

**Learn-to-Skipper**

## Course Description – Learn-to-Skipper

The course is designed to coach Club Members who are experienced crew to be Club Skippers.

On land, students will cover all the requisite knowledge areas required for the BBSC Skipper Certification Test. Many concepts will not be new but they will be applied to New York Harbor conditions. On the water, students will get the chance to hone their boat handling skills under the expert guidance of a coach. Finally, the course will end with a review of Club Rules Procedures related to skipper privileges. Upon course completion, instructors will identify potential areas of improvement regardless of whether BBSC Skipper privileges are granted.

## Part A: Personal Equipment Requirements for Prospective Skippers

## Part B: Knowledge Assessment

- Understanding of local knowledge
- Safety awareness – weather conditions and crew abilities
- Understand the boat setup and configuration

## Part C: Practical Assessment

- Ability to set-up and safely leave and return to dock
- Basic sailing ability and boat specific operation
- Club Rules and Protocols

Instructional time: 18.0 hours (4 Modules – 4.5 hours)

## Assumed Knowledge

- BBSC Club Rules
- Crewing experience on Club Boats
- Confidence at the helm

#### Prerequisites

1. BBSC fleet captain crewing experience
2. Recommendation of a BBSC Fleet Captain or
3. At the discretion of the Director of Sailing Operations

#### Methodology

- Instruction, discussion, student lead presentations and lots of practice

#### Suggested Reading

- Basic Keelboat, 4th Edition, US Sailing
- Basic Cruising, 4th Edition, US Sailing
- BBSC Club Rules, Protocols and Procedures
- BBSC Skipper Certification Test

Course Outline – Learn-to-Skipper

Module 1: Knowledge

1. Local knowledge
2. Anchoring
3. Rules of the road
4. Tides and currents
5. VHF radio and PFDs
6. Weather updates
7. Knot tying
8. Safety
9. Club protocol and operations

Module 2: Boat Equipment and Boat Handling Under Power

4. Boat equipment review
5. Preparing to leave the dock
  - a. Rigging the boat
  - b. Starting the engine
6. Motoring
  - a. 360 turn
  - b. Moving astern
  - c. Docking
  - d. Rocking
7. De-rigging and stowing the boat

Module 3: Sailing Skills

1. Raising sails and setting sail controls
2. Tacking, cruising gybe, sailing by-the-lee, the No-Go Zone and getting out of irons
3. Sailing backwards and heaving-to

Module 4: Crew Overboard and Spinnaker Handling

8. COB – Quick-Stop and Figure-8
9. Basic spinnaker work
10. Review of Skipper Agreement

## Instructor Syllabus – Learn-to-Skipper

## Module 1: Knowledge

Start-Time	Duration	Learn-to-Skipper	Knowledge	Practical
8:45 am	15 min	Morning Coffee and Donuts		
9:00 am	20 min	Local Knowledge <ul style="list-style-type: none"> <li>• Explain where would you get chart updates</li> <li>• Explain how to determine if chart is in fathoms or feet</li> <li>• Identify on the NY Harbor : shallow/reef areas around</li> <li>• Identify these specific markers Buttermilk Channel (GC 5 and GC7), Ellis Island (G35), Statue of Liberty (G35), Bay Ridge Flats Anchorage (YA), Battery Channel (G1, G3, R2), South of Governor's Island (G1, G11)</li> <li>• Explain how to calculate the distance from Verrazano Bridge to Battery</li> <li>• Describe normal traffic lanes for major traffic users: Staten Island Ferry, NY Waterway Ferry, Circle Line, Water Taxi, Governor's Island Ferry &amp; cruise ships, DEP tankers and Atlantic Highlands Ferry. Describe color of vessels.</li> <li>• Describe what type of vessels generally come out of (i) Erie Basin and (ii) dock alongside the Atlantic Basin</li> </ul>	•	
	10 min	Anchoring <ul style="list-style-type: none"> <li>• Describe how to anchor a Club boat</li> <li>• Establish the length of the anchor line. Identify where in NY Harbor you can anchor.</li> </ul>	•	

