



Skipper Assessment

This document was created to assess the competence of, and reinforce the safety culture amongst, those who are trusted to ensure the safety of Falmadair vessels and participating members.

Mates may progress through the Skipper assessment as acting Skipper with the aim of developing their skill base and experience.

Prospective Skippers must be Falmadair members, must have read & understood Falmadair Vessel Operating Procedures and will demonstrate their competence as time allows in the skills required for this assessment.

Each skill must be signed as witnessed by any two existing Skippers. All boat handling sections should be completed under sail when possible & safe to do so.

Once the Skipper Assessment is complete, the prospective Skipper will be recommended to the committee for approval. Part 2 "Boat specific skills" will be completed for each size of boat Falmadair operates, generally speaking, small/ medium/ large with boat names stated.

General Skills (shore based or onboard)

Knots, Berthing, Rigging

- | | |
|---|--|
| Demonstrate & explain use of | Working knowledge of the purpose of |
| <input type="checkbox"/> Round turn & two half hitches | <input type="checkbox"/> Headline & stern line |
| <input type="checkbox"/> Bowline | <input type="checkbox"/> Spring lines |
| <input type="checkbox"/> Clove hitch | <input type="checkbox"/> Breast lines |
| <input type="checkbox"/> OXO on cleat | <input type="checkbox"/> (Consider height of tide changes) |
| <input type="checkbox"/> Reef knot | <input type="checkbox"/> Mousing shackles |
|
 | |
| <input type="checkbox"/> Understand block, tackle & rig inspection including bending on sail + adjustments (to remove big creases for efficient sail shape) | |

Signature 1 _____

Signature 2 _____

Passage planning

- Appraisal – Source the information required (weather, tidal, port & pilotage, marine charts, navigational warnings) & be aware of other sources
- Planning – A plan is created based on the information gathered
- Execute – To begin and complete the passage
- Monitoring – The ability to confirm position throughout, maintain proper watches, detect changes in any relevant conditions & alter the passage plan, returning to safe haven if necessary

Signature 1

Signature 2

Coastal Navigation

Understand

- Marine chart common symbols, abbreviations & use of colour
- Sector lights (for port entry or navigation on passage)
- Compass variation & deviation
- Ground track, Tide, Water track
- Plotting a GPS position
- Tidal stream, leeway (course to steer)
- Estimated position vs Fix
- Dead Reckoning
- 3 point fix
- Finding height of tide at location/ time (at an anchorage or for a shallow crossing)
- Transits (leading lights or EP/ fix)

Signature 1

Signature 2

COLREG & Buoyage

- Understand applicable COLREG rules
- Recognise characteristics & purpose of IALA A system navigation marks

Signature 1

Signature 2

Boat Specific Skills - demonstrated onboard (some tasks may be delegated)Boarding

- Welcome + general knowledge to share
- Ensure lifejackets are worn before embarking a pontoon, dinghy or boat
- Complete membership forms
- Pre-departure checks (passage plan & logbook ready – conduct a safety brief)

Signature 1

Signature 2

Departure

- Brief crew/ assign roles. Predict the boats behavior in wind & current once underway anticipating mast windage & other vessel movements within the harbor or anchorage
- Safe manoeuvre away from berth & adjacent boats
- Take fenders in, stow fenders and mooring lines, clear deck spaces (delegate)

Signature 1

Signature 2

Use of dinghy/ tender

- Wear lifejackets. Instruct on safe boarding & exactly where to sit
“Don’t stand up. Stay low. Use your hands”
- Hold it secure alongside until boarded
- Don’t overload it/ be aware of slower poorer handling as weight increases
- Don’t use a dinghy/ tender in excess breeze, particularly offshore breeze.
Judge safe wind strength & consider forecast for returning in the dinghy

Signature 1

Signature 2

Hoist sail

- 4 crewing positions briefed;

- Tack - Correct tack eye & hook (opposite to the yard)
 - Control pivot of the yard until luff is tensioned
- Halyard - Traveler – check it's on the correct yard eye & not twisted
 - Block opposite to the yard
 - Block danger (swinging & finger/ hand trap risk)
 - Sweat/ belay if needed and secure with no knots
- Sheet - Stay inboard of the sheet line
 - Use the correct lead (hole)
 - Secure with no knots
- Helm - How the tiller works
 - Instruct on where to steer initially when the sail is hoisted
 - Be wary of metal sheet eyes flapping

