

# Level 1 Long Format Lesson Plan

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## Session 1

0800 - 1400

### Introductions:

- 1) Instructor introductions.
- 2) Student intros with sailing goals.

### Class overview shared: (Note on ANS)

- 1) Expected learning goals and objectives for the class.
  - a) Small boats,
  - b) Local waters,
  - c) Moderate conditions.
- 2) Time frames of class shared.
  - a) Four sailing sessions.
  - b) Lunch times determined.
  - c) Class ending time clarified.
- 3) Log book codes and NE sign in emails confirmed.

### Preparing for first departure:

- 1) Conditions, weather briefing, session activities discussed.
  - a) First time out will be combination of:
    - i) demonstration method,
    - ii) hands on when desired by students.
- 2) Basic personal gear desired:
  - a) PFDs
  - b) Deck knife
  - c) Flash light
  - d) Handheld VHF
  - e) Foul weather gear
- 3) Introduction to Seamanship - Discuss:
  - a) Responsibilities of the Captain.
  - b) Our instinct is our best asset.
  - c) Opposite of white knuckled driver.
  - d) Attitude of approach.
  - e) Skipper responsibility understood.
  - f) Recognizing when we don't know.
  - g) Educating and informing ourselves.
  - h) Knowing your boat.

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- i) Knowing your limitations.
  - j) Decision making awareness applied to being at sea.
  - k) Playing out "what ifs".
  - l) Safety gear overview.
  - m) Safety orientation for friends and family.
  - n) Encourage those aboard to express concerns at anytime.
- 4) Discuss the value of local knowledge:
- a) Best knowledge you can obtain.
  - b) Always observe other boats / locals.
  - c) If unsure - stay away!
  - d) Anticipate, surmise, and extrapolate possible hazards.
  - e) Identify and be aware of Lee shores and hazards.
  - f) Obtain and study local charts and cruising guides.
  - g) Study, learn, and observe local weather patterns.
- 5) Quick visual review at board of windward, leeward, and basic course to sail for learning.

### Introduction to the boats:

- 1) Fending and moving a boat at the dock.
  - a) Never use stanchions.
  - b) Never use lifelines.
- 2) Proper boarding "stepping on".
- 3) Review and locate safety gear:
  - a) Type IV's **Must be in cockpit**
  - b) PFD's (noting types)
  - c) Fire extinguishers
  - d) Sound producing devices **Must be in cockpit**
  - e) Nav lights (if)
  - f) Registration
  - g) Ground tackle
  - h) Other desired additional gear?
- 4) Brief safety check - discuss running and standing rigging.
- 5) On board and underway awareness:
  - a) Boom movements
  - b) Loose lines
  - c) Load potentials

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### Heading out (cutting loose) for the first time:

*(Demonstration method)*

- 1) Preparing to cut loose:
  - a) Rig preparation:
    - i) Main sail,
    - ii) Running rigging, sheets,
    - iii) Clearing spinnaker halyards.
    - iv) Fore sail ready to deploy.
    - v) Factor in the wind
    - vi) Create a plan
    - vii) Brief crew
    - viii) Awareness of traffic and neighbors
- 2) Engine preparation:
  - a) Fuel check
  - b) Vent caps
  - c) Fuel line connections
  - d) Throttle and shifter check
  - e) Physical positions for starting
  - f) Physical positions for maneuvering
- 3) Instructor demonstrates assertiveness and range of control available while pulling out for the first time.
- 4) Introduce and initiate keeping a proper watch and traffic management:

Note on the rules of the road:

- Should be studied, learned, and continually reviewed at home, before sailing, from a book or website, etc.
- Once on the water they should be referenced, practiced, and used.
- It is very difficult to “learn” the rules while underway as situations can develop quickly and when there may well be other boat business you are attending to.
- On the water we should be practicing and refining “the process” by which we use the rules to avoid collision.
- Enroll others on the boat to help watch especially at times your focus may be on other boat business.
- Assign a specific student the role of being the primary watch keeper but encourage participation of everyone aboard.
- Rotate primary watch regularly throughout the class.

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On the boat learning goals block based upon conditions 1 of 4

### Back at the docks

- 1) Proper stowage techniques introduced.
  - 2) Review the day's learning goals and accomplishments.
  - 3) Encourage questions and student input.
  - 4) Discuss Day 2 objectives and reiterate time frames.
- 

End of Session 1

## **Session 2**

**0800 - 1400**

**Discuss learning goals based upon conditions:**

Preparing the boat for departure

Departure from slip considering previous session, (if docking and maneuvering had been covered or not).