	20 min	<p>Rules of the Road</p> <ul style="list-style-type: none"> <li>• Identify how a cargo ship would do around each buoy identified above</li> <li>• Explain the meaning of 1 horn, 2 horns, 3 horns and 5 horns from another vessel</li> <li>• Describe navigation rules for when sail boats, motorboats and kayakers meet</li> <li>• Explain when a sailboat is considered a powerboat</li> <li>• Explain the fundamental power to power rule: danger zone or passing port side to port side</li> </ul>	•	
	20 min	<p>Tides and Currents</p> <ul style="list-style-type: none"> <li>• Describe how to find the next and most recent high and low tide using the Eldridge Tide Book</li> <li>• Explain method for determining direction and strength of current at Battery for the next 12 hours. Estimate speed of the current in the Buttermilk Channel.</li> <li>• Explain how to calculate how long it would take to get to the Verrazano Bridge through Buttermilk Channel under power</li> <li>• Explain how you will exit the marina entrance based on direction of current</li> <li>• Describe the range of the fuel supply for the engine</li> </ul>	•	
	15 min	<p>VHF Radio - Knowing Your Own Equipment</p> <ul style="list-style-type: none"> <li>• Have crew practice describe to another crew member how to operate their radio without looking at it (turn on/off, adjust volume, select channel, transmit message)</li> <li>• Identify which VHF channel is used for BBSC operations, US Coast Guard emergency, bridge-to-bridge communication and NY Vessel Traffic Control</li> </ul>	•	
10:10 am	10 min	Break		

10:20 am	10 min	<p>Weather Update – Anticipating Weather</p> <ul style="list-style-type: none"> <li>• Explain how to get a briefing and time of sunset before and after you get to the dock</li> <li>• Demonstrate on how to obtain weather forecast for NY Harbor on VHF radio</li> <li>• Explain how to establish a sailing plan for the next 6 hours based on weather conditions and current conditions</li> </ul>	•	
10:30 am	30 min	<p>Knots</p> <ul style="list-style-type: none"> <li>• Practice knot tying: 2 types of stopper knot (figure eight/overhand), square knot, bowline, cleat hitch, slip knot (for sail ties), clove hitch, sheet bend, round turn and two half hitches.</li> </ul>		•
11:00 am	20 min	<ul style="list-style-type: none"> <li>• Practice throwing a line and coiling a line for storage</li> </ul>		•
11:20 am	30 min	<p>Safety</p> <ul style="list-style-type: none"> <li>• Explain a Club Skipper's responsibilities</li> <li>• Explain what to do if the boat runs aground or hits an object</li> <li>• Explain what to do if there is rigging failure</li> <li>• Explain what to do if the engine cannot start</li> <li>• Explain what to do if you see other mariners in distress</li> <li>• Explain what to do in an medical emergency situation on board</li> <li>• Demonstrate how to set up for a tow</li> <li>• Explain liability for towing</li> <li>• Who is responsible for getting the boat back to BBSC? (towing)</li> </ul>	•	
11:50 am	30 min	<p>Club Protocol and Operations</p> <ul style="list-style-type: none"> <li>• Explain where to get the Club Protocols and Rules</li> <li>• Explain procedure for making a boat reservation</li> <li>• Describe the check-in and check-out procedures with the Club Dockmaster</li> <li>• Explain under what weather conditions a Club Boat may go sailing</li> <li>• Explain penalty for not getting a boat back to dock before a thunderstorm, squall or darkness</li> <li>• Explain when an incident report should be made</li> <li>• Explain how the Fleet Captain program works</li> </ul>	•	

