



OASIS SAILING CLUB

**A&E Review Form – Sailing/CQM
Rev 11/9/2015**

Name: _____	Level _____
Vessel: _____	

A&E Reviews are designed to improve general competence and safe sailing of OSC vessels. The written multiple-choice tests are to be completed prior to each A&E Review. Both the Sailing and Close Quarters Maneuvering (CQM) exercises are generally conducted in a single (approximate 2-hour) session.

Each Skipper and each Skipper Candidate CQM Reviews will be conducted by the Independent Professional. Mates and Mate Candidate Reviews will be conducted by the Specialized Training Team. During each session, the 12 points of Close Quarters Maneuvering exercises will be demonstrated, practiced and reviewed. Refer to CQM 12-Point overview and CQM PowerPoint Presentation for details and instruction.

Mark, 'X' for in the appropriate box below when the exercise is successfully completed.

Sailing

Mate Skpr

Prepare To Get Under Way

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Checks the systems for operational integrity before setting sail (i.e. fuel & oil level, engine cooling system flow, rigging, radio, GPS and bilge pump). |
| <input type="checkbox"/> | <input type="checkbox"/> | Checks weather, tides and small craft advisories. |

Handling The Boat Under Sail

Exercise: *Issue orders to crew for all sails, sheets, traveler, halyards and preventers to perform the following:*

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Power up/raise sails, and depower / drop both main and jib. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sail successively on a close reach, then fall off to a beam reach, then fall off to a broad reach, on both tacks, using telltales & wind vane effectively for sail trim and course adjustments. |
| <input type="checkbox"/> | <input type="checkbox"/> | Perform on a controlled jibe, broad reach to broad reach. |
| <input type="checkbox"/> | <input type="checkbox"/> | Perform on a tack, close hauled to close hauled. |
| <input type="checkbox"/> | <input type="checkbox"/> | Put boat into irons then gets out of irons and begins sailing on a desired tack. |
| <input type="checkbox"/> | <input type="checkbox"/> | Put mainsail reef in, and shake it out. |
| <input type="checkbox"/> | <input type="checkbox"/> | Heave-to and "park the boat" |

Mate Skpr

Figure 8

- Sail a relatively 'tight' Figure 8 course by sailing around 2 stationary items (i.e. buoys, mooring balls, etc.), each clockwise and counter-clockwise, tacking and/or jibing as necessary to demonstrate reactions to unexpected situations and varying wind conditions. Issue appropriate orders to crew.

Crew Over Board/COB/MOB

Exercise: Throw cushion overboard and use '**Jibe-stop**' method to stay close and return to the COB. Several attempts to retrieve the cushion (COB) may be used until reviewer is satisfied that skills are performed quickly and adequately. Simulate securing the COB (cushion onboard at the swim step by releasing and dropping the swim ladder.

Issue crew instructions to: 1) deploy flotation devices, 2) assign "spotter" to watch and point to COB, 3) depower sails or use motor to approach slowly, and close leave COB to leeward and recover COB (flotation device) near the swim-step. 5) deploy swim step.

- Retrieve deployed flotation device (COB) with boathook (in above exercise) as quickly as possible..

Maintain Physical and Mental Fitness

- Exhibit physical strength for safe sailing of the vessel and handling rigging.
- Exhibit adequate hearing abilities (with hearing aids if needed) to safely respond to others.
- Exhibit adequate long and short distance vision (with glasses if needed) to sail safely.

Close Quarters Maneuvering

Mate Skpr

Prepare To Get Under Way

- Checks weather, tides and small craft advisories and explain the "Rule of 12ths" and the effects of wind and tides on vessel while exiting and entering the marina and slip.
- Describe the effects of prop-walk on a vessel in reverse.
- Determine and describe the departure plan from the dock, including which lines to untie first, which way to turn according to the prevailing winds, or offshore wind, when to turn, and describe a backup plan (such as the 3-point turn) should a backup or emergency plan be needed.

