						
Can describe how no wind can affect their sailing activity & safety						
<b>Safety</b>						
Can describe what details to leave about what they are doing onshore and who to leave it with.						
Can describe how to summon assistance while they are on/in the water.						
Can describe how to summon assistance for someone else who is on/in the water.						
<b>What next...</b>						
Are aware that the next step for people completing this course is “Basic Skills”.						
Can identify why they should do this course and where to find information on it and course providers.						

Instructor	Course dates

Sailors names →						
<b>By the end of this course sailors will be able to do the following:</b>						
<b>Clothing &amp; equipment</b>						
Can decide what to wear before going sailing.						
Can equip a sailing boat for use.						
Can check integrity of hull, buoyancy, rigging, spars & foils.						
<b>Rigging</b>						
Can identify all of the parts of the boat, rigging & sails.						
Can rig a boat for use on their own.						
Can make appropriate decisions as to what sails to use or whether or not they should reef.						
Can identify effect of outhaul on the sail and its use in lighter & stronger winds.						
Can wash, dry equipment, roll/fold sails, coil lines, fit covers.						
Can rig a slab or roll reef boat while on the trolley.						
Keelboat sailors can reef their boat while on a mooring.						
<b>Ropework</b>						
Can tie a bowline and describe when to use it.						
Can tie a clove hitch and describe when to use it.						
<b>Launch &amp; recovery</b> <i>Dinghy &amp; Catamaran sailors will be able to:</i>						
Can launch a boat and sail away from shore.						
Can sail back to shore and recover a boat.						
<b>Launch &amp; recovery</b> <i>Keelboat sailors will be able to:</i>						
Identify different methods of launching a keelboat						
Can describe how to launch a keelboat from a trailer using a slipway.						
<b>Sailing techniques &amp; manoeuvres</b>						
Can paddle or row a boat around a triangular course and come alongside.						
As both helm and crew, <i>in light winds</i> ;						
Can leave and return to a beach or slipway in the prevailing wind direction.						
Can describe how to land on a beach or slipway when the wind is offshore, crossshore and onshore.						
Can reach across the wind.						
Can sail up wind.						

Instructor	Course dates

Sailors names →						
<b>By the end of this course sailors will be able to do the following:</b>						
Can sail down wind.						
Can tack the boat.						
Can gybe the boat.						
Can pick up and leave a mooring.						
Can come alongside a boat, pier, pontoon that is head to wind.						
Can come alongside a pier or pontoon that is not head to wind.						
Can recover a man overboard.						
Can heave to.						
Can sail under jib only.						
Can describe “The 5 Essentials” and apply them to all points of sailing.						
<b>Sailing techniques &amp; manoeuvres</b> <i>Catamaran sailors</i>						
Can use a trapeze if carried.						
<b>Sailing techniques &amp; manoeuvres</b> <i>Keelboat sailors</i>						
Can change a headsail.						
<b>Capsize Recovery</b> <i>Dinghy &amp; Catamaran sailors</i>						
Can right a capsized boat.						
Can describe what to do if they are caught under an inverted boat.						
<b>Sailing Knowledge</b>						
Can describe how a sail works.						
Can describe how a centre / dagger board works.						
Can tell if risk of collision exist between two boats.						
Can describe what should happen when;						
a motor boat and sailing boat meet.						
two sailing boats on the same tack meet.						
boats are being overtaken.						
<b>Coastal Knowledge</b>						
Can identify when high and low tide occur using local tide tables.						
Can describe how to estimate the rate and direction of the flow of tide and describe the effect that this might have on a sailor.						

Instructor	Course dates

Sailors names →						
<b>By the end of this course sailors will be able to do the following:</b>						
<b>Weather</b>						
Can describe how wind speed is measured and how it may affect a sailor - Beaufort scale, knots, Kph.						
Can describe how wind direction is measured and how it may affect a sailor - Compass headings, onshore & offshore winds.						
Can describe how visibility is measured and how it may affect a sailor - Hazards associated with fog.						
Can describe how temperature is measured and how it may affect a sailor- Actual and effects of wind chill.						
Can obtain a weather forecast for a sailing area and describe how it might affect their planned activities.						
<b>Safety</b>						
Can explain the importance of telling someone where they are going and when they will be back.						
Can describe how to use and care for distress flares.						
Can describe how to care for someone who is very cold.						
Can explain why it is important for a sailor to have some training in Emergency Care.						
<b>What Next.....</b>						
Can describe how to continue sailing and develop their sailing skills and knowledge.						