12:20 pm	10 min	Personal Life Jacket - Knowing Your Own Equipment <ul style="list-style-type: none"> <li>• Check to see if student is correctly wearing a PFD</li> <li>• Probe student knowledge about their own PFD. Ask if it is inflatable, Is it manual, auto or hydrostatic? What are the service requirements?</li> </ul>	•	
12:30 pm	30 min	Tips for Modules 2, 3, 4 <ul style="list-style-type: none"> <li>• Boat handling under motor</li> <li>• Tacking and gybing, heaving-to, sailing backwards</li> <li>• COB recovery techniques</li> </ul>	•	
1:00 pm	30 min	Wrap-Up <ul style="list-style-type: none"> <li>• Summarize what students learnt in the module</li> <li>• Provide student feedback (on an individual basis)</li> <li>• Course and instructor evaluation</li> <li>• Sign up Skipper Agreement</li> </ul>	•	
1:30 pm		End of Class		
	<b>Total 4.5 hours</b>			

## Module 2: Boat Equipment and Boat Handling Under Power

Start-Time	Duration	Learn-to-Skipper	Knowledge	Practical
8:45 am	15 min	Morning Coffee and Donuts		
9:00 am	30min	Boat Equipment – Review <ul style="list-style-type: none"> <li>• Direct crew to bring items on deck before getting underway. Lifejackets, fire extinguisher, flares, anchor, horn or sound device, type IV PFD, bucket, pump, secure hatches, check navigation lights operations, first aid kit and boat registration</li> <li>• Identify other club equipment on board; spinnaker sheets, spinnaker, spinnaker bags and towline</li> <li>• Have crew find the First Aid kit aboard. Describe what find in the kit.</li> </ul>	•	
9:30 am	30min	Before Leaving the Dock		
		<ul style="list-style-type: none"> <li>• Check that crew members are all wearing of PFDs correctly and wearing correct sailing shoes</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Have crew demonstrate knowledge of all basic terms (bow, stern, main sheet, jib sheet, spinnaker sheets, keel, tiller, starboard-port, windward-leeward, shrouds, backstay, traveler, leech, luff, foot, roller furler, bowsprit, tack line, main, jib &amp; spinnaker halyards)</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Demonstrate how to undo jib sheet and retie jib sheet</li> <li>• Demonstrate jib furling. Identify which way the headsail furls and unfurls.</li> <li>• Demonstrate jib luff tension adjustments</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Demonstrate bowsprit extension and retraction</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Describe how to adjust rig tuning</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Demonstrate how to store hatch cover and companionway covers, install the soft hatch cover and spinnaker bags.</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Demonstrate how to rig the spinnaker</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Practice starting outboard engine</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Perform a crew briefing as the boat is rigged up</li> </ul>		•
10:00 am	15 min	Leaving The Dock		•



		<ul style="list-style-type: none"> <li>• Demonstrate how to leave the dock (crew positioning, line management, motoring backwards and fending off)</li> </ul>		•
		<ul style="list-style-type: none"> <li>• Allow student to call out on VHF radio</li> <li>• Motor out of slip to just outside the marina</li> </ul>		•
10:15 am	20 min	<ul style="list-style-type: none"> <li>• Practice turning a tight 360 circle under power</li> <li>• Practice reversing on open water</li> </ul>		•
10:35 am	10 min	<ul style="list-style-type: none"> <li>• Re-enter marina area</li> </ul>		•
10:45 am	105 min	<ul style="list-style-type: none"> <li>• Practice docking under various scenarios</li> <li>• Standard scenarios</li> <li>• Windward/leeward docking</li> <li>• Docking backwards</li> <li>• If conditions permit, rock the boat into the docks</li> </ul>		•
12:30 pm		Returning to The Docks <ul style="list-style-type: none"> <li>• Practice preparation to returning to dock</li> <li>• Practice securing the boat at dock</li> </ul>		•
1:00 pm	30 min	Wrap-Up <ul style="list-style-type: none"> <li>• Summarize what students learnt in the module</li> <li>• Provide student feedback (on an individual basis)</li> <li>• Course and instructor evaluation</li> </ul>	•	
1:30 pm		End of Class		

