

SailTime Tampa Bay

ASA 101 - 104



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.

SAILING KNOWLEDGE

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

TERMINOLOGY

1. Identify the following parts of a sailboat:

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

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

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

3. Define the following terms:

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

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

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

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

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

- 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
- Apply Rule 5 (Look-out Rule) contained in the Navigation Rules (International and Inland Navigation Rules for prevention of collision)
- Describe the actions to be taken when sailing in the vicinity of commercial shipping (Rule 9. Nav. Rules)
- Define hull identification number.
- Describe the difference between planing and displacement hulls.
- Describe proper means of waste disposal including penalties for improper disposal and means for Notification of authorities in the event of oil spillage.
- Describe how and when to file a float plan.
- Describe registration numbers and how to display them.
- Describe a capacity plate, where to find one and the information which is contained on the plate.
- Describe an alternate means of determining a boat's passenger capacity.
- State the **federal** standards for determining intoxication using Blood Alcohol Content (BAC).
- What is the BAC of the **state** in which you sail?
- Give 5 situations which may be considered negligent operation on the part of boater.
- Describe when and to whom boating accidents must be reported.
- Describe under what circumstances an operator must render assistance to another boater in danger.
- Describe the information an operator should acquire before operating his/her boat in an unfamiliar area. Local Knowledge.
- Describe where a boater would get the information in the item above.
- Be able to identify lateral aids to navigation by color, shape and numbering.
- Be able to identify Safe Water, Information and Regulatory Markers by color, shape and numbering.
- List required safety equipment for recreational vessels between 23 and 40 feet.
- Describe procedures for safety trailering and launching a boat.
- Describe sound signals used by recreational vessels and their meanings.
- Identify the location and color of running lights used by recreational vessels.
- Describe common anchor types and anchoring procedures.

SAILING SKILLS

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

GEAR AND EQUIPMENT

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

SAILING

- Hoist the basic sails, set appropriate luff tensions, and coil and hang halyards and other lines.
- 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 gybe.

Sample Commands:

"ease sheets" "easing sheets"

"heading-up, sheet in" "sheeting in"

"ready about" "ready"

"helms-a-lee" "hard-alee"

"ready to gybe" "ready" "gybe-ho"

- Lower, fold and stow sails properly.

CREW OVERBOARD

- 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.
- Describe how to get an exhausted person aboard.
- Steer a sailboat by the lee for 100 yards without gybing.
- Steer a sailboat moving backwards for 20 yards with sails backed.
- Secure a sailboat to a dock so as to ensure limited movement and set out fenders properly.

KNOTS

- 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)

- Tie the following knots without assistance in less than 20 seconds:
 - reef / square knot
 - clove hitch
 - round turn and two half hitches

Basic Coastal Cruising Standard (ASA 103)

Prerequisites: Basic Keelboat Sailing Certification

General Description: Able to cruise safely in local and regional waters as both skipper and crew on an auxiliary sailboat of about 20 to 30 feet in length, in moderate winds and sea conditions.

SAILING KNOWLEDGE

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

1. Identify and describe the following:

Gudgeon	Pintle	Turnbuckle
Stem fitting	Tangs	Chainplates
Binnacle	Transom	Rudderpost
Through-hull fitting	Self-bailing cockpit	

2. GEAR AND EQUIPMENT

- List the "Federal equipment carriage requirements" for a 24 foot sailboat with an outboard motor and portable fuel tank.
- List the ASA recommended safety equipment for a sailboat heading out on long cruises or into rough weather.
- Describe the most important reasons for keeping gear and equipment stowed in assigned places on a boat.
- Describe roller and slab reefing with reef grommets and reef points / diamonds.

SAFETY

- Describe the purpose of a safety harness, proper attachment and dangers of improper attachment to a boat.
- State the purpose of bow and stern pulpits and lifelines.
- Describe federally required navigation lights on boats between sunset and sunrise when under sail, under power, and at anchor.
- Describe the three stages of hypothermia and treatments for medium hypothermia.

11. Describe methods to reduce heat loss for a person in the water and a group of people in the water.
12. Describe how to prevent undue magnetic influences on the compass.
13. Identify the common sources of fire and /or explosion and understand the methods for preventing such occurrences, as well as actions to be taken when they do.
14. Describe U.S. Coast Guard recommended refueling precautions.
15. Describe a "diver's flag" and alpha flag used to mark persons and vessels engaged in diving.
16. Describe the danger involved in recharging batteries and setting off flares.
17. Apply the USCG Navigation Rules 11 through 17 by means of a diagram.
18. Describe the required and ASA recommended actions and precautions to be taken during times of reduced visibility.