Instructor	Course dates

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
<b>Rigging</b>																				
Can rig their own boats																				
Can de-rig the boat.																				
Care for sails by washing, drying, folding/rolling up and stowing in sail. bags.																				
Care for hull by washing, bailing, drying, fitting covers.																				
Check for damage, tidy sheets and lines, and secure equipment.																				
<b>Tuning</b>																				
Can identify and demonstrate / describe the use of the following in order to optimise a boat / rig for a particular set of conditions;																				
Sail telltales																				
Jib sheeting angles.																				
Halyard tension.																				
Outhaul.																				
Cunningham / downhaul.																				
Kicker or vang.																				
Main sheet traveller / hawse.																				
Can use boat and rig controls to optimise the performance of a boat in a variety of conditions including light, medium and moderate wind conditions and on all points of sailing.																				
<b>Boat Handling</b>																				
Can tack effectively in all wind conditions.																				
Can perform a basic roll tack in light winds.																				
Can gybe effectively in all wind conditions.																				
Can demonstrate all of the skills covered in the “Sailing Manoeuvres” section of the <i>Basic Skills</i> course in windier conditions and with little or no assistance from the instructor.																				
Can describe the principles of sailing without a rudder and sail a beam reach without a rudder.																				
Can sail backwards for short distances.																				
<b>Boat Handling</b> Catamaran sailors																				
Can confidently use a trapeze if carried.																				

Instructor	Course dates

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
<b>Capsize recovery</b> Dinghy & Catamaran sailors																				
Will know how to get the centre/ dagger board down if it has retracted.																				
Will know how to break a vacuum formed under the hull.																				
Will know how to tell if mast is stuck in bottom and what to/ not to do if it is.																				
Can describe what to do if someone is caught under an inverted boat.																				
<b>Boat Speed</b>																				
Are constantly aware of and apply "The 5 Essentials".																				
Can set the boat up.																				
Can sail efficiently up wind.																				
Can sail efficiently down wind.																				
Can sail efficiently on a reach.																				
Can demonstrate how to obtain maximum leverage when hiking or trapezing.																				
Can demonstrate use of optimum sheeting on all points of sailing.																				
<b>Weather</b>																				
Can describe how wind speed, wind direction, visibility, precipitation and temperature can affect planned activities.																				
Can find forecasts on radio, VHF radio, television, internet, phone, fax & newspapers as well as identify strengths & weaknesses of each types of forecast service.																				
Can explain the significance of commonly used terms in marine forecasts (isobars, areas of high & low pressure, cold & warm fronts).																				
Can identify the significance to sailors of common weather patterns illustrated on synoptic chart.																				
Can obtain a forecast for the day and then explain how the weather it predicts will affect the sailing area & activities planned for the day.																				
<b>Coastal Knowledge</b>																				
Can describe what causes tides and how neap and spring tides might affect sailors.																				
<b>Sailing Knowledge</b>																				
Can explain how centre of effort (sails) & centre of lateral resistance (hull & foils) interact to drive boat forwards and to steer the boat.																				
Can describe how sails & foils generate lift and what stalling is.																				



Instructor	Course dates

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
<b>By the end of this course sailors will be able to do the following:</b>																				
<b>Rigging</b>																				
Can rig any sailing boat.																				
<b>Tuning</b>																				
Can identify and demonstrate / describe the use of the following in order to optimise the boat / rig for a particular set of conditions;																				
Mast Rake.																				
Rig tension.																				
Spreader length & angle.																				
Mast ram / chocks.																				
Can use boat and rig controls to optimise the performance of the boat in a variety of conditions.																				
<b>Boat Handling</b>																				
Can demonstrate all of the skills covered in the "Sailing Manoeuvres" section of the <i>Basic Skills</i> course in strong winds.																				
Can set up and control a boat while on a plane.																				
Can perform an effective roll tack in all wind strengths.																				
Can sail effectively without a rudder.																				
<b>Boat Speed</b>																				
Demonstrate techniques for maximising speed in waves.																				
Demonstrate optimum course to steer and steering technique on all points of sailing.																				
<b>Sailing Knowledge</b>																				
Describe how to optimise effectiveness of hull, spars and sails within class rules.																				
Describe how sails interact and demonstrate techniques to maximise this effect.																				
Can demonstrate a range of activities designed to develop and practice specific aspects of boat handling & boat speed.																				
<b>What next...</b>																				
Can describe how to continue sailing and develop their sailing skills and knowledge.																				

