

Form A

(Checklist)

Learn to Sail - 21929

Make safety preparations for a dinghy



Name of student: _____

National Student Number (NSN): _____ Date of Birth: _____

School / Training organisation: _____

C = Competent NYC = Not Yet Competent	Outcome		
	C	NYC	Date
1. Identify the buoyancy features of the boat including bungs and inspection ports.			
2. Demonstrate the safety items and their use in a sailing dinghy:			
2.1. The student attaches the painter to the boat and demonstrates how and why.			
2.2. The student explains how the mast is restrained.			
2.3. The student explains how the centerboard is restrained - As Applicable.			
2.4. Student ensures bailer is tied on – as Applicable			
2.5. Student ties limiting knots in sheets.			
2.6. Student fits rudder and tiller and ensures they are secure.			
3. Demonstrate the requirements and use of personal safety items for sailing a Dinghy			
3.1. Student dresses appropriately for the conditions whether warm or cold including clothing, footwear, hats and sunscreen.			
3.2. Student wears a correctly fitting Personal Flotation Device (lifejacket or buoyancy aid) and identifies the difference between a life jacket & a buoyancy aid.			
4. The student plans a short sailing trip of up to 2 hours duration.			
4.1. Student assesses weather and tide conditions, and wind direction when planning where to go and the direction and distance.			
4.2. Student identifies the correct sails for trip.			
4.3. Student lists and organises additional considerations e.g. clothing, food, drink, communication, first aid options.			
4.4. Student demonstrates the method of the sailing trip notification to shore personnel.			

Evidence Verifier's Comments: (These must include examples of student's performance) _____

Declaration: I declare that the above information is a true and accurate account of the competency the learner's indicated as evidenced by me as a registered Club Instructor of the Yachting New Zealand Learn to Sail Programme.

Coach / Evidence Verifier name: _____

Coach / Evidence Verifier Signature: _____

Date: _____

Please take a copy of this form for your records and forward the original to Yachting New Zealand.

Form A

(Checklist)

Learn to Sail – 21930

Make safety preparations for sailing a keelboat



Name of student: _____

National Student Number (NSN) : _____ Date of Birth: _____

School /Training Organisation: _____

C = Competent NYC = Not Yet Competent	Outcome		
	C	NYC	Date
1. The student correctly identifies the safety hazards on the keel boat.			
2. The student demonstrates the use of safety items needed in a keelboat:			
2.1 The student selects appropriate and adequate clothing, and personal items for the conditions.			
2.2 The student demonstrates correct safety harness use including attachment points.			
2.3 The student demonstrates correct use of Personal Flotation Devices - PFDs (lifejacket or buoyancy aid).			
2.4 The student identifies various flares and describes their use.			
2.5 The student identifies various fire extinguishers and describes their use.			
The student identifies and demonstrates other Safe Practices on a Keel Boat			
3. Gas Appliances: The student demonstrates the safe use of gas appliances (If applicable).			
4. First Aid: Student shows the location of the First Aid Kits and Life Rings.			
5. Battery Protocols: The student demonstrates proper care and maintenance of batteries, including when the boat is not in use.			
6. Lifting Mechanism on Centreboard: The student demonstrates the safe use of the mechanism operating the centerboard (If applicable.)			
7. Re-fuelling: The student demonstrates the safe process for fueling the engine and the care of the fuel tanks.			
8. Engine Cooling System: The student demonstrates knowledge of the engine cooling system and the care & maintenance.			
9. Use of Winches & Cleats: The student demonstrates the correct and safe technique for using winches and cleats.			
10. Emergency Pump: The student identifies the emergency pump and demonstrates its use.			
11. Navigation Lights: The student identifies the navigation lights on boats and describes their use.			
12 Student demonstrates use of Emergency Procedures:			
12.1 The student demonstrates emergency signals including radio and hand signals.			
12.2 The student explains why a cellphone may be of no use in an emergency.			
13 The student plans a sailing trip of 12 hours duration.			
13.1 Student assesses weather, tide and conditions and wind direction when planning where to go and the direction and distance.			
13.2 Student checks course details including hazards			
13.3 Student lists and organises additional considerations e.g. clothing, food, drink, first aid and communication options.			
13.4 The student completes a "Trip Report" for the Shore Base			

(Continued Overleaf.....)

Evidence Verifier's Comments: (These must include examples of student's performance) _____

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Form A

(Checklist)

Learn to Sail - 21931 Basic principles of sailing



Name of student: _____

National Student Number (NSN): _____ Date of Birth: _____

School / Training Organisation: _____

C = Competent NYC = Not Yet Competent	Outcome		
	C	NYC	Date
Wind, Weather and Tides			
1. The student obtains weather forecasts from 4 different sources.			
2. The student judges the wind strength by observing wave conditions.			
3. The student identifies 5 ways of determining wind strength and direction.			
4. The student identifies the state of the tide & explains the sequences.			
5. Naming the Parts of the Boat, Rig and Sails			
5a The student names the parts of a boat, rig and sails on a Dinghy.			
Or			
5b The student names the parts of a boat, rig and sails on a Keelboat.			
6. Points of Sail:			
The student demonstrates correct sail settings for various Points of Sailing on a Dinghy or keel boat			
7. How sails Work			
The student describes how the forces on the sails and foils (Centreboard or Keel) propel a sailing boat forward.			
8. Knots and their uses			
The student ties 5 basic knots and states where they may be used.			
9. The Give Way Rules:			
The student identifies the basic Give Way rules in accordance with the International Regulations for the Prevention of Collisions at Sea.			
10. Speed Restrictions			
Student Identifies the 4 basic speed restrictions in accordance with the <i>Maritime Rules Pt.91</i>).			

