



Basic Keelboat Sailing (201) Instructor Course Manual

American Sailing Association

www.asa-asia.com

Qingdao, China

ASA BASIC KEELBOAT SAILING INSTRUCTOR STANDARD

Please review this information VERY CAREFULLY. The booklet outlines the Basic Keelboat Sailing Instructor Standard (201). The Basic Keelboat Sailing exam (101) and the Basic Coastal Cruising exam (103) are included as part of the course and should be taken during the clinic. Reading this booklet will not, in itself, prepare you to take the BKBI exam (201). Additional references will be (AND ARE) necessary to fully prepare for the exam questions. Reference book titles will be listed when they are appropriate.

You must review all the materials sent by ASA to you before the IQC begins (these materials may be provided at the IQC):

- * ASA Log Book (required for the clinic) (ASAL101)
- * ASA 200 Element 6 Module on Teaching Methods (ASA TM200)
- * Sailing Made Easy by The American Sailing Association (BK101)

You will also need to review a more advanced textbook for the instructor exam such as:

- * Coastal Cruising Made Easy by The American Sailing Association (BK103)
- * ASA 200 Element 2 Module on International Rules for Prevention of Collisions at Sea
- * ASA 200 Element 3 Module on Seamanship

The following equipment is *REQUIRED* for all IQC Candidates:

1. Sailing gear
2. Pencil with eraser, mechanical pencil, and pen
3. Notebook
4. Navigation Tools
 - * - quality dividers
 - * - a parallel rule or two identical set squares

A Basic Keelboat Sailing Instructor candidate must meet the following prerequisites:

- * Be a current or pending member of the American Sailing Association
- * Be at least 18 years of age
- * Successfully complete the student Basic Keelboat Standard (accomplished at the clinic)
- * Possess at least three years sailing and/or teaching experience
- * Have teaching experience or can demonstrate an aptitude for clearly communicating sailing concepts to the novice and advanced sailor
- * Successfully Passed ASA 200

The ASA "Instructor Evaluator" (I.E) will be in charge of the IQC.

BKB IQC elements and minimum required scores:

* BKB Exam (101)	90%	* BCC Exam (103)	90%
* Points of Sailing	Pass	* On-water Teaching	Pass
* Single Handed Sailing	Pass	* Classroom Teaching	Pass
* BKBI Exam (201)	90%		

Basic Keelboat Sailing Student and Basic Cruising Student Exams

These exams will be taken in the IQC. Please read the 101 and 103 ASA textbooks to prepare for the exam. The 200 course will help prepare you for the BKBI Exam (201). In the 200 Course examinations will be given and a Score of 90% is required on all Elements.

Note the exams are all randomized questions and vary from IQC to IQC and among students within the IQC. This is necessary to maintain the quality and honesty of the exam process. Cell phones, cameras and other reproductive devices are not allowed in the testing areas.

Basic Keelboat Sailing Instructor Exam

The Basic Keelboat Sailing Instructor Examination is a sampling of sailing, safety and seamanship knowledge. There are 107 questions with 200 possible points. It will be adjusted to a 100 point grading system. The following is an outline of the material on the exam. It is a very comprehensive exam. Access the appropriate references to properly prepare.

You can study these topics using materials of ASA 200 Element 2 and Element 3.

1. Safety Equipment

You will be required to list the Coast Guard required safety equipment for vessels between 25 and 40 feet in length and additional equipment recommended by the ASA. Also be familiar with the operation and user maintenance on required and additional equipment. Properly done and demonstrate use of a PFD (life jacket).

2. Marine Head Operations

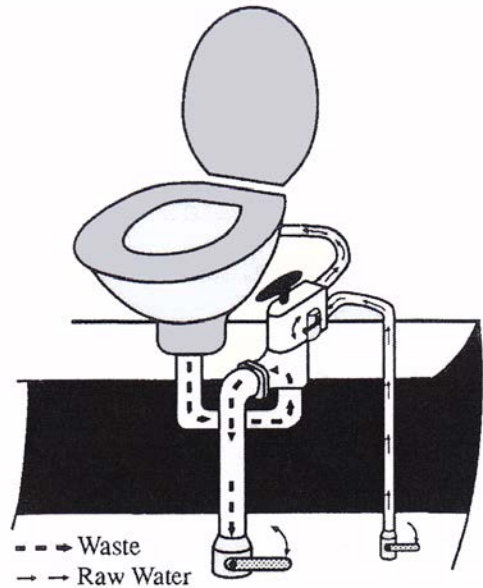
Know the sequence of actions and operating theory of a marine head and holding tanks. Also be familiar with malfunctions and associated corrective measures.