## Module 3: Sailing Skills

Start-Time	Duration	Learn-to-Skipper	Knowledge	Practical
8:45 am	15 min	Morning Coffee and Donuts		
9:00 am	15min	Before Leaving The Dock <ul style="list-style-type: none"> <li>• Check weather and rigging of boat</li> <li>• Demonstrate how to leave the dock (crew positioning, line management, motoring backwards and fending off)</li> </ul>		•
9:15 am	30 min	Leaving The Dock <ul style="list-style-type: none"> <li>• Allow student to call VHF radio</li> <li>• Motor out of slip into sailing area</li> <li>• Point out Aids to Navigation in the harbor and local waters that you are sailing, and respond accordingly</li> <li>• Define and identify a lee shore</li> </ul>		•
9:45 am	15 min	<ul style="list-style-type: none"> <li>• Explain use and practice setting the boomvang, outhaul, cunningham, traveler, jib leads and backstay</li> </ul>		•
	90 min	<ul style="list-style-type: none"> <li>• Practice sailing towards a landmark in a straight line</li> <li>• Practice stopping the boat and getting underway</li> <li>• Practice sailing all points of sail with correct sail trim</li> <li>• Practice steering the sailboat by the lee</li> <li>• Practice to tacking and gybing</li> </ul>		•
	30 min	<ul style="list-style-type: none"> <li>• Practice getting out of irons twice (with jib furled and unfurled)</li> <li>• Practice sailing backwards at least two boat lengths</li> <li>• Practice how to heave-to. Note: This will be difficult to perform on a Melges 24.</li> </ul>		•
12:00 pm	30 min	Lowering Sails <ul style="list-style-type: none"> <li>• Practice furling the headsail</li> <li>• Practice restarting engine while sailing</li> <li>• Practice lowering the main sail</li> </ul>		•

12:30 pm	30 min	Returning to The Docks <ul style="list-style-type: none"> <li>• Practice preparation to returning to dock</li> <li>• Practice securing the boat at dock</li> <li>• Leave boat in better condition than you found it</li> </ul>		•
1:00 pm	30 min	Wrap-Up <ul style="list-style-type: none"> <li>• Summarize what students learnt in the module</li> <li>• Provide student feedback (on an individual basis)</li> <li>• Course and instructor evaluation</li> </ul>	•	
1:30 pm		End of Class		
	<b>Total 4.5 hours</b>			

## Module 4: COB Recovery and Spinnaker Work

Start-Time	Duration	Learn-to-Skipper	Knowledge	Practical
8:45 am	15 min	Morning Coffee and Donuts		
9:00 am	30 min	Leaving the Docks <ul style="list-style-type: none"> <li>• Allow student to call VHF radio</li> <li>• Motor out of slip into sailing area</li> </ul>		•
9:30 pm	90 min	Crew Overboard Recovery <ul style="list-style-type: none"> <li>• Explain the first things you do if a crew falls overboard</li> <li>• Practice the Quick-stop and Figure 8 at least twice with each student</li> </ul>		•
11:00 pm	60 min	Spinnaker <ul style="list-style-type: none"> <li>• Explain how to assess conditions to launch the spinnaker</li> <li>• Practice launching, gybing and dousing the spinnaker with each student</li> <li>• Demonstrate a COB recovery procedure under spinnaker. Execute at instructors discretion.</li> </ul>		•
12:00 pm	30 min	Lowering Sails <ul style="list-style-type: none"> <li>• Practice furling the headsail</li> <li>• Practice restarting engine while sailing</li> <li>• Practice lowering the main sail</li> </ul>		•
12:30 pm	30 min	Returning to The Docks <ul style="list-style-type: none"> <li>• Secure the boat at dock</li> <li>• Leave boat in better condition than you found it</li> </ul>		•
1:00 pm	30 min	Wrap-Up <ul style="list-style-type: none"> <li>• Summarize they students learnt over the 4 modules</li> <li>• Provide student feedback (on an individual basis)</li> <li>• Course and instructor evaluation</li> <li>• Review and sign up Skipper Agreement</li> </ul>	•	
1:30 pm		End of Class		
	<b>Total 4.5 hours</b>			