Handling The Boat In Close Quarters

- Change Direction from Forward-to-Reverse.** Using and motor parallel to the dock or buoy lines. either the docks along our main channel or the lines between the mooring buoys in our main channel in forward gear, slow down, throttle back to idle and shift into reverse and back straight back for 25-35 feet. Then, slow down, throttle back to idle and shift into forward and proceed straight forward. Complete the procedure a minimum of 3 times.
- Direction & Positioning Control.** Maneuver the bow and approach to within 5 feet of a designated buoy 3 times in succession, 1st with the buoy dead-ahead, 2nd with the buoy to starboard of the bow, and 3rd with the buoy to port of the bow. Shift into reverse and back straight back for 25-35 feet. Consider the wind direction and tidal flow in approaching the buoy.
- Docking.** Approach the dock staying 2/3's of the way towards the far side of the slipway to provide a proper angle to the slip while docking the boat. Go "as slow as you can afford" to go to maintain steerage, make liberal use of neutral gear. Dock the boat and stop the vessel completely in the slip, 2 times.
- Undocking.** Back the boat out of the slip by backing to port and continue motoring in reverse, straight out of the Balboa Yacht Basin 2 times. Keep in the center of the slipway without wavering significantly to port or starboard while exiting the slipway. In the event of offshore (Santa Ana) winds, back the boat out of the slip by backing to starboard, shift into forward gear and proceed out of the Balboa Yacht Basin bow-first.
- 3-Point Undocking (Skpr only)** Demonstrate 2 departures from the dock using the 3-Point turn as a backup/emergency plan.
- Prop Walk Turn. (Skpr only)** Pivot the vessel in a clockwise (turning to starboard) motion alternating between forward and reverse gears. Always throttle back to idle speed BEFORE shifting.

Signature of certification reviewer (Skipper level must be signed by an independent evaluator, Mate level may be signed by A&E Team Reviewer).

Signature: _____ Date: _____



OASIS SAILING CLUB

Multiple Choice Test – Sailing

(Rev 11/9/2015)

Name: _____ Level: _____

Boat: _____

Multiple Question Test - SAILING – To be completed by person being reviewed **IN ADVANCE** of the on-board A&E Certification Review.

1. When you first get on board you always do a pre-sail check of equipment. Which list below is the best checklist?
 - a. Check the bilge, engine filters, battery power, radio, exhaust water flow.
 - b. Pump the bilge, start the engine, turn on the radio, store perishables.
 - c. Check the battery power, fresh water, exhaust water flow.
2. What do you need to steerage on a boat?
 - a. A rudder
 - b. An engine
 - c. Water passing over the rudder
3. Which way do you turn to tack?
 - a. Always to the right
 - b. Always to the left
 - c. Into the wind
 - d. Away from the wind
 - e.
4. Which way do you turn to jibe?
 - a. Always to the right
 - b. Always to the left
 - c. Into the wind
 - d. Away from the wind
5. Why is jibing more dangerous than tacking?
 - a. The boom travels across the cockpit faster and can cause serious injury
 - b. If the wind is blowing hard and the mainsheet isn't hauled in fast enough, the boom could snap across the cockpit and possibly damage the sail or the mast fitting
 - c. Gibing is harder to do than tacking because of all the lines involved
 - d. Both A and B above
6. What is the difference between 'falling off' and 'heading up'?
 - a. Falling off is the term for a man overboard
 - b. Falling off is turning the boat away from the wind, heading up means turning towards the wind
 - c. Falling off is sailing downwind and heading up means to sail upwind