“Joe Soap” Sheet  
Go Racing 1

Instructor	Course dates

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
<b>By the end of this course sailors will be able to do the following:</b>																				
<b>Planning &amp; Goal Setting</b>																				
Can identify the class and regattas they will be sailing in (club & inter club regattas)																				
<b>Regatta / Race Preparation</b>																				
Can describe where to obtain the Notice of Race for a regatta.																				
From a standard notice or Race they can identify at least																				
Date of regatta																				
Number of races																				
How to enter the regatta, fees, signing in, etc.																				
Start times																				
<b>Boat Preparation, Care &amp; Maintenance</b>																				
Can conduct a basic check on hull and rigging to ensure they are fit to race.																				
Can ensure that there are sufficient/ appropriate levels of adjustability in the boat controls.																				
Can de-rig a boat																				
Without assistance from an instructor they can																				
Care for sails by washing, drying, folding/rolling up and stowing in sail bags.																				
Care for hull by washing, bailing, drying and fitting covers.																				
Check for damage, tidy sheets & lines, and secure equipment.																				
Can identify what tools and spares they should have and demonstrate that they can care for and use them.																				
<b>Personal Preparation</b>																				
Can identify the need for pre-regatta / race practice.																				
Can describe the food triangle and the elements of a balanced diet.																				
Can describe how to remain properly hydrated before, during and after training & racing.																				
Know the recommended amounts of sleep																				
Can describe the effects of alcohol and drugs on performance.																				
Can describe how cardiovascular fitness, strength and flexibility can affect performance and reduce risk of injury.																				
Can plan a daily routine for race days.																				
Can conduct a pre-and post sailing warm up / cool down routine.																				



*“Joe Soap” Sheet*  
**Go Racing 1**

<i>Instructor</i>	<i>Course dates</i>

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
Can describe what class associations are and what they do.																				
Can describe what clubs are and what they do.																				
Can identify what club & class racing is available to them.																				
Can identify the role of the ISA in domestic competitions.																				
Can describe fleet racing.																				
Can describe match racing.																				
Can describe team racing.																				
Can identify the principal handicapping systems used in Ireland.																				
<b>What next...</b>																				
Can describe how to continue sailing and develop their sailing skills and knowledge.																				
<b>Logbook requirements</b>																				
As part of this training course all participants must do the following;																				
Assist an ISA qualified Race Officer in running 2 club races.																				
Log participation in a minimum of;																				
6 club races as helm.																				
6 club races as crew.																				
1 interclub regatta (minimum 3 races).																				
Where this is available, some Training Centres may require additional races to be logged at club or inter club level.																				

“Joe Soap” Sheet  
Go Racing 2

Instructor	Course dates

Sailors names →																		
<b>By the end of this course sailors will be able to do the following:</b>																		
<b>Planning &amp; Goal setting</b>																		
Can explain the role and importance of setting process and performance goals.																		
Can identify the key considerations in developing a season plan and develop such a plan.																		
Can identify and record short, medium and long term goals.																		
<b>Regatta / Race Preparation</b>																		
Can locate sailing club and race area.																		
Can find accommodation and make travel arrangements.																		
<b>Boat Preparation, Care &amp; Maintenance</b>																		
Can identify a suitable trailer for the class of boat.																		
Can demonstrate correct lifting technique.																		
Can demonstrate the correct technique for tying a boat to a trailer safely.																		
Can rig and set up a boat to pre-determined measurements.																		
Without assistance they can;																		
Use gel coat filler to make good chips in hull & topsides.																		
Undertake a real or mock repair to glass fibre using resin & matting/ tape.																		
Remove and replace pop rivets in aluminium spars.																		
Make temporary repairs to sails using propriety tapes.																		
<b>Personal Preparation</b>																		
Can give an example of foods from each group on the food pyramid and describe their relevance to lifestyle and training/ competition regimes.																		
Can explain stamina, endurance, strength, power & flexibility.																		
Can describe how these components can benefit sailing i.e. the effects on hiking, sheeting and concentration.																		
Can identify where appropriate advice can be sought in order to develop physical fitness.																		
Can describe a warm up/ cool down routine.																		
Describe the benefits of isotonic drink and energy foods for a sailor during a race day.																		
Can describe the relevance of maintenance and methods for maintaining energy levels																		