Evidence Verifier's Comments: (These must include examples of student's performance):

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Coach / Evidence Verifier name: _____

Coach / Evidence Verifier Signature: _____ Date: _____

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Form A



(Checklist)

Learn to Sail – 21932

Sail a dinghy

Name of student: _____

National Student Number: _____ Date of Birth _____

School / Training Organisation _____

C = Competent, NYC = Not Yet Competent	Outcome		
	C	NYC	Date
1. The student rigs a sailing dinghy and prepares to launch:			
1.1 The student prepares boat for rigging positioning it bow towards the wind.			
1.2 The Student steps mast and secures rig.			
1.3 The student rigs the mainsail and jib – As applicable.			
1.4 The student attaches control lines and fits rudder and tiller – As appropriate.			
1.5 The student checks all safety items, rigging and buoyancy.			
2. The student launches & sails away from the launching area:			
2.1 The student takes the boat to the launching area and launches.			
2.2.a. (Offshore breeze) The student gets into the boat unassisted, sets the centreboard and rudder and sails the boat away from the launching area.			
2.2.b. (Onshore breeze) The student gets into the boat unassisted, sets the centreboard and rudder and sails the boat away from the launching area.			
The student demonstrates his/her Sailing Ability in 10 knots of Breeze			
3. The student demonstrates ability to sail efficiently around a Triangular course demonstrating tacking, gybing, balance, trim and sail trim.			
3.1 Tacking and gybing shall be executed smoothly and using correct techniques.			
3.2 The student demonstrates ability to sail efficiently setting sails correctly for upwind, reaching and running.			
4. The student rescues a person in the water.			
5. The student sails the boat backwards.			
6. The Student demonstrates ability to right a capsized dinghy.			
7. The student demonstrates his/her swimming ability and water confidence .			
The Student demonstrates ability to swim 50 m in sailing gear and buoyancy aid.			
8. Coming Ashore.			
8.1 The student sails close to the launching area while avoiding the centerboard touching the ground and exits the boat.			
8.2 The student turns the boat bow towards the wind or lowers the sail/s prior to loading onto the trolley. Boat is kept bow to the wind while sails rigged.			
10. De-rigging & Stowing			
The Student de-rigs the boat, washes down, stows all equipment, stores sails and leaves boat dry and tidy.			

Evidence Verifier's Comments: (These must include examples of student's performance) _____

Declaration: I declare that the above information is a true and accurate account of the competency the learner's indicated as evidenced by me as a registered Club Instructor of the Yachting New Zealand Learn to Sail Programme.

Coach / Evidence Verifier name: _____

Coach / Evidence Verifier Signature: _____ Date: _____

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Form A (Checklist)



Learn to Sail – 21933

Sailing and seamanship activities as a crew on a keelboat

Name of student _____

National Student Number: _____ Date of Birth _____

School / Training Organisation _____

C = Competent, NYC = Not Yet Competent	Outcome		
	C	NYC	Date
1. The student prepares the keel boat ready to hoist the sails.			
1.1 The student completes safety & rig checks			
1.2 The student completes engine checks			
2. Getting Underway: The student helms the boat under power & sail while demonstrating knowledge of the Give Way rules			
3. Hoisting Sails: The student selects and hoists sails assisted by the crew according to the instructions of the skipper.			
4. The student takes the position of each crew member:			
4.1 The student takes the role of mainsheet hand			
4.2 The student takes the role of Headsail trimmer			
4.3 The student takes the 'Keyboard' role – If applicable.			
4.4 a. The student takes the role of Foredeck hand			
b. The student changes headsail while underway			
5. The Student takes a role demonstrating ability to reef & un-reef the mainsail.			
5.1 The student takes a role in reefing the mainsail.			
5.2 The student takes a role in un-reefing the mainsail.			
6. The student takes a role during "Man Overboard" simulation			
7. Anchoring and getting underway again.			
7.1 The student supervises and carries out anchoring the boat			
7.2 The student supervises weighing and stowing anchor			
8. The student demonstrates his/her swimming ability and water confidence			
The Student demonstrates ability to swim 50 m in sailing gear and buoyancy aid			
9. The student de-rigs, stows and packs away the boat.			
10. The student uses a rowing boat to access the yacht and demonstrates rowing skills			

Evidence Verifier's Comments: (These must include examples of student's performance) _____

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Coach / Evidence Verifier name: _____

Coach / Evidence Verifier Signature: _____ Date: _____

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