

BSI SEILING - SKIPPER checkout form

Date:

Name of candidate	
Date of birth	
Mobile	
E-mail	
Name of examiner	
Mobile	
E-mail	

**Each point has to be checked off in order to be approved as a skipper.
Partial success in the following tasks may allow you to become “trainee skipper” upon recommendation from the examiner**

This form is to be signed and kept in BSI Seilings “skippers” folder.

General knowledge

Knots

- Figure 8 knot
- Bowline
- Clove hitch
- Cleat hitch

Prepare & Leave the boat

- Prepare the boat
 - Check for damages to the rigging
 - Prepare sails
 - Engine
 - Fuel level
 - Positioning of the engine mount
 - Start/stop
 - Life vest on before undocking
- Before leaving the boat
 - Fold mainsail
 - Fold foresail
 - Clean up ropes
 - Engine
 - Engine out of the water
 - Fuel vent closed on the tank
 - Refill from jerrycan (if empty inform Boat Manager or arrange a trip to the petrol station)
 - Attaching the cover
 - Life vests inside and on rope

Manoeuvres

- Docking/Undocking
- Hoisting and lowering sails
- Tacking
- Gybing
- Stopping the ship under sail - Heaving to
- Storm round
- Man Over Board under sails

Sail trim

List non exhaustive

- Sheet adjustments
- Telltales
- Luff & telltales on mainsail
- Traveller
- Kick
- Cunningham
- Outhaul
- Set up and sail with spinnaker (not mandatory)
- Set up and sail with gennaker (not mandatory)

Docking

- Assessing/Planning for all possible problems
- Briefing the crew (docking plan/emergency procedures)
- Docking under sails (on fender makeshift stall at sea)
- Docking with engine
- Docking lines
- Fenders

Weather

- Check weather forecast
- Assess weather conditions
- Adjust sailing according to
 - Weather conditions
 - Own skills
 - Skills of the crew
- Cancel sailing if necessary

Leadership & Communication

- You are in charge. Make sure you exert your authority clearly from the beginning
- Take care that all crew participate. Divide the tasks/positions between them and rotate frequently.
- Plan the sailing trip according to crew and weather conditions
- Explain all manoeuvres to the crew and carry them out by the help of the crew.
- Explain boat handling and basic sailing theory and practice to the crew
- Communicate clearly
- Taking care of the crews well being physically and psychologically

Teaching

As a skipper, you need to be able to teach complete beginners how to sail during beginner sailings. Let the crew do as much as possible. You are the instructor, not the helmsman

Explain and teach the crew: (list non-exhaustive):

- How to prepare the boat (remove cover, get the sails ready ...)
- Present the different parts of the boat
- How to make sailing knots
- How to use a winch
- How to tack
- How to undock
- Tacking & gybing while sailing
- Getting ready to dock

Health, Safety & Local regulations:

- Life jacket is always worn (required by law)
- Beware of involuntary jibes. Place the crew into the cockpit or at the back when sailing at a run
- In the marina, docking with engine always, unless engine failure
- Change your course clearly –everyone should see your intentions
- Always have a lantern when it's getting dark
- Give way to all commercial/useful traffic
- For sailing vessels:
 - Windward ship shall give way to leeward ship
 - Port tack (sail on starboard) shall keep clear of starboard tack
 - windward ship shall keep clear of leeward ship
- Flag inside after 21.00 (Norwegian governmental regulations)

Sailing with Express

Going out

- Take off the covers
- Preparing the sails
- Turn on main power switch
- Checking battery voltage (september - may)
- Checking navigation lights (september to may)
- Fuel level and open fuel air valve
- Lowering the engine mount
- Starting and stopping → Choke for a couple of seconds only
- Know common reasons why the engine won't start
 - Fuel air screw on tank not open
 - Flooded chamber (too much choke or too many start-attempts)
 - Fouled plug - must remove and clean

Coming in

- Engine out of the water
- Flag / life vests hanging to dry inside
- Fold front sail and put down front hatch
- Fold mainsail, wrap the last end around the boom
- Tuck the mainsail sheet under a metal foot stand and use it to tie the main sail to the boom
- Attach mainsail cover
- Turn off main power switch
- Tie boat without slack to dock mooring lines with cleat hitches
- Fix small problems that you see
- Report problems to Express Boat Manager if you can't fix them yourself

Sailing with Delta

Going out

- Store cockpit tent between spray hood and mast, re-fasten spray hood
- Disconnect shore power cable and put on the dock
- Make sure you have adequate mooring lines for your trip.
- Verify oil level in engine > reserve (starboard side of engine)
- Turn off and secure dehumidifier
- Bilge should be dry, hand pump if necessary
- Toilet bowl should be dry
- Hatches should be closed
- Power: 1
- Turn on nav electronics.
- Check that VHF is on and has GPS coordinates
- Fuel should be measured to >10cm, refill if not. Refill from:
 - Jerrycan
 - Plan trip to fuel station
 - if jerrycan is left empty, inform Delta Boat Manager
- ICheck that navigation lights are working
- Keep engine in neutral when under sail
- Take off fenders when at sea, store in port box or tie at the back, NOT in cabin
- Keep the cabin dry

Coming in

- Tie fenders just above water
- Mooring lines should be very tight, with a cleat hitch
- Check that fuel level is not close to empty
- Refill fuel tank if necessary from jerrycan (if empty, inform Delta Boat Manager)
- Turn off gas at the gas tank in the bow compartment
- Turn off gas safety valve at the floor by the stove
- Connect shore power cable and verify that it's charging (see battery charger under stairs)
- Put the dehumidifier back and make sure it's turned on
- Bilge dry (use paper towels if necessary)
- Toilet bowl as dry as possible
- Black water valves closed
- Dry cabin, if necessary
- Vacuum and tidy up, don't leave dishes standing.
- Power: ALL if shore power, else: OFF
- ALL fuses should be off
- Take down the flag, store it above the cabin hatch
- Close and lock all hatches
- Raise the tiller
- Fasten the cockpit tent
- Damages? Report to Delta maintenance responsible
- Coming in from a long trip, the deck should be scrubbed and hosed

Engine

- Must have killswitch pushed in before start - under seating bench
- Must have key switched ON
- Throttle must be pulled directly outwards and given throttle in order to rev in neutral
- It must be warmed up for 1-2 minutes before load
- It is normal with some white-grey smoke when running at >2200RPM
- It is normal with some darker grey smoke at >3000RPM
- After killing the engine, if you feel a thudding pattern, switch it to reverse and back to
- Neutral in order to fold the propeller

Skills

- Familiarise with and know to operate VHF, distress signal
- Check battery voltages, make sure to always have a battery which you can start from
- Where fire extinguishers are and how to use them
- How the fire blanket works
- How the toilet works
- Floater and rescue line

Certification

- Båtføreprøven or equivalent
- VHF certificate

Skipper certificate

Important: Take all possible precautions against collisions. Remember that land and moored boats do not yield. As a skipper, you are the sole responsible that crew and ship return safely to the docks. No excuses will be accepted. The club and the ships are insured for damage, but you are liable for any damage to the ship that results out of carelessness and will have to justify that you did all within your power to avoid damage and/or injury.

The examiner has approved the candidate as a skipper for BSI seiling. The candidate is now allowed to sail on the following boat(s) for the club (tick relevant boxes):

- Albin Express
- Albin Delta

Once this document has been signed by both parties and returned to the skipper manager, you will receive all necessary information in the form of a contract between BSI seiling and you.

Date of approval	
Examiner name	
Examiner signature	
Candidate name	
Candidate signature	