



## ASA 103 Syllabus

Use in Conjunction with the ASA Official Certification Log Book

### Pre-Cruise Procedures

#### Engine Starting and Inspection

1. Detach shore power from cockpit receptacle
2. Turn off breaker switch at dock box
3. Cockpit control panel operation
4. Start engine
5. Check for seawater coming out from exhaust
6. Explanation of cooling system (heat exchanger)
7. Shut down engine
8. Engine inspection
  - a. Belt dust
  - b. Oil level
  - c. Sea water strainer inspection: demonstrate closing of sea water thru-hull, disassembly and reassembly of strainer

#### Systems Review

1. Electrical control panel's various switches
2. VHF radio and use of Channel 16 for emergency calls (mayday, pan pan, securitee, vessel assist) and channels for non-emergency calls (radio check and weather)
3. Battery switches
  - a. Winches
  - b. Windlass
4. Head operation
5. Holding Tank discharge (3 mile rule)

#### Prepare Boat for Sailing

1. Remove all canvass
2. Uncoil lines and sheets, inspect for kinks/knots, etc.
3. Safety equipment and procedures
4. Inspect & review use of anchor, rode and windlass
5. Inspect & review use of Code Zero sail
6. Discuss how to get boat ready for departure
  - a. Prepare dock lines and fenders
  - b. Review crew readiness and responsibilities.

### Post-Cruise Procedures

1. Demonstrate proper furling of the main and jib.
2. Prepare dock lines and fenders
3. Go over crew responsibilities for docking.
4. Review proper dock line cleat hitch
5. Engine shut down
6. Plug-in shore power cord at cockpit
7. Turn on breaker switch at dock box
8. Electrical control panel switches off
9. Proper coiling & stowing of sheets and lines
10. Boat canvass back in place
11. Stow seat cushions in aft cabin
12. Lock up & rinse down of boat.

### Learning the Knots

- |                                  |                |
|----------------------------------|----------------|
| 1. Figure-8                      | 5. Cleat Hitch |
| 2. Square Knot                   | 6. Bowline     |
| 3. Clove Hitch                   | 7. Sheet Bend  |
| 4. Round turn and 2 half hitches |                |

### 103-1 Lesson Plan

1. Identify the sailboat parts and their function.
2. Students practice under power:
  - a. Forward
  - b. Reverse
  - c. Circle to port, circle to starboard in forward and reverse.
2. Haul out main, roll out jib identifying and describing the functions of the sails, their parts and controls.
3. Practice (in harbor) tacking and gybing with appropriate commands.
4. Discuss and practice (in harbor):
  - a. Heave to
  - b. Reefing
  - c. Crew overboard (MOB)

### 103-2 Lesson Plan

1. Discuss Navigation & Weather
2. Quiz on Cruising Sailboat Terminology
3. Under sail, head out of the harbor to practice:
  - a. Tackling
  - b. Gybing
  - c. Close Haul
  - d. Reaches: Close, Beam & Broad
  - e. Run
  - f. Heading up
  - g. Falling off (bear away)

### 103-3 Lesson Plan

1. Practice points of sail while sailing out of the harbor (traffic conditions permitting) into the ocean
2. Demonstrate use of Code Zero sail (wind permitting)
3. Practice anchoring in Corona del Mar cove

### Important Information. Please Read!

This syllabus should be used in conjunction with the ASA Official Certification Log Book and is meant to be used as a guide only. Wind conditions, the student's previous experience and the pace at which they learn will ultimately determine which items are covered on which day. Captains have the flexibility to use their best judgment.

It is the policy of the Newport Beach Sailing School to highly encourage students to wear life-jackets. Comfortable PFDs can be borrowed for free from the office. They must be returned right after the lesson. It is expected that the students have read the book prior to the on-the-water training.