

Sail Training Association Latvia

LBMA/SPANIEL sailing skills – learning checklist

*** rookies (beginners in sailing) * & *sailors (with sailing experience) ***
*** watch leaders (captain's mates)***

This material is intended for every LBMA/SPANIEL crew sailor to self-direct their learning and growth during sail training and passages. It can also be used by captains and watch leaders to organise sail training thematically. The material can be used to set your own personal learning goals for the season, communicate them with the captain and watch leaders, as well as test and evaluate your sailing knowledge and skills.

You can use this list in several ways according to your needs:

- **as a cheat sheet** – write down step-by-step explanations of concepts and manoeuvres so that you can easier learn what a sailor needs to know and be able to do - then you can take a look in case if you forget something important;
- **as a guide for setting learning goals** - intentionally mark what exactly you want to learn or do during a certain training and communicate with the skipper to see whether it is possible; and then note what you have done, summarizing your sailing practice and skills;
- **as an evaluation tool** to more deeply evaluate your sailing knowledge and skill progress over the course of a season (before and after) – mark what you are already good at, what you feel comfortable doing, and what you still need to practice; ask for feedback from the skipper, watch leaders and crew mates about what you have accomplished. This will help you strengthen your knowledge and skills, as well as gain an objective view of your sailing competencies.

Please also note that the organisation of knowledge and skills into the levels "rookie" – "sailor" – "watch leader" is approximate and may differ in real life. Also, no one will grade you for this learning, unless you clearly ask for it yourself – you are responsible for your own learning and how you evaluate yourself, and no one will "leave you for another year" if you don't learn something. Use this material more as a cheat sheet and guidelines for structuring sail training, not as set-in-stone requirements for the specific level of knowledge and skills – we know very well that we are very different and have different motivations to be part of the crew!

Skippers and watch leaders can use this material as guidelines to thematically organize the sail training process, as well as to ensure a variety of duties in training – so that trainees have the opportunity to learn something new every time that they have not done before!

The list is made for the technical specifications of s/y SPANIEL (can be adapted to other vessels by excluding or adjusting individual sections (backstays, storm jib, etc.)

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	Sailing knowledge & skills	self-assesment – captain's or your own notes
1.	Sailing terms A to Z. I understand, can explain and find on a boat these terms:	
1.1	Stern (aft)	
1.2	Backstay	
1.3	Boom vang	
1.4	Running backstay (runners)	
1.5	Bilges	
1.6	Sides of a boat (starboard and port side)	
1.7	Babystay	
1.8	Tiny rope	
1.9	Jackstay	
1.10	Halyard (jib halyard & mainsail halyard)	
1.11	head (corner of a sail)	
1.12	Toerail	
1.13	Fender	
1.14	Jib	
1.15	Bow	
1.16	Forestay	
1.17	Lines	
1.18	Genoa	
1.19	Mainsail	
1.20	boom	
1.21	Tack (starboard tack and port tack)	
1.22	tacking and gybing	
1.23	Tack (corner of a sail)	
1.24	ship draft or draught	
1.25	Lance cleat, camcleat	
1.26	Galley	
1.27	Cleat	

1.28	Fairlead	
1.29	Berth	
1.30	Cockpit	
1.31	Keel	
1.32	batten (and batten pocket)	
1.33	Log	
1.34	Traveller	
1.35	leech, luff & foot	
1.36	Mast	
1.37	Engine	
1.38	mooring/docking lines	
1.39	Chartplotter	
1.40	dock	
1.41	Guardrails	
1.42	Reefing lines	
1.43	Reefing (reefing in and out)	
1.44	Locker	
1.45	Spinnaker	
1.46	Steering wheel, steering cable, rudder, emergency rudder	
1.47	sail pre-feeder	
1.48	shackle	
1.49	sheets (mainsheet & jib sheet)	
1.50	Clew	
1.51	Spring line	
1.52	Hanks	
1.53	Whipping	
1.54	Topping lift	
1.55	Waterline	
1.56	Shrouds	
1.57	Telltails	

