NauticEd Practical Competency Training
Qualified Crew

Instructions for the Training/Assessment Instructor

This document represents the standardized set of training items that you should cover at a minimum for this Rank.

This is NOT the assessment rubrics list. Use the Skipper Rubrics Assessment App or document when grading a student for competence. You can grade the student on the Skipper rubrics as Crew.

Train your student on the water using the syllabus on the following pages. Once you are confident that your student has gained understanding in ALL the areas below (vessel appropriate) and completed the online NauticEd Qualified Crew Course or any NauticEd Skipper theory course, assess your student on a keelboat on the water using the SKIPPER – Practical Competency Assessment Rubrics. There you can grade each rubric as appropriate including crew. Using the Rubrics, if you deem them competent then:

- ASK YOUR STUDENT FOR THEIR SECRET LOGBOOK CODE (not their password) AND THEIR LOGIN EMAIL ADDRESS. Their logbook code is self assigned and is in their "myprofile" section. They must have this filled in before you can gain access.
- Login to NauticEd.org with your instructor login email address and password.
- In the search box, enter the student's email address and logbook code. Then check the Upgrade This Student's Practical Competency box
- In the dropdown, check the Skipper Verified Practical Competency box. Make additional notes about the student's competency in the appropriate fields. If using the Rubrics Assessment App, upload their Rubric results into their logbook
- Their Sailing Certificate and Sailing Resume will then be instantly updated with your name as the Verified Practical Competency Instructor along with your School.
- Your student will then be given the opportunity to rate their experience with you. Results of this are sent to you, the school principle and NauticEd Admin.

Note that: Via coded software rules:

(1) Instructors are NOT be able to issue a passing grade to a student until the instructor has passed the associated Skipper theory course and test and logged 100 days sailing on the water and are approved by NauticEd

(2) a practical competency passing grade WILL NOT be issued to the student by the software until the student has passed the associated Crew or Skipper theory course and test.

"It is a mistake to assume that because I have taught you something, that you now know it. Rather, proper assessment is the foundation of competence"

NauticEd Practical Qualified Crew Training List

NauticEd Student _____ Date _____

Checked out by NauticEd Qualified Instructor _____

BELOW DECKS

Discussion of and Identify locations of:

- ☐ Tool kit
- ☐ Flares
- ☐ Location of first aid kit
- ☐ Owners Manual
- ☐ Emergency numbers
- ☐ Flashlight

Salon

- ☐ Closing Hatches under sail,
- ☐ Hatches and locking procedure
- ☐ CO_2 sensors
- ☐ Bilge: Pump/high water alarm/AC bleed

Head

- ☐ No bleach in head
- ☐ Clean and wipe bowl after **every** outing
- ☐ Sea Cocks
- ☐ Shower Drain
- ☐ "Y" valve
- ☐ Only limited amount of paper and previously eaten items to be flushed
- ☐ Manual and Electric Head Pump Use

Galley

- ☐ Stove, igniting and bleeding LP lines for shut off
- ☐ Lock all drawers and cabinets before sailing
- ☐ Trash bin to be emptied
- ☐ Wipe down sink and countertops, microwave
- ☐ Sink drain sea cocks
- ☐ Fresh water system and valves

Engine

- ☐ Check oil level
- ☐ Spare oil
- ☐ Water pump and impeller
- ☐ Packing gland and active drain
- ☐ Filter locations: Fuel and oil
- ☐ Raw water strainers, location and cleaning
- ☐ Transmission fluid check
- ☐ Transmission shifting
- ☐ Decompression switch on engine
- ☐ Extra engine keys
- ☐ Engine raw water intake

Berths

- ☐ Hatches

Electric Panel

- ☐ AC/DC panel explanation
- ☐ Entertainment systems
- ☐ Genset or Inverter operation
- ☐ Air conditioner, heat
- ☐ Speed and depth transducer location
- ☐ Air Conditioning on/off panel
- ☐ VHF. Perform simulated Mayday and Pan
- ☐ GPS
- ☐ Radar
- ☐ Windlass reset
- ☐ Water heater- 110v and engine heat
- ☐ Battery Locations. Switching procedures.

