



The Sailing Made Easy book should be read cover to cover prior to the first class if possible. It is 6 to 8 hours of reading. You should also take the ASA 101 Practice Test and grade yourself. Then reread the sections of the book where you got wrong answers. Then you'll be ready to take the real ASA 101 test. ASA requires the test to be proctored in our office. The test is 100 question multiple choice. Pass is 80%. The real tests takes about 1 hour. If possible we will grade the test and give you the result right away. If not, you will be told the result within 48 hours. If you live out of the area we can email you the test.

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.

Online Information

NewportBeachSail.com/ASA-practice-exams

This link has the following downloads

- Practice Exams
- Rules of the Road
- Learning the Knots
- ASA 101 Syllabus
- Weather Apps

What to Bring to Each Class

- This Syllabus
- ASA Log Book
- Rubber Soled Shoes
- Sunscreen
- Hat
- Wind Breaker
- Bottle of Water
- Snack/Lunch

General Notes

- 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. If you prefer to purchase your own PFD, we have a wholesale discount at West Marine.
- It is expected that the students have read the book prior to the on-the-water training.
- Reference Numbers (#00) in this Syllabus correspond to the Keelboat Sailing 1 Standard (ASA 101) of your Log Book.
- Gratuity is not included in the lesson prices. Gratuities are an expression of your satisfaction with the service and experience provided. While not compulsory, consider a guideline of approximately 10-20% of the total value of the lesson.

Student's Name	Date
Previous Experience	Weather Conditions
Boat Name	Instructor Name

First Hour

- Review downloaded weather app.
- Discuss with instructor your experience.
- Do a boat orientation.
- Describe and identify the sailboat parts and their function in (#1).
- Discuss PFDs (#21).
- Depart the slip no later than 20 minutes after the lesson starts.
- Discuss how the tiller works.
- Raise the sails right after you exit the marina.
- Unclip back of boom from topping lift.
- Put the motor in the boat.
- Just enjoy the sailing for a bit.
- Where is the wind coming from (hint look at the top of the mast)?

Second Hour

- Identify and describe the functions of the sails, parts, controls (#2).
- Define the terms (#3).
- Discuss tacking.
- Practice tacking using the correct commands. Prepare to come about, ready, Helms-a-lee.

Third Hour

- Explain and identify using diagrams the maneuvers, points of sail and terms (#4).
- More practice driving the boat and practice tacking.
- Allow the students to practice the commands while the head up, bear away and tack found (#5).

Fourth Hour

- Discuss jibing, practice jibing.
- Practice commands – Prepare to jibe, Ready, Jibing!
- Discuss what to do before coming in to the dock.
- Take motor out of boat, turn on.
- Furl jib
- Clip end of boom to topping lift
- Drop main and flake properly, use sail ties.
- Instructor does docking to demonstrate.
- Put boat away properly – stow all lines, plug in to charge electric motor, put covers on and hose down.
- Practice cleat hitch.

Fifth Hour

- Discuss previous lesson, review sailboat parts, sail parts and terms (#1, #2 and #3).
- Depart slip and raise the sails.
- Discuss Navigation rules (#6 to #13). Easy to memorize 3 levels - power give way to sail, port give way to starboard, windward give way to leeward.

Sixth Hour

- Practice more tacks and jibes with appropriate commands.
- Discuss the Aids to Navigation and Safety Gear & Procedures (#14 to 20).

Student Comments



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Student's Name	Date
Previous Experience	Weather Conditions
Boat Name	Instructor Name

First Hour

- Students to practice the commands while the head up, bearing away, tacking, jibing and sailing a course while adjusting the lines (#22 to #30).

Second Hour

- Practice (#32 to #42).
- Discuss what to do before coming in to the dock.
- Students furl in the jib.
- Students flake the main. If only one student, captain helps.
- Review and practice knots: cleat hitch, figure 8, square knot and clove hitch.
- Student docks boat.

Third Hour

- Discuss previous lesson.
- Quiz on a sample of the parts and terms from #1, #2 and #3.
- Review the Harbor 20 Check-on sheet and discuss slip departure plan.
- Students raise the sails without instruction.
- Student explain #4 and #5.

Forth Hour

- Practice going to beam reach, then back to close hauled until student can do it reliably.
- Practice sailing in a square with tacks and a jibes using proper command.
- Review #31 to #43
- Discuss and practice crew overboard under sail (#44).
- Students explain navigation rules to the instructor.

Fifth Hour

- Allow the students to practice the commands while the heading up and bearing away.
- Have them do #36 to #40.
- Do a MOB recovery under power.
- Practice knots #47 to #52.

Sixth Hour

- Discuss what to do before coming in to the dock, #45 and #46.
- Allow them to do the Harbor 20 Check-off procedures.
- Practice docking under power.
- Review knots and practice Bowline and Round turn and 2 half hitches.

Student Comments

Instructor Evaluation

Date		PASSED		NO PASS Needs Add'l Day
Approved to Sail Harbor 20 or Similar Vessel in These Conditions		Light (0-8 Knots)		Moderate (0-12 Knots)
Certifying ASA Sailing Instructor Signature	Date	USCG License No.	ASA Instructor No.	



