



INTRODUCTION TO WATER

Aim –

to be comfortable both on and in the water in a buoyancy aid

Ref	Description	Sign Off
I1	Aware of the wind direction	
I2	Able to put a buoyancy aid on	
I3	Confident in the water with a buoyancy aid	
I4	Know what to wear when going sailing	
I5	Know how to call for assistance	
I6	Have an awareness of tide. (knowledge of what tide is its strength and an understanding of what the “state” of the tide is at any time)	
I7	Able to balance on a paddleboard kneeling, then standing up	
I8	Able to paddle the board on a towrope	
I9	Able to paddle the board on their own	
I10	Row an Optimist without sails.	
I11	Star jumps and balance practising in an Optimist	
I12	Discover how many people does it take to sink an Optimist	
I13	Able to sail an Optimist out and back under supervision. (From one instructor on the beach to an instructor in a rib who turns them around and sends them back to the beach)	
I14	Assist in rigging and de-rigging an Optimist	
I15	Wash the boat or paddleboard and help put it away	



STAGE 1

Aim –

A familiarisation with a single-handed boat to gain knowledge of basic controls and sailing in a double handed boat

Ref	Description	Sign Off
S1/1	Induction refresher with Instructor	
S1/2	Know basic parts of boat	
S1/3	Knowledge of capsize land drill or waist deep in water	
S1/4	Know basic principles of controlling speed	
S1/5	Know different ways of finding wind direction	
S1/6	Assist in rigging and derigging a single and double handed boat	
S1/7	Able to cleat halyard	
S1/8	Able to secure boat to trolley	
S1/9	Able to do tacking land drill	
S1/10	Assist in launching allocated boat	
S1/11	Able to go about	
S1/12	Able to be towed alongside	
S1/13	Able to move boat on water without sail	
S1/14	Able to assist with recovery and stowage	
S1/15	Able to return to beach in controlled manner	
S1/16	Able to stow equipment and replace boat cover	
S1/17	Understand what is meant by the “no-go” zone	
S1/K1	Figure of eight knot	
S1/K2	Round turn and two half hitches	



Stage 2 – Double hander with instructor or Tera

Ref	Description	Sign off
S2/1	Stage 1 refresher with instructor	
S2/2	Know what is meant by offshore and onshore winds	
S2/3	Know what is meant by windward and leeward	
S2/4	Know how to be towed behind	
S2/5	Know what is meant by “no-go” zone	
S2/6	Have knowledge of the “five essentials”	
S2/7	Have a basic knowledge of the “rules of the road”	
S2/8	Have a basis knowledge of the Beaufort wind scale	
S2/9	Able to rig allocated boat	
S2/10	Able to get underway and return to the shore in an offshore wind	
S2/11	Able to capsize and right allocated boat	
S2/12	Able to beat to windward	
S2/13	Able to get out of “irons”	
S2/14	Able to do gybing land drill	
S2/15	Able to gybe in light winds	
S2/16	Able to sail in any direction on a set course	
S2/17	Able to stop a dinghy by lying to	
S2/18	Figure of 8	
S2/19	Round turn and two half hitches	
S2/20	Bowline	
S2/21	Clove Hitch	
S2/22	Reef Knot	
	COMPLETED HELM	
	COMPLETED CREW	

Stage 2.5 – Tera/Zest/Feva

Ref	Description	Sign off
S2.5/1	S2 refresher with instructor	
S2.5/2	Know how to prepare for a multiple tow – SH	
S2.5/3	Know how to prepare for a multiple tow – DH	
S2.5/4	Know how to come alongside	
S2.5/5	Know how to recover from an inverted boat	
S2.5/6	Able to get underway and return to shore in an onshore wind	
S2.5/7	Able to come alongside a RIB	
S2.5/8	Able to lie to and heave to.	
S2.5/9	Apply the “five essentials”	
S2.5/10	Apply the “rules of the road”	
S2.5/11	Knowledge of tides	
S2.5/12	Knowledge of sources for weather forecast.	
S2.5/13	Figure of 8	
S2.5/14	Round turn and two half hitches	
S2.5/15	Bowline	
S2.5/16	Clove Hitch	
S2.5/17	Reef Knot	
	COMPLETED HELM	
	COMPLETED CREW	



Stage Crew

Ref	Description	Sign off
SC/1	Knowledge of the function of a crew	
SC/2	Apply the "five essentials"	
SC/3	Knowledge of coming alongside a RIB	
SC/4	Able to come alongside a RIB	
SC/5	Able to prepare and undertake multiple tow	
SC/6	Has knowledge of Beaufort wind scale	
SC/7	Has knowledge of tides	
SC/8	Has knowledge of looking for wind on the water	
SC/9	Has knowledge of sail trim (tell tails)	
SC/10	Knows how to right a boat from inverted	
SC/11	Able to right allocated boat	
SC/12	Has knowledge of flying a spinnaker	
SC/13	Able to hoist a spinnaker	
SC/14	Able to Fly a spinnaker	
SC/15	Able to drop a spinnaker	
SC/16	Able to manoeuvre with a spinnaker	
SC/17	Able to effectively crew a triangular course	
SC/18	Has knowledge of trapezing	
SC/19	Able to trapeze	
SC/20	Figure of 8	
SC/21	Round turn and two half hitches	
SC/22	Bowline	
SC/23	Clove Hitch	
SC/24	Reef Knot	
	COMPLETED CREW	



Stage 3

Ref	Description	Sign off
S3/1	Stage 2.5 refresher	
S3/2	Know how to pick up a mooring	
S3/3	Know what to do in the event of a man overboard	
S3/4	Able to pick up a man overboard	
S3/5	Able to helm while launching spinnaker	
S3/6	Able to helm while flying a spinnaker	
S3/7	Able to helm while recovering spinnaker	
S3/8	Able to gybe with spinnaker	
S3/9	Able to use all sails effectively	
S3/10	Able to pick up a mooring	
S3/11	Able to pick up a Man overboard	
S3/12	Knows what is meant by reefing	
S3/13	Able to reef allocated boat	
S3/14	Understands helm and crew functions when trapezing	
S3/15	Able to trapeze / helm whilst crew is on trapeze	
S3/16	Has a knowledge of racing starts/ basic rules.	
S3/17	Can complete a short race	
S3/18	Figure of 8	
S3/19	Round turn and two half hitches	
S3/20	Bowline	
S3/21	Clove Hitch	
S3/22	Reef Knot	
	COMPLETED HELM	
	COMPLETED CREW	