Procedure:

- A. Open appropriate seacock(s)
- B. Open head mounted valve and flush, wet
- C. Close head mounted valve and, use
- D. Open head mounted valve and flush, wet
- E. Close head mounted valve and flush, dry
- F. Close seacocks

Hazards/Problems:

- A. Clogging with foreign objects
 - Feminine products
 - Paper
 - Trash
 - Food
- B. Insufficient pumping
- C. Overloading holding tank



Precautions:

- A. Keep vent clear on holding tank
- B. Pump holding tank regularly empty

3. Crew Overboard (COB)

Be able to draw a diagram showing the pattern to be sailed from the time a person falls overboard to the time of recovery, using the figure 8 method (see COB section of Single-Handed Evaluation). State the boat operations and sequence of commands during the COB drill. State various procedures for bringing the person back on board and the possible hazards involved.

4. Local Knowledge

Instructors in a national program must be able to adapt their skills to any sailing area in the country. This section tests your ability to ascertain local conditions using the resources available. Be familiar with publications and other sources of local knowledge and be able to apply relevant information.

References:

The information below is an outline of material in the Local Knowledge section of the Basic Keelboat Sailing Instructor Exam. Further research is recommended if specific references are unfamiliar.

- A. Official government sources (these are available in or for all countries)
 1. Appropriate nautical charts
 2. Coast Pilot

3. Notices to Mariners, also Local Notice to Mariners
4. Radio Aids to Navigation
5. Light List

B. Local Guides

C. Tourist Publications

D. Boating Almanacs

E. Personal Contacts:

1. Local Skippers
2. Yacht Clubs
3. Harbormasters
4. Local Weather Offices

F. Local Radio Stations:

What to find out:

General Geographic Information and Port Facilities--Sailing Directions

Natural Conditions--Sailing Directions

- Temperature tables
- Wind speed/direction tables
- Precipitation
- Mean wave height by month
- Days with rain, snow, precipitation, fog
- Fetch, shallow water, and wind effects
- Local landmarks for use as leading marks: range, lights, beacons, etc.
- Possibility of strong currents: funnels, headland
- Fluky winds caused by tall buildings, high cliffs, etc.
- Local Weather Hazards

5. General Seamanship

This section covers a very broad range of subjects including weather helm, anchoring procedures, towing, sailing to and from foreign countries and rafting. Many of the questions are taken from the ASA Advanced Coastal Cruising Standard (student level) Sailing Knowledge. Refer to the ASA Logbook included in your study package for an outline of that information. Then research the specific items in appropriate reference texts.

Points of Sailing, On-water Evaluation

The Candidate being tested will control the helm. Two other Candidates will handle jib sheets. The boat will sail close-hauled, on a close reach, on a beam reach, on a broad reach, on a dead run, jibe, and then on the other tack from running to close-hauled. Then it will tack and sail on the original point of sail.

The maneuver will then be repeated by the same Candidate sailing the "circle" in the opposite direction, starting from close-hauled. On each of the named points of sail the Candidate will pause, check and adjust the sail trim and the boat's course until the Candidate is satisfied. At this point the Candidate will call out the point of sail, i.e. "steady on a beam reach", and wait for the Instructor Evaluator to request the next Point of Sail.

The Candidate on the helm will handle the mainsheet (on larger vessels this may be handled by an additional instructor candidate). The mainsheet traveler will be kept in its mid position. The helmsman will be graded on the following criteria:

- A. The smoothness of the maneuvers
- B. Timing the helm in the correct direction
- C. Proper commands and timing of commands to the crew on the jib sheets
- D. Although the helmsman will not be judged for the handling of the jib, the candidate will be responsible for the final trim of the jib and the main before the "steady on course" is given.