“Joe Soap” Sheet  
Go Racing 2

Instructor	Course dates

Sailors names →																			
<b>By the end of this course sailors will be able to do the following:</b>																			
during a regatta.																			
<b>Rules</b>																			
Using an ISAF Case Book can describe the rules in Part 1 and 2 of the Racing Rules of Sailing.																			
<b>Tactics</b>																			
At the start of a race;																			
Can Identify routine for 30 minutes prior to start.																			
Can describe the effect of current, wind strength and sea state on lay lines for the top mark and starting marks.																			
Can identify best place relative to other boats prior to and at start.																			
Can control boat speed and position relative to start line and other boats.																			
Can identify and describe how to race a series of races.																			
<b>Strategies</b>																			
Can identify considerations when sailing in;																			
Different fleet sizes.																			
Different wind strengths.																			
<b>Techniques</b>																			
Can describe how to wait and tack an inside line around a mark in traffic to best effect.																			
Can use a compass to identify the direction of wind shifts.																			
Can describe how to take best advantage of wind shift on the race course.																			
<b>Race Management</b>																			
Can read and provide detailed description of implications of sailing instructions.																			
Can identify the flags and sound signals used on the race course and describe what they represent.																			
<b>Weather</b>																			
Can identify and describe main characteristics of the following and apply to any race area;																			
High and low pressure weather systems.																			

*“Joe Soap” Sheet*  
**Go Racing 2**

<i>Instructor</i>	<i>Course dates</i>

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
Warm, cold and occluded fronts.																				
Different cloud types & implications.																				
Thermal & gradient winds.																				
Can identify accuracy or otherwise of forecast conditions.																				
<b>Tides &amp; Currents</b>																				
Can describe tidal and current effects upwind and downwind.																				
Can examine current speed and direction on race course relative to the local topography.																				
Can examine current effect on a mark on the race course.																				
<b>Sports knowledge</b>																				
Can identify ISA pathway classes, squads and training available.																				
<b>What next...</b>																				
Can describe how to continue sailing and develop their sailing skills and knowledge.																				
<b>Logbook Requirements</b>																				
As part of this training course all participants must do the following;																				
Participate in a mock protest hearing.																				
Assist an ISA qualified Race Officer in running a race at a regional or national class event.																				
Log participation in;																				
6 club races.																				
1 interclub regatta.																				
2 regional class regattas (min 9 races) of which 50% of races must be as helm.																				
Where this is available, some Training Centres may require additional races to be logged at club, inter club or regional regatta level.																				

*“Joe Soap” Sheet*  
Adventure 1

<i>Instructor</i>	<i>Course dates</i>

Sailors names →																				
<b><i>By the end of this course sailors will be able to do the following:</i></b>																				
<b>Rigging &amp; preparation</b>																				
Can identify all of the parts of the boat.																				
Can rig any of the boats used on the course.																				
<b>Ropework</b>																				
Can tie a sheet bend and describe when to use it.																				
Can tie a fisherman’s bend and describe when to use it.																				
<b>Alternative propulsion</b>																				
Can paddle and row a boat effectively in a variety of conditions.																				
<b>Sailing Techniques &amp; Manoeuvres</b>																				
In moderate winds, they can sail on all points of sail while demonstrating consistent and appropriate use of “The 5 Essentials”.																				
Can heave to.																				
Can pick up a man overboard.																				
<b>Stopping</b>																				
Can choose an anchorage and anchor their boat, recover the anchor and sail away.																				
Can land on, and use an anchor to haul off a lee shore.																				
<b>Adverse circumstances</b>																				
Can demonstrate that they can reef the boats used while moored.																				
Can describe how to reef using slab reefing and roll reefing techniques.																				
Can set a boat up for conditions.																				
Can sail and control the boat on all points of sail without a rudder and without a centre/ dagger board including tacking and gybing.																				
Can competently sail a triangular course in moderate conditions with no accidental tacks, gybes or rounding ups.																				
Can identify what spares and tools to carry on board, where to obtain them, how to care for them and how to safely use them.																				
Can identify what strong points exist on a sailing boat and how these may be used to attach a tow line to their boat.																				
Can set up a tow line and their boat in preparation for a tow.																				