ABOVE DECKS

Amidships / Forward- Discussion of and Identify locations of:

- ☐ Water fill port and refill instructions
- ☐ Pump out holding tank
- ☐ Anchor rode
- ☐ Windlass usage / reset switch
- ☐ Shrouds / stays
- ☐ Dockline cleats and springlines
- ☐ Fender placement and attachment
- ☐ Describe appropriate means of pulling the boat closer to a dock including not using life lines or stanchions.

Sail Control Lines:

- ☐ Halyards
- ☐ Outhaul lines
- ☐ Inhaul lines
- ☐ Boom vang
- ☐ Topping lift
- ☐ Cunningham/downhaul
- ☐ Reefing Lines
- ☐ Furling Lines
- ☐ Hose off roller furling after use in salt water
- ☐ Sheets
- ☐ Traveler lines
- ☐ Genaker/Spinaker equipment
- ☐ Halyard, outhaul, traveler lines stowage and appropriate knots
- ☐ Main sail attachments inside mast furling system

Aft/cockpit

- ☐ Emergency lights,
- ☐ PFD's, and proper use
- ☐ Throw cushion,
- ☐ Life ring,
- ☐ Flashlight
- ☐ Sound making devices
- ☐ Shore power connect/disconnect
- ☐ Shore power reset switch
- ☐ Deck brush and cleaning supplies
- ☐ Engine start procedure including warm up
- ☐ Gear lever including neutral warm up button
- ☐ Engine shut off procedure
- ☐ High temperature alarms
- ☐ Manual bilge pump
- ☐ Spare/emergency tiller
- ☐ Life line clips
- ☐ Shore power disconnect procedure including turn off switches prior
- ☐ Wheel / Tiller lock
- ☐ Wind, depth, speed Instruments
- ☐ Radar
- ☐ GPS Chart Plotter
- ☐ Auto pilot
- ☐ Dock-line stowage and appropriate knots
- ☐ Boarding Ladder
- ☐ Outdoor Shower

SAILING AND MANEUVERING

SLIP DEPARTURE

- ☐ Able to manage docklines and fenders for departure
- ☐ Able to communicate via appropriate hand signals

SLIP RETURN / DOCKING

- ☐ Understand and perform commands from Skipper with hand signals
- ☐ Set fenders at appropriate locations using correct knots
- ☐ Roving fender usage
- ☐ Set cleat dock lines to stern and forward cleats
- ☐ Stepping ashore safety
- ☐ Securing dock lines to dock
- ☐ Arresting the momentum of the vessel using doct cleat
- ☐ Dock line throwing techniques
- ☐ Spring line set and usage

BOAT HANDLING UNDER POWER

- ☐ Start the engine, observing safety procedures
- ☐ Maneuver the boat to a full stop with the beam of the boat less than ½ of a boat length away from a mark without over shooting the mark with approaches from downwind and up wind
- ☐ Maneuver the boat in 3 full circles around a mark at 1500 rpm and 2500 rpm in forward
- ☐ Maneuver the boat in a figure 8 pattern in forward, around two marks twice at 2000 rpm
- ☐ Stop the engine observing safety procedures

HOISTING, DOUSING, FURLING AND UNFURLING FURLING SAILS

- ☐ Unfurl, set & furl sails correctly with boat in proper orientation to the wind
- ☐ Apply appropriate back tension to outhauls/sheets when furling sails
- ☐ Check stopper knots in sheets
- ☐ Lines neatly coiled, flaked, or stacked appropriately
- ☐ Explain extreme care when using winch on jib and main inhauls
- ☐ Genoa inhaul line cleated, coiled and properly stowed

PROPER WINCH TECHNIQUES

- ☐ Safety – aware of high tension on halyards and sheets
- ☐ Proper wrapping techniques
- ☐ Removal of winch handle after use