The Candidates on the jib sheets and/or mainsheet will be judged on the following:

- A. Safety during winch work
- B. Casting off the sheets on tacks and jibes
- C. Easing and trimming the sheets properly
- D. The trim of the jib before the helmsman calls for any other adjustments.

Single-Handed Sailing, On-water Evaluation

Starting with the boat at anchor or mooring the Candidate will be judged on his/her ability to carry out the following procedures single-handed and with control:

- A. Raise sails - proper procedure with mainsail and jib
- B. Cast-off the mooring
- C. Tack 3 times
- D. Jibe 3 times
- E. Heave-to
- F. Reef, sail reefed, shake out the reef
- G. Carry out a crew overboard recovery
- H. Return to the mooring

Sample Course:

This is not a race. It is a test of seamanship in a difficult situation.

Optimal wind speeds 10-15 Knots.

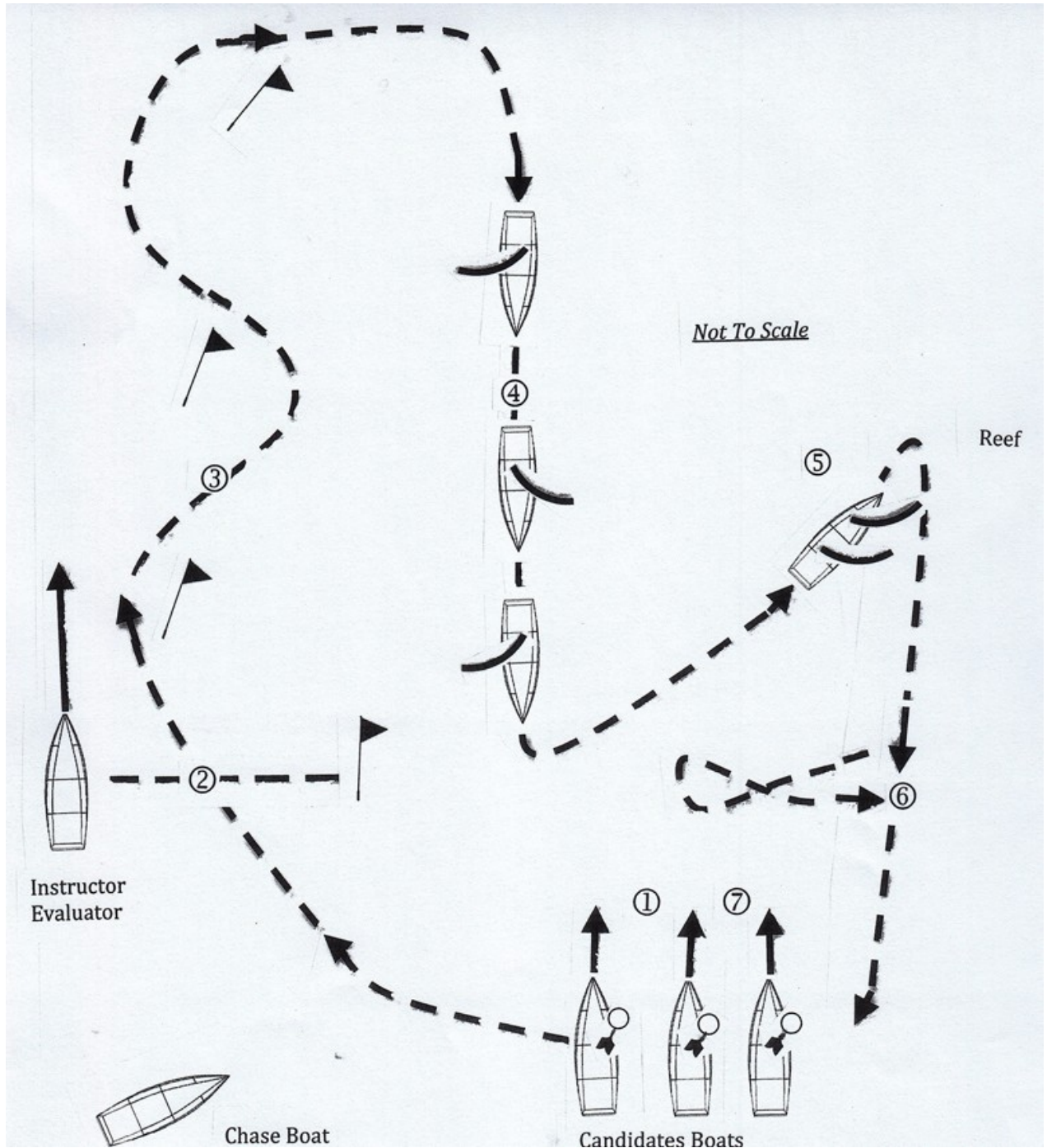
0Min. --Candidates on foredeck (1)