# "Joe Soap" Sheet Adventure 1

<i>Instructor</i>	<i>Course dates</i>

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
Can pass the tow line to another boat.																				
Can steer the boat while under tow.																				
Can describe how and when to use arm signals, VHF radio, flares and phone to summon assistance.																				
<b>Weather</b>																				
Can interpret the current forecast and make sound decisions on planned activities in view of expected weather and sea conditions.																				
<b>Navigation</b>																				
Can orientate a chart or map using topographical features, navigation marks and / or a compass.																				
Can estimate their position on the chart.																				
Can identify features, including hazards, from a chart.																				
Can identify distances from the chart.																				
Can use a compass to steer a course.																				
Can use transits to hold a course.																				
Can identify the principal day marks used in IALA A buoyage system and describe their significance.																				
Can demonstrate the use of the following in navigating the boat by day;																				
GPS.																				
Steering Compass.																				
Hand bearing Compass.																				
<b>Passage Planning</b>																				
Will assist in developing a passage plan for a day trip they then undertake.																				
<b>Passage making</b>																				
Will participate in a passage by day in waters with which they are familiar.																				
<b>Coastal Knowledge</b>																				
Can describe the effect tides can have on their sailing activities.																				
Can identify relevant tidal information on charts and in almanacs.																				

*“Joe Soap” Sheet*  
**Adventure 1**

<i>Instructor</i>	<i>Course dates</i>

Sailors names →																				
<b><i>By the end of this course sailors will be able to do the following:</i></b>																				
<b>Application of “Rules of the Road”</b>																				
Can demonstrate the ability to apply the International Rules for the Prevention of Collision at Sea in all circumstances.																				
Can use and understand manoeuvring (sound) signals.																				
<b>Safety</b>																				
Can demonstrate how to communicate with other vessels.																				
Can describe when and how to use arm signals, VHF radio, flares, phone to summon assistance.																				
Can demonstrate how to shelter on board your sailing boat while waiting for assistance.																				
<b>Maintenance &amp; care</b>																				
Can de-rig the boat and show that without the assistance from the instructor they can;																				
Care for sails by washing, drying, folding/ rolling up and stowing in sail bags.																				
Care for hull by washing, bailing, drying, fitting covers.																				
Check for damage, tidy sheets & lines and secure equipment.																				
Describe how to store a boat between seasons.																				
Can replace minor parts and make temporary repairs on hull and sails.																				
Can identify what tools and spares they should have and demonstrate that they can care for and use them.																				
<b>What next...</b>																				
Can describe how to continue sailing and develop their sailing skills and knowledge.																				
<b>Logbook requirements</b>																				
As part of this training course all participants must log 1 day sail of at least 4 hours duration in the boat in which the course is being completed. Where possible this should include an overnight stay or camp.																				

# “Joe Soap” Sheet Adventure 2

<i>Instructor</i>	<i>Course dates</i>

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
<b>Rigging &amp; preparation</b>																				
Rig any sailing boat.																				
Can identify a suitable trailer for the class of boat.																				
Can demonstrate correct lifting technique.																				
Can demonstrate the correct technique for tying a boat to a trailer safely.																				
Can check and fit lights.																				
<b>Ropework</b>																				
Can tie a rolling hitch and describe when to use it.																				
<b>Alternative propulsion</b>																				
Can use an outboard or engine to manoeuvre a boat while in displacement mode.																				
<b>Sailing Techniques &amp; Manoeuvres</b>																				
In strong winds, they can use all of the boats equipment to sail on all points of sail while demonstrating consistent and appropriate use of “The 5 Essentials”.																				
Can pick up a man overboard in strong winds.																				
<b>Stopping</b>																				
Can demonstrate the skills and knowledge they require in order to spend a night either camping or on board a cruising yacht.																				
<b>Adverse circumstances</b>																				
Can reef while underway.																				
Can tow another boat with their sailing boat.																				
<b>Weather</b>																				
Can identify the significance to sailors of common weather patterns illustrated on synoptic chart.																				
Can interpret the current forecast and make sound decisions on planned activities in view of expected weather and sea conditions.																				
<b>Navigation</b>																				
Can identify your position on the chart using fixes and from a GPS.																				
Can identify distances from the chart and accurately predict expected progress.																				