7. How do you trim the sails using the tell-tales?
- When the windward tell-tale falls down, turn into the wind
 - When the leeward tell-tail falls down, turn away from the wind
 - When the windward tell-tales flutter up or down, turn away from the wind or bring the sail in.
 - When the leeward tell-tale falls down, turn into the wind or let the sail out
 - Both A and B above
 - Both B and C above
 - Both C and D above
8. Answer the following questions True or False
- Sailboats always are privileged (have the right-of-way) over powerboats _____
 - When meeting head-on, boats steer to starboard and pass port-to-port _____
 - Boats dead in the water have no right-of-way _____
 - The speed limit in the bay is 5 MPH _____
 - Ferries have right-of-way over sailboats _____
 - When one boat is overtaking another boat, the overtaking boat gives way _____
 - Pleasure boats give way to large ships _____
 - When power boats (and sailboats under power) cross, the boat on the starboard side is privileged _____
 - If both sailboats are on the same tack, the leeward boat has privilege _____
9. When a crewmember falls overboard, what are the first 3 things do you do?
- Start the engine, take the sails down, call the Coast Guard
 - Call the Coast Guard, do a quick stop, start the engine
 - Call "Man (or crewmember) Overboard", throw floatation devices towards victim, post a lookout (spotter)
10. Use the following selections to answer the questions below
- | | | | | |
|-------|----------|-----|-------|-----------|
| Green | Square | One | Three | |
| Red | Triangle | Two | Five | red/white |
- When returning from the ocean, what color buoys will be on your starboard side? _____, On your port side? _____
 - What is the color of the first buoy coming into Newport Harbor? _____
 - What shape is the marker on jetty on your port side when returning from the ocean? _____ On your starboard side? _____
 - How many horn blasts mean "I intend to leave you on my port side"? _____
 - How many horn blasts mean "I intend to leave you on my starboard side"? _____
 - How many horn blasts mean "I am backing up"? _____
 - How many horn blasts mean "I don't understand"? _____
 - In fog, give _____ 2 to 4 second horn blast and 2 short horn blasts, not longer than every 2 minutes.

Multiple Choice Test – Close Quarters Maneuvering

(Rev 11/9/2015)

1. Each of our sailboats has a “right hand propeller”, so when motoring in reverse the boat will:
 - a. Go in a straight line
 - b. Pull the stern to port
 - c. Pull the stern to starboard

2. When motoring in reverse in close quarters, you must:
 - a. Look only aft to see where the boat is headed and to look out for other boats, docks, etc.
 - b. Look only forward to ensure that you are straight in the channel
 - c. Look aft to see where the boat is headed AND occasionally look forward to ensure that you are straight in the channel.

2. When docking the boat, your position in the slipway as you approach the slip should be:
 - a. 2/3's of the way towards the side of the slipway closest to the dock where the slip is located
 - b. 2/3's of the way towards the side of the slipway farthest from the dock where the slip is located
 - c. In the center of the slipway.

3. Motoring in reverse, when you want to turn the stern to starboard, you must:
 - a. Turn the steering wheel to starboard
 - b. Turn the steering wheel to port
 - c. Turn the steering wheel to starboard to see which way the stern turns and if it doesn't turn quickly to starboard, try turning the steering wheel to port.

4. When attempting to turn the stern while motoring in reverse, you must “neutralize” (i.e. ‘center) the steering wheel BEFORE the stern is positioned where you want to go, because:
 - a. The stern continues to move after you neutralize the wheel.
 - b. The stern stops moving as soon as you neutralize the wheel.
 - c. The stern will move in the opposite direction you turn the wheel.

5. Before shifting gears, you must always:
 - a. Set the throttle at above 2000 RPM's
 - b. Throttle back to idle speed (about 850-900 RPM's).
 - c. Advise the crew “Prepare to come about”

6. In close quarters maneuvering, “Go as slow as you can afford to go” means:
 - a. Go slower than any other boats in the slip channel.
 - b. Go slow enough to be safe but fast enough to maintain steerage
 - c. Go as slow as the boat will go without stopping

7. Turning while changing directions from Forward-To-Reverse (or Reverse-To-Forward), you should NOT begin turning the steering wheel until:
 - a. You shift gears from Forward-To-Reverse (or Reverse-To-Forward)
 - b. The boat actually starts moving in the direction you want to move (i.e. Forward or reverse).
 - c. When the crew yells “all clear”

8. What dock lines should be untied LAST when preparing to depart the slip?
 - a. The lines on the leeward side of the boat.
 - b. The lines on the windward side of the boat.
 - c. The spring lines.

9. Regarding tidal flow, the "Rule of 12^{ths}" refers to:
- a. The 12 hours that lapses between each high tide and low tide.
 - b. The 12 inches that tides usually rise or fall.
 - c. 1/12th of the water volume will move during the first hour and sixth hours of tidal flow, 2/12^{ths} will move during the second and fifth hours, and 3/12^{ths} will move during the third and fourth hours of a normal 6-hour beginning of each high and low tide.
 - d. 3/12th of the water volume will move during the first and sixth hours of tidal flow, 2/12^{ths} will move during the second hour and fifth hours, and 1/12th will move during the third and fourth hours of a normal 6-hour beginning of each high and low of tide.