--Boats at anchor/moored

0-10 --Raise sails

--Weigh anchor

- Start immediately (2)
- 10 – End--Sail upwind (3)
- Jibe downwind (4)
- Reef Mainsail (5)
- Man Overboard (6)
- Re-anchor (7)
- Furl sails
- Finish on foredeck



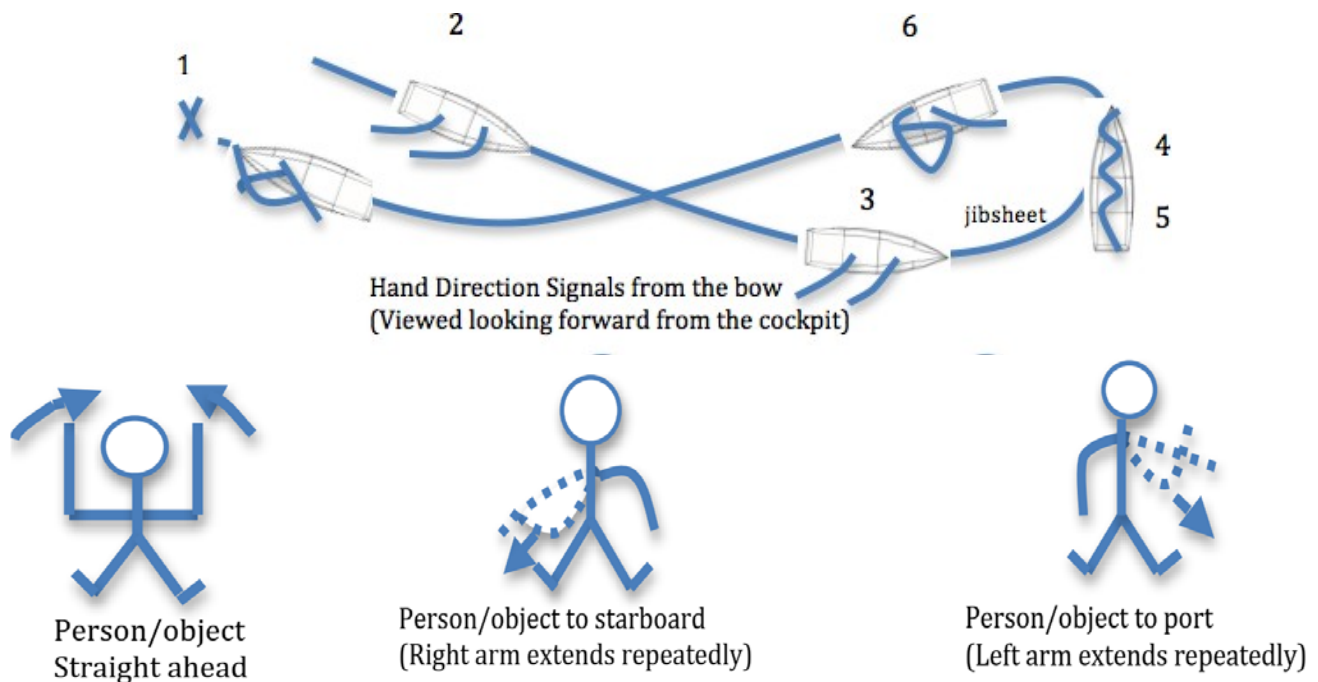
Rescuing a Crew Overboard

Students must learn how to return to a person in the water early in their vocation. The figure 8 method is recommended by the ASA because it requires the least amount of decision-making on the part of the student and it will work in a wide variety of conditions. It can also be successfully employed despite breakdowns along the way. In addition, a vessel with a small crew (2), a single person can operate the procedure without complex sail operations, such as operating the main while jibing. This method requires sailing a FIGURE 8 course involving one tack and no jibe (illus.). It places the rescuing vessel on a close reach course for the final approach to the man overboard victim.