1.58	Storm jib	
1.59	Winch	
1.60	Windward and leeward side	
1.61	Spreaders (1st and 2nd spreader)	
2.	Sailing knots. I can tie these knots quickly and I understand, how they are used in sailing:	
2.1	Figure-eight knot	
2.2	Square knot	
2.3	Reef knot (Square knot with “a bow”)	
2.4	Bowline	
2.5	Cleat hitch (how to secure a line to a cleat)	
2.6	tie/put on “sliding” knot (when mooring)	
2.7	Anchor hitch/bend/knot	
2.8	Whipping	
2.9	Towing at sea	
2.10	Towing in harbour	
3	Safety instructions. I understand and am able to act according to the situation:	
3.1.	I am using the three points of contact rule when moving about	
3.2.	I can independently and correctly put on and adjust a life vest, and I am using it according to the situation.	
3.3.	I know how to safely move around a sailboat in strong wind, using jackline and the safety harness attached to the life vest.	
3.4.	I am familiar with the safety instructions: I know where the safety equipment is (life vests, life raft, knife, MOB, EPIRB) and how to use it in case of emergency.	
3.5.	I know where the first aid kit is and when to use it.	
3.6.	I know where emergency equipment is located on the boat – fire blanket, fire extinguishers etc, and I know how to use them	
3.7.	I know how to switch on and off communication equipment	
3.8.	I understand and can participate in MOB rescuing	

	prosedures	
3.9.	I know the safety instructions and am able to explain them to the crew	
3.10	I know how to pump out water in case of leakage	
3.11	I know hoe to settle a life raft on the water	
3.12	I know how to communicate on WHF radio in the case of emergency	
3.13	I can lead the MOB rescuing manœuvres	
3.14	I can collect Grab Bag	
3.15	I know how to use signal flares	
3.16	I know the ways of emergency stopping of engine	
4	Life on a boat. I understand and am able to act according to the situation:	
4.1.	I am familiar with the instructions for using the head (TOILET) on a sailboat – I know how to use it and I promise to follow it.	
4.2	I have made hot tea/coffee for the crew and placed the mugs safely at least three times.	
4.3	I have prepared a meal on the sailboat for the crew at least once.	
4.4	I am familiar with the Watch system, I understand it, and I know my Watch and my responsibilities in it.	
4.5	I am familiar with the galley and the saloon – I know what is where, and I can find it and tell others.	
4.6	I have done a revision of lockers and made a food shopping list for a sailing passage.	
4.7	I have managed food shopping for a passage	
4.8	I have participated in food shopping for a passage	
4.9	I am familiar with boat life instructions and can explain it to the crew.	
4.10	I can make a survey of crew about their food preferences and restrictions	
4.11	I know how to operate manual and electrical bilge water pumps	
4.12	I can make a meal plan for the passage	
4.13	I can calculate a necessary amount of food to be purchased	

4.14	I can do household instructions for crew	
4.15	I know how to fill fuel and water tanks, I know how to switch watertank flow	
4.16	I know how to use and do maintenance of manual and electrical bilge pumps	
4.17	I know how to do maintenance of galley and head in case of malfunction	
5	Filling out the ship's logbook. I have done the following actions independently and precisely:	
5.1	Read sailboat's location coordinates (latitude, longitude) on the chart plotter and write them down in the ship's logbook	
5.2	Read the sailboat's course over ground (COG) and speed over ground (SOG) and write them down in the ship's logbook.	
5.3	Read wind strength (speed) and direction, write it down in the ship's logbook	
5.4	Read barometric readings and write them down in the ship's logbook	
5.5	Mark sailboat's location in the nautical chart	
5.6	Write down sail manoeuvres in the ship's logbook time of docking/undocking and engine hours	
5.7	Instruct and train rookies about filling out records in ship's logbook and navigation chart.	
5.8	I can find a next waypoint on navigation devices and set the according steering course	
5.9	I can do basic meteorological observations – detect major wind and weather changes	
5.10	I can follow navigation tasks, the steering course during my watch	
5.11	I can put the waypoints on paper and electronic maps and devices, and make a route of passage, check dangerous areas of the route	
5.12	I can explain to the crew principles of navigation	
5.12	I can detect threats of collision, can take actions to avoid it	
5.13	I can do detailed meteorological observations and follow weather forecasts	

6.	Working with winches and lines. I am able to <u>quickly and precisely</u> perform the following actions with winches and lines:	
6.1	Hold and pull in lines (not wrapping around the hand etc)	
6.2	Put a line on a winch and secure it	
6.3	Safely ease a tightened line	
6.4	Quickly flick the line off of a winch after command	
6.5	Coil the free lines	
6.6	Name all lines on winches in the aft cockpit	
6.6	Name all lines on winches in the center cockpit - "jacuzzi"	
6.7	Train rookies to work with winches and lines, give them a safety instructions	
6.8	Disentangle stucked or heavily tangled lines on the winches	
6.9	Tighten or release backstay (ahterštagu)	
7.	Hoisting or raising sails. I understand and have independently performed these actions:	
7.1	raising SAILS – helm position (understand the situation, steer against the wind and give orders to the crew)	
7.2	Raising MAINSAIL – prepare the mainsail for hoisting – take off the cover and release the sail	
7.3	Raising MAINSAIL – attach the halyard to the head	
7.4	Raising MAINSAIL – 2 positions by the mast –while hoisting lead the luff in the track, prevent it from getting jammed or stuck	
7.5	Raising MAINSAIL – position by the mast winch (requires strength)	
7.6	Raising MAINSAIL – open and close the winch brake, adjust the wire rope on the winch while the sail is being hoisted	
7.7	Raising MAINSAIL – tighten and loosen topping lift.	
7.8	Adjust running BACKSTAYS – adjust left/right backstay according to the situation	at the command of the helmsman/captain Independently and understanding the importance of the maneuver
7.9	Adjust MAINSHEET – tighten or loosen it according to the situation or on command	at the command of the helmsman/captain Independently and understanding the