- Know appropriate halyard tension for wind strength

Signature 1

Signature 2

Tack

- 4 crewing positions briefed

- Tack - Release the tack eye ASAP
 - Control pivot of the yard when lowering
 - Shout “stop” when the yard can be touched. Push hard to dip the yard
 - Help the sail around the mast
- Halyard - Lower quick but controlled
 - Listen for “stop” ... lower after dipping
 - When reefed down, you need to raise the yard to dip it
 - (lower the yard enough to release the tack eye first)
- Sheet - SLACK... must let the leech (aft edge) of the sail rise up or the yard
 - will not dip (sail backing/ dismasting risk if the sheet is held down)
- Helm - Turn away from wind a few degrees until speed increases if needed
 - When to turn through the wind
 - Loud instruction for everyone to hear
 - Be wary of metal sheet eyes flapping

<u>Tack</u>	<i>Signature 1</i>	_____	_____
	<i>Signature 2</i>	_____	_____

Gybe

- 4 crewing positions briefed

Tack - Control pivot of the yard when lowering
 - Release the tack eye then move the sail with the yard

Halyard - Lower quick but controlled
 - Use the traveler stop to keep it down
 - Tension on the halyard or hold the block so it won't come loose

Sheet - Pull the sail inboard as it's lowered

Helm - Wait until the sail is on deck before turning dead downwind & gybing

<i>Signature 1</i>	_____	_____
<i>Signature 2</i>	_____	_____

Reefing

- Lower the sail and instruct on the correct reef & reef knot - or -
 Fit a tack and sheet stop, partially lower, reefs in, change tack & sheet eyes, hoist
- How many reefs are needed for wind strength - consider point of sail (apparent wind)

<i>Signature 1</i>	_____	_____
<i>Signature 2</i>	_____	_____

Picking up mooring & departing

- Brief crew. Demonstrate controlled approach/ safe pickup. Pass line through or tie. The initial strain MUST be taken on a line, not a crew member holding on & waiting!
- Brief crew. Make ready oars/ sail or warm up & test motor before departing

<i>Signature 1</i>	_____	_____
<i>Signature 2</i>	_____	_____

Man Overboard Procedure

- Brief crew on procedure and roles assigned as required
- One person + anybody not performing a role to keep eyes on MOB and an arm pointing
- Various acceptable MOB manoeuvres as long as safe approach & controlled pick up

Signature 1

Signature 2

Anchoring

- Choosing an anchorage (forecast conditions, ground type, shelter available)
- Ground type vs anchor choice (holding merits & limitations)
- Brief crew/ assign roles
- Demonstrate anchoring with controlled approach, crew instruction & lookout ahead

Signature 1

Signature 2

Arrival, berthing

- Brief crew/ assign roles
- Fenders and warps ready early. Use roving fender or fend off by hand if safe
- Demonstrate safe and controlled berthing. Abort if needed and return for 2nd attempt
- Instruct crew to stay aboard until alongside/ don't jump asap

Signature 1

Signature 2

Leaving the boat secure & disembarking

- Traveler, block & halyard secure
- Both ends of the yard inboard
- Sail cover secured - tiller removed and under cover
- Outboard raised, fuel tank breather closed
- Remove belongings, litter & portable safety equipment
- Check mooring/ berthing lines at both ends

Signature 1

Signature 2

Raising & lowering the mast

- Rig a bridle aft to bear the load (this step may not be necessary if under 18foot LOA)
- Extend the traveler strop for sufficient halyard length
- Brief the crew when ready so instructions stay fresh in mind
- Roles to be assigned;
 - Control of halyard/ lowering
 - Prevent base of mast from jumping up (hold it down with a foot)
 - Push mast forward until halyard takes the strain (check boat is on even keel first)
 - Nobody moves port or starboard once positioned
 - Prevent the mast from going off center as the halyard lowers it
 - Remind crew it will be forward heavy once lowered – push down to bring inboard

_____ has gained the experience and situational awareness required to
 Skipper the following Falmadair vessels to a safe standard, _____ .

<i>Signature 1</i>		<u>Date</u>	<u>Skipper</u>
<i>Signature 2</i>			
<i>Chairperson</i>			