**On the boat learning goals block based upon conditions 2 of 4**

### **Back at the docks**

- 5) Proper stowage techniques reviewed.
  - 6) Review the day's learning goals and accomplishments.
  - 7) Encourage questions and student input.
  - 8) Discuss Day 3 objectives and reiterate time frames.
- 

End of Session 2

## **Session 3**

**1200 - 1800**

**Discuss learning goals based upon conditions:**

Preparing the boat for departure

Departure from slip considering previous session, (if docking and maneuvering had been covered or not).

**On the boat learning goals block based upon conditions 3 of 4**

### **Back at the docks**

- 1) Proper stowage techniques reviewed.
  - 2) Review the day's learning goals and accomplishments.
  - 3) Encourage questions and student input.
  - 4) Discuss Day 4 objectives and reiterate time frames.
- 

End of Session 3

## Session 4

1200 - 1800

Discuss learning goals based upon conditions:

Preparing the boat for departure

Departure from slip considering previous session, (if docking and maneuvering had been covered or not).

On the boat learning goals block based upon conditions 4 of 4

### Back at the docks

- 1) Proper stowage techniques reviewed.
- 2) Review the class learning goals and accomplishments.
- 3) Encourage and allow time for student questions and follow up..
- 4) Certification sign off process completed.
  - a) Log in,
  - b) Switch to instructor,
  - c) To add new student enter email and logbook code,
  - d) Upgrade practical competency to appropriate level.
  - e) ANS rubrics completed and signed
- 5) Log book updates completed.
  - a) Log in or switch to student,
  - b) Open log book,
  - c) Go to crew mates > add > search by last name & email,
  - d) Add student as crew,
  - e) Go to add new log book entry,
  - f) Complete entry with crew mate authentication

Recommend adding all new crew mates first and then add log entries for class days.

- 6) Club information and sign up opportunities.
- 

End of class

## Appendix

### On the boat learning goals list based upon conditions

#### No wind needed:

- 1) Above decks and below decks inspections and directions overview.
- 2) Safety gear review
- 3) Engine operations
- 4) Docking and Maneuvering
  - a) Close quarters maneuvering
  - b) Basic line handling
  - c) Slip Departures and returns
  - d) Parallel docking
- 5) Proper watch and rules of the road reviews and practice
- 6) Local knowledge and aids to navigation review
- 7) Anchoring

#### Wind needed:

- 1) Raising sail and getting underway
- 2) Winch handling techniques
- 3) Heading up and bearing away
- 4) Tacking and Gybing
- 5) Sailing the points of sail
- 6) Luffing up, stopping, holding position, and getting underway
- 7) Getting in and out of irons
- 8) Crew Overboard Recovery

## Traffic management and collision avoidance process:

- 1) Always approach all traffic with prudence, conscientiousness, and courtesy!
- 2) Consider slowing down to allow more time to determine the situation.
- 3) Value of keeping a proper watch discussed.
- 4) Directions out side of the boat introduced:
  - a) Forward, off the starboard bow, at 2pm, etc.
  - b) A beam - "off your port beam", etc.
  - c) Off your starboard quarter, etc.
  - d) Astern.
- 5) Value of systematic process:
  - a) Approach every traffic situation the same way,
  - b) Streamlines and reinforces successful collision avoidance.
  - c) Accelerates the learning curve and ability to respond quickly.
- 6) Determining if risk of collision exists:
  - a) If unsure always assume risk exists until absolutely sure it no longer does.
  - b) Determine stand on and give way,
  - c) If you are stand on:
    - i) Observe give way vessel carefully,
    - ii) Watch for "early and decisive" action by give way vessel,
    - iii) Should you "deem" by your standards that the give way vessel is not taking early or decisive enough action to avoid collision YOU ARE FREE to alter your course. (Do this early - never let your vessel get into EXTREMIS with another vessel.)
    - iv) Manage the situation until absolutely sure risk of collision no longer exists - this risk can re-emerge suddenly at the last moments of a traffic situation.
  - d) If you are give way:
    - i) Make an early and decisive course alteration to avoid (Always be aware of other traffic around you!).
    - ii) Passing astern of the stand on vessel is preferred but not always a given.
    - iii) Manage the situation until absolutely sure risk of collision no longer exists - this risk can re-emerge suddenly at the last moments of a traffic situation.