Instructor Candidates must perform the following maneuvers during the Single-Handed Evaluation.

The Figure 8 Method

1. Cushion, or other, floating object is thrown overboard.
2. The Candidate will immediately steer to a beam reach from whatever point of sail the boat was travelling .
3. After sailing away from the victim, the candidate prepares to come about (tack).
4. As the boat comes about the jib remains not cleated on the new tack. This will slow the speed of the boat.
5. The Candidate, before getting too close to the victim, will have to test to see if the boat is actually on a close reach by luffing the mainsail. With the mainsail fully luffed the boat is on a close reach and the Candidate carries on as if this were merely a Stopping Exercise. The Candidate will stop the boat a few feet to windward of the victim.
6. If he mainsail will not luff, the Candidate will bear-away to get further downwind of the victim. The Candidate will retest to ensure the mainsail will luff before approaching the victim. The boat speed should be less than 0.5 knot (1/2 knot) and ideally stopped. Excessive boat speed is considered a failure.



Afloat Teaching Evaluation

The successful Candidate must be able to competently teach the Sailing Skills listed in the Basic Keelboat Sailing Student Standard (ASA Log Book). The Instructor Evaluator (I. E.) will assign a topic relevant to BKB students. Each candidate will conduct a simulated lesson using other candidates as a class.

Candidates will be graded on his/her performance in the following areas:

- * Communicating objective
- * Use of demonstrations
- * Control of class
- * Time management
- * Use of questions
- * Voice, confidence, attitude
- * Depth of knowledge
- * Effectiveness

Classroom Teaching Evaluation

BKBI Candidates will prepare and present one classroom lesson from the topics listed below (additional topics may be assigned by the I.E.). These, or any other topics from the Basic Keelboat Sailing Standard, are likely to be assigned to Candidates.

Lessons are usually scheduled to be 15 minutes **(+/- 30 seconds)** in length but larger groups may be assigned shorter times. Classroom teaching lessons will be strictly timed (Candidates with lessons too long or too short will be considered failure). Topics are assigned at the beginning of the clinic. The I. E will explain specific parameters.

Possible classroom topics	Evaluation Criteria
<ol style="list-style-type: none">1. Trimming the main or jib2. Points of sail3. Controlling heel4. Heaving to5. Safety equipment6. Rules of the Road-Power7. Freeing a boat that has run aground8. Buoyed systems IALA A or IALA B9. Hypothermia10. Rules of the Road-Sail11. Terminology for a sailboat	<ul style="list-style-type: none">* Preparation* Introduction* Lesson organization* Knowledge of subject* Use of aids* Voice* Confidence* Command* Rapport and attitude* Conclusion

Start preparing for your clinic NOW! Budget at least 10 – 20 hours to prepare for the written exam (BKBI 201).

Get out on the water to sail and teach as much as possible. The prepared candidate will be a successful candidate!

- **Tips for Better Public Speaking**

1. **Know your material.** Pick a topic that interests you. Use humor, stories and conversational language, so you will not easily forget what to say.
2. **Practice! Practice! Practice!** Rehearse aloud. Revise as needed. Use a timer. And try to control filler words such as “um” or “you know”.
3. **Know the audience.** Greet some of the attendees as they arrive. It’s easier to speak to a group of friends than to strangers.
4. **Know the room.** Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
5. **Relax.** Begin by addressing the audience. It will buy you time and calms your nerves. Pause, smile and count to three before speaking.
6. **Visualize.** Imagine yourself speaking, your voice loud, clear and confident. Visualize the audience clapping – it will boost your confidence.
7. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They are rooting for you.
8. **Do not apologize for any perceived nervousness or other problems.** The audience probably will not notice anything awry unless you call attention to it.
9. **It’s the message, not the medium.** Focus your attention on your message and your audience, not your anxieties.
10. **Gain experience.** Take every opportunity to speak. Experience builds confidence, which is the key to effective speaking.

Good luck and enjoy the clinic. We know the learning and testing experience is exciting and challenging. We hope your clinic enhances your effectiveness and enjoyment of teaching and sailing. The ASA commends you on your desire to become a certified professional Sailing Instructor.