Basic Sailing Terminology

1. Describe and identify the following sailboat parts and their functions:
 - a. Hull
 - b. Deck
 - c. Transom
 - d. Keel
 - e. Mast
 - f. Boom
 - g. Gooseneck
 - h. Bow
 - i. Stern
 - j. Helm / Tiller / Wheel
 - k. Rudder
 - l. Cockpit
 - m. Cabin
 - n. Standing Rigging
 - o. Shroud
 - p. Spreader
 - q. Chainplate
 - r. Headstay / Forestay
 - s. Backstay
 - t. Stanchion
 - u. Lifeline
 - v. Pulpit
 - w. Winch
 - x. Cleat
 - y. Block
 - z. Fairlead
 - aa. Fender
 - ab. Dock lines
2. Identify and describe the functions of the following sails, sail parts and sail controls:
 - a. Mainsail
 - b. Jib / Genoa
 - c. Head
 - d. Tack
 - e. Clew
 - f. Foot
 - g. Luff
 - h. Leech
 - i. Downhaul / Cunningham
 - j. Batten
 - k. Batten Pocket
 - l. Bolt Rope
 - m. Hank
 - n. Running Rigging
 - o. Halyard
 - p. Mainsheet
 - q. Jibsheet
 - r. Boom Topping Lift
 - s. Boom Vang
 - t. Telltale
 - u. Outhaul
 - v. Traveler
 - w. Shackle
 - x. Roller Furler

3. Define the following terms:

- a. Port
- b. Starboard
- c. Forward
- d. Aft
- e. Beam
- f. Ahead
- g. Astern
- h. Abeam
- i. Windward
- j. Leeward
- k. Draft
- l. Freeboard
- m. Heel
- n. Weather helm
- o. Skipper
- p. Helmsman
- q. Crew

Maneuvers & Points of Sail

4. Explain and identify using diagrams the following maneuvers, points of sail, and other terms:
 - a. Head-to-Wind
 - b. No-Sail Zone
 - c. Closed Hauled
 - d. Close Reach
 - e. Beam Reach
 - f. Broad Reach
 - g. Run
 - h. Sailing-by-the-Lee
 - i. In Irons
 - j. Luffing
 - k. Port Tack
 - l. Starboard Tack
 - m. Tacking
 - n. Jibing
 - o. Stand-on
 - p. Give-way
5. Explain and utilize correctly the following helm commands and crew responses:
 - “Heading Up”
 - “Bearing Away”
 - “Ready About” - “Ready” - “Helms a-Lee” (or “Coming About” or “Tacking”)
 - “Prepare to Jibe” - “Ready” - “Jibe-Ho” (or “Jibing”)

Navigation Rules

For following items 6-12 describe, using diagrams as appropriate, the applicable rules for a 25-foot recreational sailing vessel, as found in the *USCG Navigation Rules and Regulations Handbook*. Identify the “stand-on” and “give-way” vessel in each situation.

6. Look-out (Rule 5)
7. Sailing vessels with the wind on different sides (starboard / port), Rule 12(a)(i)

Navigation Rules (Cont'd)

8. Sailing vessels with the wind on same side (leeward/windward), Rule 12(a)(ii)
9. Sailing vessel on port tack cannot determine windward sailing vessel's tack, Rule 12(a)(iii)
10. Overtaking (Rule 13)
11. Power-driven vessels approaching each other head-on (Rule 14)
12. Power-driven vessel with another power-driven vessel on starboard side (Rule 15)
13. Describe appropriate actions to be taken when sailing in the vicinity of commercial traffic, including responding to a danger signal.

Aids to Navigation

14. Identify and state the purpose of lateral aids to navigation by color, shape & numbering, including preferred channel markers.
15. Identify safe water, information and regulatory markers.

Safety Gear & Procedures

16. List the federally required equipment for a recreational sailboat of 25-feet in length.
17. Identify the location and color of navigation lights used by a recreational vessel of 25-feet in length.
18. Describe the purpose of a Float Plan, give examples of information contained therein and to whom it should be submitted.
19. Describe when and to whom boating accidents must be reported.
20. State the Federal Blood Alcohol Content (BAC) limit for vessel operation.

Safety Equipment

21. Demonstrate the proper use of a lifejacket or personal flotation device (PFD).

Sailing

A Certified Sailor has successfully demonstrated his or her ability to:

Rg/hoist/set sails safely and correctly to obtain proper sail trim using the following lines and controls, if available on the practice vessel:

22. Halyards and/or furling devices
23. Downhaul or Cunningham
24. Outhaul
25. Boom Vang
26. Mainsheet
27. Jib sheets
28. Winches
29. Traveler
30. Lower/furl/stow sails and coil/flake/stow lines properly

Without coaching or assistance, verbalize appropriate commands and demonstrate

competence, safety and good seamanship in the role of Skipper / Helmsman during the maneuvers listed as follows. Honor all aids to navigation and use properly the basic Navigation Rules. Ensure sails are trimmed correctly and the vessel is in control at all times.

31. Depart dock or mooring fully ready to get underway safely
32. Select and maintain a given tack and course
33. Demonstrate how to get out of "irons"
34. Head Up
35. Bear Away
36. Sail Close Hauled
37. Sail on a Close Reach
38. Sail on a Beam Reach
39. Sail on a Broad Reach
40. Sail on a Run
41. Tack
42. Jibe
43. As crew, give appropriate verbal responses and perform correct actions during the maneuvers listed above.

Crew Overboard

44. Describe and demonstrate the correct actions to be taken while under sail from the time a person falls overboard until safely recovered.

Return & Secure

45. Return to dock or mooring
46. Secure vessel, using appropriate mooring/ dock lines, fenders, etc.

Knots

Describe the purpose of, and construct without assistance in a timely manner, each of the following knots and hitches:

47. Figure-8 Knot
48. Square (Reef) Knot
49. Clove Hitch
50. Round Turn & 2 Half Hitches
51. Cleat Hitch
52. Bowline