BOAT HANDLING UNDER SAIL / POINTS OF SAIL

- ☐ As helmsperson – use proper commands, select and maintain a given course
- ☐ As crew –give appropriate responses and set sails properly
- ☐ Demonstrate proper traveler use
- ☐ Demonstrate proper headsail fairlead track positioning: reefed and unreefed

Demonstrate and explain proper sail angle set when:

- ☐ Close Hauled
- ☐ Close Reaching
- ☐ Beam Reaching
- ☐ Broad Reaching
- ☐ Running

HEADING UP / BEARING AWAY
- ☐ Trim sails correctly

TACKING
- ☐ Give proper responses (”Ready”), release sheets at proper time
- ☐ Re-trim sheets correctly

GYBING
- ☐ Mainsheet control (center main; “Ready”)
- ☐ Release sheets with proper timing
- ☐ Re-trim sheets correctly
- ☐ Cleat lazy jib sheet to ensure head sail does not wrap around head stay prior to gybe

LUFFING UP, STOPPING, AND GETTING OUT OF IRONS
- ☐ Ease the sheets to stop the boat (complete luff)
- ☐ Sheet in at proper time

STEERING / RULES OF THE ROAD
- ☐ Steer a compass course for 5 minutes within +/- 10 degrees of course at all times
- ☐ Demonstrate knowledge of right of way rules (opposite tack, same tack, sail meeting power, power meeting power and overtaking)

HEAVING-TO / REEFING
- ☐ Manage sheets to heave-to on starboard and get underway sailing normally again
- ☐ Properly reef the mainsail
- ☐ Properly reef the headsail
- ☐ Shake out reef while under control

ANCHORING
- ☐ Understand deployment and setting the hook techniques
- ☐ Friendly deployment of chain so as not to damage boat gelcoat
- ☐ Use proper hand signal communication
- ☐ Set appropriate scope
- ☐ Raise anchor with boat ready for departure
- ☐ Use proper windlass techniques with engine. Do not pull boat to anchor with windlass. Use catenary effect of chain weight to pull boat towards the anchor.
- ☐ Proper retrieval techniques so as not to knock anchor against bow.

LOCAL CONDITIONS
- ☐ Point out local hazards including overhead wires, known shallows and underwater hazards
- ☐ Local sources of weather and tidal information
- ☐ Point out and correctly identify day marks
- ☐ Discuss local commercial shipping lanes and dangers

CREW OVERBOARD RECOVERY
- ☐ Called COB
- ☐ Acted properly as spotter
- ☐ Deployed Flotation (Type IV PFD)
- ☐ Attached appropriate throw lines
- ☐ Tossed line correctly to MOB
- ☐ Methods with Engine on. Methods with engine off
- ☐ Discussed bringing an exhausted person aboard

KNOTS
- ☐ Stow all lines according to the boat requirements
- ☐ Bowline
- ☐ Figure 8 Knot
- ☐ Cleat Hitch
- ☐ Rolling Hitch
- ☐ Clove Hitch
- ☐ Round Turn and 2 Half Hitches
- ☐ Square (Reef) Knot
- ☐ Sheet Bend

SAILOR
- ☐ Appropriate Clothing and Foul Weather Gear
- ☐ Footwear and Accessories (gloves, sunglasses, sunscreen, etc…)
- ☐ Daysailing Provisioning (water, snacks)

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NIGHT TIME SAILING ENDORSEMENT (Note: Can only check after night sailing experience and check out)

- ☐ Able to identify significance and location of local lighted marks
- ☐ Able to identify correct return to dock lighted marks
- ☐ Able to identify correct lighting on power boats, sailing vessels and locally operated commercial traffic
- ☐ Able to determine direction of movement based on light colors and positions of traffic
- ☐ Able to identify sufficient markers to determine positions of local hazards
- ☐ Able to correctly identify and describe flashing lighted marks and cross reference onto chart eg Fl G (2+1) 6s
- ☐ Anchoring in dark – selecting safe spot with swing room
- ☐ General confidence and competence in night sailing ability

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