		importance of the maneuver
7.10	Adjust the TRAVELER – tighten or loosen it according to the situation or on command	at the command of the helmsman/captain Independently and understanding the importance of the maneuver
7.11	Raising JIB – prepare jib sheets – attach sheets, run them through blocks, put them on winches in the cockpit	
7.12	Raising JIB – position at the bow by the forestay – prepare jib for hoisting: attach the halyard and the tack (pre-feeder), put the luff in the track and pull upward a little	
7.13	Raising JIB – position at the bow by the forestay – while the jib is being raised check whether the luff freely slides in the track, doesn't get stuck or tears, communicate it.	
7.14	Raising JIB – position in the cockpit at a winch (pull the halyard, secure it on a winch, communicate with bow)	
7.15	Raising JIB – position by the mast (pull the halyard)	
7.16	Adjust the JIB SHEETS – 2 positions in the cockpit – left and right jib sheet, tighten and loosen them according to tack.	at the command of the helmsman/captain Independently and understanding the importance of the maneuver
7.17	Hoisting STORM JIB – put on babystay at the bow	
7.18	Hoisting STORM JIB – attach the tack, attach the hanks to babystay (correctly, in the same direction) and attach the halyard to the head	
7.19	Hoisting STORM JIB – attach the sheets, run them to blocks (correctly), put them on winches in cockpit	
7.20	Hoisting STORM JIB – raise the storm jib halyard and secure it on a winch	
8.	Responsibilities during a sailing watch. I know how to and have quickly and precisely performed these actions:	
8.1	Steer the sailboat on a particular course in calm conditions at sea	
8.2	Steer the sailboat on a particular course in stronger wind and waves	
8.3	Steer the sailboat on a particular course, going close to the wind	
8.4	Steer the sailboat on a particular course, going downwind	

8.5	Observing the surroundings at sea (buoys, wind, ships, nets, etc.), notice the unusual and report it to the helmsman	
8.6	Determine water depth (according to log or a nautical chart)	
8.7	Recognize cardinal marks (buoys) in daytime and navigate safely around them	
8.8	Recognize cardinal marks (buoys) in nighttime and navigate safely around them	
8.9	Recognize lateral buoys during the day and set a safe course for sailing	
8.9	Recognize lateral buoys during the night and set a safe course for sailing	
8.10	Notice an approaching vessel during night, determine it's course and navigate safely around it	
8.11	Based on the nautical charts, find on the water the buoys marked in the chart and vice versa	
9.	Tacking and jibing. I understand and have quickly and precisely performed the following actions during tacking:	
9.1	Tacking – helmsman position (steer during the manoeuvre and give orders to the crew)	
9.2	Tacking – BACKSTAYS – tighten one to the mark and ease the other	at the command of the helmsman/captain Independently and understanding the importance of the manoeuvre
9.3	Tacking – JIB SHEETS – tighten one and ease the other depending on the tack.	at the command of the helmsman/captain Independently and understanding the importance of the manoeuvre
9.4	Jibing/gybing – helmsman position (steer during the manoeuvre and give orders to the crew)	
9.5	Jibing– ease mainsail VANG if it is tightened	
9.6	Jibing – tighten mainsail TRAVELER	
9.7	Jibing – BACKSTAYS – tighten one to the mark and ease the other	
9.8	Jibing – JIB SHEETS – tighten one and ease the other depending on the tack	
9.9	Jibing – let mainsail out using the traveller	
9.10	jibing – secure mainsail VANG on the other side	
10.	Reefing. I understand and am able to quickly and precisely perform the following actions during reefing:	

