



The Coastal Cruising Made Easy book should be read cover to cover prior to the first class if possible. It is 8 to 10 hours of reading. You should also take the ASA 103 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 103 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 103 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 103) 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 with engine check #37
- Discuss PFDs (#3).
- Discuss #38 and depart the slip about 20 minutes after the lesson starts.
- Brief discussion of #5, 6 & 9 (hint don't put airhorn next to compass).
- Steer a steady course for 5 minutes #36
- Where is the wind coming from (hint look at the top of the mast)?

Second Hour

- Right after leaving marina while under power do #39.
- Raise the sails #42 & 43.
- As you are sailing out of the harbor, discuss #11-15.
- As you are sailing do #44 to #48

Third Hour

- Explain and identify using diagrams the maneuvers, points of sail and terms
- More practice driving the boat and practice tacking.
- Allow the students to practice the commands while the head up, bearing away and tacking

Fourth Hour

- Discuss #7 and get fuel if below $\frac{3}{4}$.
- Discuss what to do before coming in to the dock.
- Instructor does docking to demonstrate.
- Practice cleat hitch.
- Practice clove hitch and two half hitches for fenders.
- Put boat away properly – stow all lines, plug in shore power – flip breaker on dock box, put covers on and hose down.

Fifth Hour

- Describe and identify Cruising Sailboat terminology in (#1).
- Discuss recommended and required equipment in #2 & 4.
- Discuss Type V PFD with D ring and tether #6
- Depart slip and raise the sails.
- Review Rules of the Road. Easy to memorize 3 levels - power give way to sail, port give way to starboard, windward give way to leeward.

Sixth Hour

- Discuss Navigation through the harbor #35.
- Go to anchorage in Corona del Mar and anchor #40. Discuss #25.
- Discuss navigation and weather #8 to #12

Student Comments



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

First Hour

- MOB under sail. #49
- Discuss hypothermia #26
- Discuss get someone out of the water #27

Second Hour

- Practice reefing sails #15.
- Discuss appropriate sail combinations #14.
- Discuss heaving-to #16
- Discuss what to do before coming in to the dock.
- Students furl in the jib.
- Students furl the main.
- Review and practice knots: cleat hitch, figure 8, square knot and clove hitch.

Third Hour

- Discuss previous lesson.
- Quiz on a sample of the parts and terms from #1.
- Discuss Preliminaries of #30 to #34
- Review the check-on and engine check list.
- Discuss slip departure plan.
- Students raise the sails without instruction.

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.
- Students explain navigation rules to the instructor. #18 to #25

Fifth Hour

- Allow the students to practice the commands while the heading up and bearing away.
- Discuss uncommon but major problems of #28 and #29
- Do a MOB recovery under power. #41
- Discuss small craft advisory #13

Sixth Hour

- Discuss what to do before coming in to the dock, #51
- Practice docking under power.
- Close boat properly and hose down top sides.
- Review knots and practice Bowline and Round turn and 2 half hitches. #52

Student Comments			
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Instructor Evaluation			
Date		PASSED	NO PASS Needs Add'l Day
Approved to Sail Beneteau 34.1 or Similar Vessel in These Conditions		Light (0-10 Knots)	Moderate (0-14 Knots)
Certifying ASA Sailing Instructor Signature	Date	USCG License No.	ASA Instructor No.



Cruising Sailboat Terminology

- Identify and describe the following cruising sailboat parts, areas, or systems and their functions:
 - Turnbuckle
 - Chainplate
 - Stemhead Fitting
 - Rudder Post
 - Transom
 - Compass
 - Binnacle
 - Cockpit Locker
 - Emergency Tiller
 - Saloon
 - Companionway
 - Galley
 - V-berth
 - Auxiliary Engine
 - Bilge
 - Bilge Pump
 - Seacock
 - Ground Tackle
 - Windlass
 - Hatch
 - Through-hull Fitting
 - Self-bailing Cockpit

Safety Equipment & Procedures

- List the federally required equipment for a 33-foot recreational vessel equipped with an inboard diesel engine.
- Describe the characteristics and benefits of Personal Flotation Devices (PFD's), both Wearable (Life Jackets) and Throwable.
- List the ASA recommended safety equipment for a recreational sailing vessel.
- Describe ways to keep gear and equipment secure and in their proper location.
- Describe the purpose and proper use of a safety harness and tether.
- Describe safe refueling procedures for a vessel equipped with an outboard engine using gasoline or a diesel engine using diesel fuel.

Navigation & Weather

- Demonstrate understanding of basic coastal navigation terminology and practices, including
 - Essential navigator's tools
 - Use of navigation charts and symbols
 - Depth soundings
 - Bottom types
 - Hazards
 - Aids to navigation
 - Latitude / Longitude
 - Determining magnetic direction
 - Measuring distance
- Describe how to prevent undue magnetic influence on a compass.
- Describe the dangers of, and how to avoid, a 'lee shore.'

- Obtain and interpret marine weather information; describe the impact that present observations and forecasts may have on sailing plans for the next 6 -12 hours.
- Describe and identify Cumulonimbus clouds and what dangers they may signify.
- Define 'small craft advisory' and 'gale warning' and describe precautions to be taken for each.

Sail Plan

- Describe the appropriate sail combinations to carry under the following wind conditions: light (0-11 knots), moderate (12-19 knots), and heavy (20-33 knots).
- Describe the procedures for reducing sail using a roller furling jib and a mainsail reefing system.
- Describe the benefits of, and procedures for, heaving-to.