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### Maneuvering under power - each student:

- 1) Engine handling orientation.
  - a) Throttle
  - b) Kill switch and choke
  - c) Shifter
  - d) Engine tiller.
  - e) Boat tiller.
  - f) Using both together.
- 2) Forward and reverse steering.
- 3) Quick stops both directions.
- 4) Figure eights.
- 5) Practice switching sides with tiller handling.

### Docking and maneuvering:

- 7) Dock line handling and prep:
  - a) Coiling.
  - b) Securing to cleats.
  - c) Understanding what a line lead fair is.
  - d) Staging lines ready for use.
  - e) Introduction of concept and techniques for "all lines handled from aboard".
- 8) Understanding and tuning into momentum.
- 9) Understanding and incorporating wind angles and effect upon the boat.
- 10) Approaching a dock or slip.
- 11) Initial experience of bringing the boat to a parallel / end tie dock.
- 12) Demonstration of basic line handling and springing techniques.

## ANSI Practical Competency Assessment Rubrics

### Skill Set 1. Prepare to Depart

- 1.1 Determine suitability for departure
- 1.2 Put on a life jacket
- 1.3 Confirm that all crew and passengers put on their life jackets
- 1.4 Board and move about the sailboat
- 1.5 Inspect the sailboat
- 1.6 Rig sails and lines
- 1.7 Communicate safety-related information to others on board
- 1.8 Ready the sailboat (and crew if applicable) for departure

### Skill Set 2. Leave Point of Departure

- 2.1 Engine Operation and Checks
- 2.2 Secure positions of Rudder and Keel - Leave the dock safely
- 2.3 *Spring off lee wall (optional as appropriate)*
- 2.4 Raise the sails
- 2.5 Get underway and start sailing

### Skill Set 3. Maneuver Under Sail in Close Quarters

- 3.1 Turn the sailboat in a 360-degree circle
- 3.2 Turn the sailboat out of a head-to-wind position (i.e., get out of irons)

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### Skill Set 4. Operate in Open Water

- 4.1 Steer the sailboat in a straight line (hold a steady course)
- 4.2 Place the boat in the safety position (or heave to for boats with two sails) and then resume sailing on a specific tack
- 4.3 Turn the sailboat away from the wind to a specific direction
- 4.4 Turn the sailboat toward the wind to a specific direction
- 4.5 Slow and then accelerate the sailboat maintaining constant heading
- 4.6 Tack the sailboat
- 4.7 Sail the boat upwind (i.e., close-hauled or on a shallow close reach)
- 4.8 Sail the boat on a reach (across the wind; i.e., deep close reach, beam reach or shallow broad reach)
- 4.9 Sail the boat downwind (i.e. on a deep broad reach or run)
- 4.10 Sail directly downwind
- 4.11 Gybe the sailboat
- 4.12 Operate safely at all times
- 4.13 Sail the boat around a triangular course
- 4.14 Reefing the sails
- 4.15 Awareness of wind direction

### Skill Set 5. Perform General Safety and Emergency Procedures and Maneuvers

- 5.1 Depower the sailboat quickly
- 5.2 Avoid collisions
- 5.3 Navigation Rules
- 5.4 Accept a tow line and maneuvering behind under tow
- 5.5 Return to man overboard (MOB)
- 5.6 Maneuver the boat under power in a confined area
- 5.7 Identify Day Markers
- 5.8 If applicable, recover a capsized boat (Dinghies only)

### Skill Set 6. Arrive at Destination

- 6.1 Ready the sailboat for arrival
- 6.2 Final Approach
- 6.3 Secure positions of rudder (and centerboard if applicable)
- 6.4 Bring the sailboat to a stop at a specified location

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6.5 Lower the sails

6.6 *Moor the sailboat (optional as appropriate)*

6.7 *Anchor the sailboat (optional as appropriate)*

### **Skill Set 7. Secure the Boat**

7.1 Secure the sailboat

7.2 Ready the sailboat to be left unattended

7.3 Get off the sailboat

### **Skill Set 8. Under Tow**

8.1 *Accept a tow line and maneuvering behind under tow (optional as appropriate)*