WEATHER

19. Interpret marine weather forecasts applicable to the area and apply the information to the candidate's sailing plans for the next six hours.
20. Interpret what weather changes are forecast for the next six hours and determine what effect these changes will have on the day's planned activities.

DUTIES OF THE SKIPPER AND CREW

21. Identify the main responsibilities of the skipper and crew as indicated below:

SKIPPER:

- Safety of the *crew and boat*
- Ensure the crew's knowledge of operating procedures and location of all lifesaving and other safety equipment prior to getting underway
- Assign duties and instruction
- Ensure proper /safe use of domestic equipment (head, stove, etc.)

CREW

- Obey skipper
- Assist in the safe operation of the boat
- Keep a lookout and immediately report any dangers on the water and in the boat.

SEAMANSHIP

22. Describe the correct sail combinations to carry under various wind and sea conditions.

23. Describe the dangers of a lee shore.

24. Read and interpret the following information from the NOAA nautical chart of the local are.

- Depth of water
- Types of bottom (sand, rock, clay, etc.)
- Underwater / surface hazards (kelp, cable, rock, shoals, cribs, wrecks, currents)
- Buoys and what they signify
- Lights
- Beacons
- Distance scale

25. Describe:

- A good anchorage
- Suitable ground tackle and scope when anchoring for lunch
- Suitable ground tackle, scope and the appropriate lights when anchoring overnight

26. **Describe the immediate action to be taken when:**

A leak develops	Steering fails	Anchor drags
Propeller fouls	Halyard breaks	Rigging fails
Running aground	Grounding at anchor	

27. **Describe one commonly accepted use for each of the following knots:**

bowline	clove hitch	figure eight
sheet bend	reef knot	Round turn & two half hitches

1. SAILING SKILLS

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

PRELIMINARIES

2. Demonstrate on land the correct method of putting on a personal flotation device in the water.
3. Carry out a check of the vessel's gear and equipment in accordance with legal requirements and ASA recommendations and demonstrate the use and care of domestic equipment.
4. Demonstrate safe winch techniques with particular attention to:
 - High possible strain on sheets and halyards
 - Overriding turns (overrides) and how to clear them
 - Position of hands and fingers
 - Winch handle fitting, removal and storage
 - Halyard breaks / stops
 - Anchor winches / windlass
5. Perform the ASA outboard motor checklist prior to starting an outboard motor.

BOAT HANDLING UNDER POWER

6. Start an auxiliary engine observing commonly accepted safety practices.
7. Come to a full stop with the bow one half length away from a buoy using reverse. The objective of this exercise is to know how much distance is required to bring a sailboat to a full stop. The sailboat is to be kept on a straight course while this exercise is being carried out.
8. Maneuver a sailboat under power to a position not more than two feet alongside and parallel to a dock (port side and starboard side to) without the aid of lines and without the bow passing a given mark at any time during the maneuver.

CREW OVERBOARD

9. Demonstrate a skipper's actions / commands while **under power** from the time a member of the crew falls overboard without warning until the crew is safely recovered. A float should be used for this exercise. The man overboard is considered as **not** wearing a lifejacket and is able to assist himself. Included in this Standard are the following minimum requirements: lookout, alertness, life ring/ marking, slow, controlled speed approaching the float, crew control, and engine control.
10. Stop an auxiliary engine (outboard motor) and secure it for the night observing commonly accepted safety practices.
11. Anchor in water more than ten feet in depth securely enough so the anchor does not drag with engine at half-throttle astern.

12. Raise anchor with boat ready and get underway under power using commonly accepted practices.

BOAT HANDLING UNDER SAIL

POINTS OF SAIL

13. Function as helmsman and crew giving correct commands and proper responses while demonstrating the proper techniques of close hauled sailing, reaching (all three points), running, coming about and gybing, heading up, bearing away, luffing, and reducing heel on all points of sail
14. Describe proper preparatory commands and commands of execution for all sailing skills included in this standard.

REEFING / HEAVING TO

15. Reduce sail by reefing and shake out a reef while keeping vessel under control and on course.
16. Heave to and get underway again.

MAN OVERBOARD

17. Demonstrate a skipper's actions and commands while **under sail** from the time a member of the crew falls overboard without warning until the crew is safely recovered. A float may be used for this exercise. The person overboard is considered as **not** wearing a lifejacket and is able to assist himself.

Included in the Standard are the following minimum requirements: alertness, life ring / marking, lookout, slow, controlled speed approaching the man / float, and crew control. The crew can be three or more but the candidate is to describe the actions to be taken of one member of a two person crew falls overboard with the boat under sail.