Seamanship

- Describe the primary responsibilities of skipper and crew.

For elements 18-23 describe, using diagrams as appropriate, the applicable rules for a 33-foot recreational sailing vessel, as found in the USCG Navigation Rules and Regulations Handbook:

- Proceeding at a safe speed (Rule 6), determination of collision risk (Rule 7), and taking early and substantial action to avoid collision (Rule 8).
- Sailing vessels (Rule 12), overtaking (Rule 13), and power-driven vessels in head-on (Rule 14) and crossing (Rule 15) situations.
- Give-way and Stand-on vessels (Rules 16 & 17)
- Location, color and illumination angles of required navigation lights at anchor, under sail, and under power.
- Actions to be taken when operating a vessel in restricted visibility such as fog or haze including adaptation of speed and use of sound signals.
- Basic maneuvering and warning signals (short and prolonged whistle blasts) for inland waters.
- Describe the appearance and purpose of the 'Diver Down' and 'Alpha' flags.
- Describe common anchor types, major considerations for anchorage selection, and proper scope for short term and overnight anchoring as well as storm conditions.

Emergencies

- Describe the three stages of hypothermia; name symptoms and treatment for each.
- Describe two methods for getting a person out of the water and safely back on board the vessel.
- Identify common sources and prevention of fires and/or explosions, as well as appropriate actions to be taken if these situations arise. Describe different types of fires and procedures for operating a fire extinguisher.



29. Describe immediate actions to be taken when the following urgent situations arise:

- Cabin filling with water
- Failed steering system
- Fouled propeller
- Failed running or standing rigging
- Dragging anchor
- Grounding at anchor
- Running aground under sail
- Engine failure

Preliminaries

30. Locate and examine for compliance the vessel's federally required and ASA recommended safety equipment.
31. Demonstrate on shore or aboard the vessel the correct method for putting on a life jacket while in the water.
32. Identify the vessel's battery selector switch and power distribution panel and ensure all switches are in the proper position for getting underway.
33. Ensure navigation lights (sidelights, stern light, steaming light, and anchor light) operate properly.
34. Perform a radio check using a working channel on the VHF radio.

Navigation

35. Visually pilot the training vessel in and out of a harbor, correlating nautical chart symbols to actual landmarks and aids to navigation.
36. Steer a compass course (+/- 5 degrees) under power for a minimum of five minutes.

Under Power

37. Visually inspect the auxiliary engine and demonstrate safe engine starting, operating, and stopping procedures. Demonstrate proper gearshift and throttle usage.
38. Ensure vessel & crew readiness and depart dock or slip smoothly and under control.
39. Approach a mooring buoy (or other mark as a simulation if no mooring available); stop the vessel within boathook reach; attach the vessel to the mooring using an appropriate line or bridle; cast off from the mooring and get underway.
40. Set a bow anchor in water depth 8 feet or greater, using correct procedures including hand signal communication, vessel maneuvers, safety in handling ground tackle, and proper operation of windlass (if equipped). Anchor should hold with engine in reverse gear at one-half throttle. Raise anchor and get underway smoothly using correct procedures.
41. Describe and demonstrate the correct actions to be taken while under power from the time a person falls overboard until safely recovered.

Under Sail

42. Hoist or unfurl sails correctly using halyards and/or furling devices. Describe the effect on sail trim or performance while adjusting each of the following lines and controls (if available on the practice vessel):
 - downhaul or cunningham
 - outhaul
 - boom vang
 - mainsheet
 - traveler
 - jibsheets
 - jibsheet fairleads
 - Discuss ways to reduce heeling.
43. Demonstrate correct winch operation, including safety considerations for line tension / breakage, hand / finger position, winch handle insertion / removal, and clearing overrides.

Without coaching or assistance, verbalize appropriate commands and demonstrate competence, safety and good seamanship in the role of Skipper / Helmsman during the maneuvers listed below. Honor all aids to navigation and use properly the Navigation Rules. Ensure sails are trimmed correctly and the vessel is in control at all times. Adjust sail controls appropriately as the vessel's heading changes and wind / sea conditions evolve.

44. Get out of 'irons' then select and maintain a given tack and course.
45. Head Up, Tack, Bear Away, and Jibe while pausing briefly at each of the following points of sail: Close Hauled, Close Reach, Beam Reach, Broad Reach, and Run (with sails "wing on wing").
46. Heave-to and get sailing normally again.
47. While underway, reduce sail area by reefing mainsail and genoa; then shake out reef.
48. As crew, give appropriate verbal responses and perform correct actions during the maneuvers listed above.
49. Describe and demonstrate the correct actions to be taken while under sail from the time a person falls overboard until safely recovered.
50. Lower and/or furl all sails and coil or flake and stow all lines properly.

Return to Dock/Slip

51. Ensure vessel / crew readiness and use the auxiliary engine to bring the vessel smoothly and under control to a stop next to a parallel dock or into a slip; secure the vessel using appropriate lines and fenders.

52. Knots

- | | |
|-------------------------------|-----------------|
| • Figure-8 | • Cleat Hitch |
| • Square (Reef) Knot | • Bowline |
| • Clove Hitch | • Sheet Bend |
| • Round Turn & 2 Half Hitches | • Rolling Hitch |