10.1	reefing MAINSAIL – helmsman position (understand the situation, steer against the wind and give orders to the crew)	
10.2	reefing MAINSAIL – tighten TOPPING LIFT	
10.3	reefing MAINSAIL – 1st position at the mast – hold the handle of mainsail WINCH firmly (leaning on it with the strength of whole body) while the winch brake is being released. Then slowly lower mainsail to the required reef. After the reef cringle is hooked on the ring and the reef line pulled in, raise the mainsail again, tightening the luff.	
10.4	reefing MAINSAIL – 2nd position at the mast – while the mainsail WINCH handle is being held, release the winch brake. When mainsail is lowered to the required reef, hook a cringle on the ring. While mainsail is raised, arrange the mainsail halyard on winch and secure the winch brake.	
10.5	reefing MAINSAIL – pull in reefing line (winch in centre cockpit “jacuzzi”)	
10.6	reefing MAINSAIL – tie down reef lines along the foot of the sail using reef knot	
10.7	reefing MAINSAIL – release the TOPPING LIFT in the end	
10.8	reefing out MAINSAIL – helmsman position (understand the situation, steer against the wind and give orders to the crew)	
10.9	unreefing MAINSAIL – lift the Topping lift	
10.10	unreefing MAINSAIL – position on the mast – strongly hold the handle of the halyard winch, while releasing the winch brake. Slowly lower the mainsail till possibility release a hooked cringle, lift up the mainsail	
10.11		
10.12	unreefing MAINSAIL – release the reefing line (on winch at “jacuzzi”)	
10.13	unreefing MAINSAIL – tie reefing knots on reeflines	
10.14	unreefing MAINSAIL – release the Topping lift after mainsail is set	
11	Lowering sails. I understand and am able to quickly and precisely perform these actions while lowering sails:	
11.1	Lowering sails – helmsman position (understand the situation, steer against the wind under engine and give orders to the crew)	

11.2	Lowering the sails during sailing (without engine)	
11.3	Lowering JIB – position at the bow by the forestay (pull down the sail)	
11.4	Lowering JIB – position at the winch (ease the halyard)	
11.5	tie the JIB – using reef knot, tie the sail to lifelines at the bow, a little above the deck	
11.6	fold the JIB – position at the bow, luff – lead folding of the JIB on the deck, folding the sail so tht the luff is straight, put it in the bag and down in the hatch	
11.7	fold the JIB – position at the leech – make smooth folds of the sail following instructions	
11.8	Lowering STORM JIB – release jib halyard from the winch in the centre cockpit, take off the storm jib and put the babystay back in place	
11.9	Lowering MAINSAIL – tighten TOPPING LIFT	
11.10	Lowering MAINSAIL – 1st position by the mast – hold the handle of mainsail winch firmly while the winch brake is released. Lower mainsail with winch	
11.11	Lowering MAINSAIL – 2nd position by the mast – while the mainsail winch is held, release winch brake. Then, in the end, secure the brake	
11.12	Lowering MAINSAIL – multiple positions by the boom – fold the mainsail while it's being lowered, secure it on the boom, tie with a line and put on the cover.	
12	Docking and undocking manoeuvres. I have independently fulfilled these positions:	
12.1	Undocking – helmsman postion (understand the situation, steer and give orders to the crew)	
12.2	Undocking – remove electricity	
12.3	Undocking – uncleat mooring lines on the dock and get on board	
12.4	Undocking – release (pull in) bow line	
12.5	Undocking – release (pull in) bow spring	
12.6	Undocking – release (pull in) stern line	
12.7	Undocking – release (pull in) stern spring	
12.8	lift fenders up and store them in the bow hatch	

12.9	Coil mooring lines and store them in the bow hatch	
12.10	Docking – helmsman position (understand the situation, steer and give orders to the crew)	
12.11	Docking – tie fenders to lifelines in the correct side	
12.12	Docking – prepare and attach 4 mooring lines to cleats on sailboat.	
12.13	Docking – one or two crew members jump off and cleat lines on the dock	
12.14	Docking – secure bow line	
12.15	Docking – secure bow spring	
12.16	Docking – secure stern spring	
12.17	Docking – secure stern line	
12.18	Docking – coil and put down the rest of the lines	
12.19	Docking – connect to electricity	
13	Boat cleaning and maintainance. I have independently performed the following duties:	
13.1	vacuum the salon	
13.2	Wash and wipe all dishes	
13.3	Clean (disinfect) all wooden surfaces on sailboat	
13.4	Wash the toilet (bowl, walls, floor, sink)	
13.5	Collect and take out garbage bags (also from lockers)	
13.6	Clean the deck and galley from damaged products	
13.7	Wash the deck (with hose and brush)	
13.8	Fill the sailboat's water tank	
13.9	Fill up the fuel in the sailboat's fuel tank	
13.10	Go up the mast to check the weather vane, halyards, mainsail sail, etc. and take a selfie :)	
13.11	Whipping 3 ropes	
13.12	Wash sailboat's sides from algae	
13.13	Replace sailboat's gas cylinder	
13.14	Check the engine...	

13.15	Find the nautical chart needed for the passage	
13.16	Wash and dry the crew's bedding	
13.17		