*“Joe Soap” Sheet*  
**Adventure 2**

<i>Instructor</i>	<i>Course dates</i>

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
Can describe the effects of compass deviation and variation.																				
Can plot a course to steer, taking account of the effects of wind & current.																				
Can describe the principal features of, and considerations to be made when using the following equipment to navigate by day in restricted visibility;																				
GPS.																				
Depth sounder.																				
Compass.																				
Hand bearing Compass.																				
<b>Passage Planning</b>																				
Can identify where to obtain the information needed to devise a passage plan.																				
Can devise passage / pilotage plans for;																				
A coastal passage by day.																				
Entry into and departure from a harbour.																				
Can identify appropriate waypoints on a chart, programme these into the GPS and then use on a trip.																				
<b>Passage making</b>																				
Can skipper the boat on a coastal passage by day in waters with which they are not familiar, with and without the use of electronic navigation aids.																				
<b>Coastal Knowledge</b>																				
Can calculate tidal heights and rates of flow for any port and apply these when planning activities.																				
Can calculate tidal heights and rates of flow relevant to those activities planned and undertaken on the course.																				
<b>Application of “Rules of the Road”</b>																				
Can identify the type, aspect and behaviour of vessels by day from day shapes.																				
<b>Safety</b>																				
Can describe how to manage a medical emergency afloat.																				
Can describe causes, symptoms & remedies for;																				

# “Joe Soap” Sheet Adventure 2

<i>Instructor</i>	<i>Course dates</i>

Sailors names →																			
<b>By the end of this course sailors will be able to do the following:</b>																			
Hypothermia & hyperthermia.																			
Sea sickness.																			
Sun stroke.																			
Dehydration.																			
Can deploy a sea anchor and identify when they would use it.																			
<b>Maintenance &amp; care</b>																			
Without assistance they can;																			
Use gel coat filler to make good chips in hulls & topsides.																			
Undertake a real or mock repair to glass fibre using resin & matting/ tape.																			
Remove and replace pop rivets in aluminium spars.																			
Make temporary repairs to sails using propriety tapes.																			
<b>What next...</b>																			
Can move across to one of the other modules such as Kites & Wires.																			
Can link into the ISA's Cruising Scheme by completing on the Yachtmaster Training courses.																			
Can go sailing by organising trips on their own or with members of a club.																			
<b>Logbook</b>																			
Has logged 1 day sail of at least 6 hours duration in the boats in which the course is being completed. This should include an overnight stay or camp.																			

“Joe Soap” Sheet  
Kites & Wires 1

Instructor	Course dates

Sailors names →																		
<b>By the end of this course sailors will be able to do the following:</b>																		
<b>Rigging</b>																		
Can identify the parts of an asymmetric and conventional spinnaker.																		
Can rig the spinnakers on the boats used.																		
Can identify all of the parts of a trapeze wire, rig it and describe what to check for.																		
Can fit and adjust a trapeze harness.																		
<b>Spinnaker</b>																		
As both helm can launch, fly, gybe and recover an asymmetric and or conventional spinnaker in light wind conditions.																		
As crew, can launch, fly, gybe and recover an asymmetric and or conventional spinnaker in light wind conditions.																		
Can use guy and sheet to position and fill spinnaker.																		
Can demonstrate the appropriate course to steer when using spinnakers.																		
<b>Trapeze</b>																		
Can adjust trapeze height to optimum from within the boat.																		
Can use a trapeze when crewing.																		
<b>Safety</b>																		
Can describe how to avoid becoming trapped during a capsize or inversion and what action to take should it occur.																		
Can recover a boat that has capsized with the spinnaker up.																		
Can recover a man overboard in moderate to strong winds.																		

“Joe Soap” Sheet  
Kites & Wires 2

Instructor	Course dates

Sailors names →																				
<b>By the end of this course sailors will be able to do the following:</b>																				
<b>Rigging</b>																				
Can identify the parts of an asymmetric and conventional spinnaker.																				
Can rig the spinnakers on the boats used.																				
Can rig and check a trapeze wire.																				
Can fit and adjust a trapeze harness.																				
<b>Spinnaker</b>																				
As helm can launch, fly, gybe and recover an asymmetric and / or conventional spinnaker in stronger wind conditions.																				
As crew can launch, fly, gybe and recover an asymmetric and / or conventional spinnaker in stronger wind conditions.																				
Can use guy and sheet to position and fill spinnaker.																				
Can demonstrate the appropriate course to steer when using spinnakers.																				
<b>Trapeze</b>																				
Can adjust trapeze height to optimum from within the boat.																				
Can use a trapeze when helming and crewing.																				
Where the boats allow, can use a trapeze when helming.																				
<b>Safety</b>																				
Can describe how to avoid becoming trapped during a capsize or inversion and what action to take should it occur.																				
Can recover a boat that has capsized with the spinnaker up without assistance.																				
Can recover a man overboard in strong winds.																				

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