18. Describe at least two methods of getting a person out of the water and back on board.

STEERING

19. Sail an ordered compass course for 5 minutes without varying more than 10 degrees from the ordered heading.

MAKING FAST AND SNUGGING DOWN / SECURING TO A DOCK AND MOORING

20. Secure a boat to various dock configurations so as to provide limited movement and set out fenders correctly.
21. Take extra precautions and secure a vessel for the night at a dock and at a mooring.

KNOTS

22. Tie the following knots within 15 seconds:
 - Bowline
 - Reef Knot
 - Sheet Bend
 - Clove Hitch
 - Round Turn and Half Hitches
23. Tie the following knots within 7 seconds:
 - Figure Eight
 - Cleat Hitch

Bareboat Chartering Standard (ASA 104)

(Intermediate Coastal Cruising Standards)

Prerequisites: Basic Keelboat Sailing and Basic Coastal Cruising Certification

General Description: An advanced cruising Standard for individuals with **cruising experience**. The individual can act as skipper or crew of a 30 - 50 foot boat sailing by day in coastal waters. The Standard includes knowledge of boat systems and maintenance procedures.

SAILING KNOWLEDGE

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

PLANNING

1. **State and discuss the following:**

- The fuel tank capacity and powering range of the candidate's boat.
- Factors which affect the range under power
- The boat's water capacity and crew's minimum daily water requirements
- The causes, prevention and treatments for sea sickness
- The appropriate clothing for sailing (comfort and safety)
- Menu planning and provisioning and suitability to the day's activities
- The minimum contents of a first aid kit for a one week cruise
- The spare engine parts for a one week cruise
- The documents and procedures required to cross international borders and how to determine the above for any cruising location

LIVING AFLOAT

2. Discuss galley procedures that minimize the danger of fire, scalding or other galley accidents.
3. Use common cooking systems (stoves and fuel).

WEATHER

4. Describe the sea breeze and land breeze effect.
5. Identify conditions which cause fog.

SEAMANSHIP

6. Describe the use of a radar reflector.
7. Describe and discuss what to do when (under power);
 - The engine cooling water fails to flow
 - The engine fails in a crowded anchorage where safe sailing is impossible
 - The engine fails in a busy channel
8. Describe two methods of getting a man overboard back on board.
9. Describe the information required and the procedure for tying a boat to a fixed dock in areas with a large tidal range.
10. State the factors to be considered before allowing anyone to go swimming while at anchor
11. Describe how to secure the boat with an anchor on the bow or stern with the other end made fast to a dock or shore.
12. Describe the use of an anchor to hold boat off a windward dock when abreast of that dock.
13. Describe methods of rafting at anchor and potential dangers.
14. Describe the actions taken to prevent the dinghy from bumping the boat in the night.
15. Describe the proper operating procedures for the marine head and list precautions that prevent malfunction.
16. Describe the following common courtesies and customs of yachtsmen:
 - Permission to board
 - Permission to come alongside
 - Courtesy in crossing adjacent boats when rafted
 - Right of first boat at an anchorage
 - Keeping clear of boats racing
 - Flag etiquette: national flag, courtesy flag, burgee / house flag
 - Offering assistance to other yachtsmen in trouble

SAILING SKILLS

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

17. Perform routine daily and weekly maintenance procedures on an engine.
18. Locate and check condition of all USCG required equipment aboard.
19. Maneuver the boat under power in a confined space.
20. Stop the bow of the boat within four feet of a fixed marker in various conditions while under power (pick up a mooring buoy).
21. Dock stern or bow to dock or shore using bow or stern anchor.
22. Apply 72 COLREGS (Navigation Rules), rules 1 - 19.
23. Demonstrate basic use of the VHF.
24. Check that all systems and equipment on the boat are in working order: engine, electrical system, stove, electronics, sails, hull, deck hardware, ground tackle, and through-hulls and demonstrate knowledge of safety relating to them.
25. Demonstrate the proper operation of a marine stove and the proper way to extinguish a fire.
26. Demonstrate suitable methods and precautions while towing a dinghy.
27. Sail a compass course with sails set properly while reaching and running.
28. Demonstrate two different ways of returning to a man overboard in moderate winds.
29. Plot a course and determine compass heading and E.T.A.
30. Read a nautical chart and identify corresponding landmarks and aids to navigation.
31. Take a fix using visual bearings.
32. Determine the depth above or below chart datum using tide tables.
33. Pilot a boat into an unfamiliar harbor or anchorage by day using a nautical chart and tidal information.
34. Obtain and interpret the marine forecast.
35. Set and retrieve two anchors set in a Bahamian mooring (for and aft).
36. Has acted as skipper and crew on a live-aboard cruise of at least 48 hours.

KNOTS

37. Tie a rolling hitch and a trucker's hitch in 20 seconds or less.