



SingaporeSailing

Keelboat Certification Manual

Revised May 2013

Singapore Sailing Federation
www.sailing.org.sg

Contents

1.0 Introduction

2.0 Objectives

3.0 Proficiency Levels

4.0 Certification

5.0 Training Facilities

6.0 Instructors

7.0 Administration

7.1 Responsibilities

7.2 Fees

7.3 Accreditation

8.0 Appendices

Appendix 1 - Level 1 Criteria

Appendix 2 - Level 2 Criteria

Appendix 3 - Proposed Log Book format

Level 3 Criteria (in development)

Level 4 Criteria (in development)

1.0 Introduction

This manual sets out the criteria for certifying proficiency levels for crew and skippers of Keelboats in Singapore. It addresses the need to standardise training courses amongst the sailing clubs, have registration of instructors, and have recognition of proficiency levels based on certification criteria.

This manual is designed to accommodate amendments and additional modules of training to suit the progress of the keelboat fleet development.

Initially only two levels of proficiency have been developed:

Level 1 - Competent Crew

Level 2 - Day Skipper

This will be followed by:

Level 3 - Racing Skipper

Level 4 - Coastal Skipper

It should be noted that the proposed courses, criteria, and certification have been developed for keelboat sailing in the protected waters, around the South East Asian region, and it is not intended to certify proficiency levels in temperate climate conditions.

2.0 Objectives

The objective of the keelboat certification system is to:

- Prepare sailors to confidently sail keelboats
- Encourage dinghy sailors to gain proficiency in sailing keelboats.
- To provide a system to categorise keelboat sailing skills in order to enhance the safe conduct of keelboat sailing activities.
- To establish a set of common standards to guide the systematic training of keelboat sailors.
- To provide a check to ensure that sailors participating in local club events, cruises and racing, sail competently and safely.

3.0 Proficiency Levels

Level 1 - Competent Crew

- Become a competent keelboat crew
- Learn the basics of sailing a keelboat
- Introduction to keelboat cruising
- Learn personal safety, seamanship and helmsmanship

Level 2 - Day Skipper

- Advanced course
- Must possess Singapore Powered Pleasure Craft Drivers Licence and Level 1 certification
- Learn to be responsible for a cruising keelboat and her crew
- Be able to sail in the day time in familiar tidal waters within sight of land

Level 3 - Racing Skipper/Crew

- Trains to be familiar with racing rules
- Learn starting and finishing procedures
- Advanced boat handling and racing techniques
- Asymmetric and Symmetric Spinakers
- Race competitively and safely in a regatta

Level 4 - Coastal Skipper

This is an advanced course that trains the applicant in the sailing and management skills necessary to be totally responsible for a small keelboat and its crew while cruising safely on coastal and offshore passages by day and night.

Level 2 certification is a prerequisite for advancing to level 4 training.

4.0 Certification

On achieving the competency criteria set out in each of the levels, the applicants will receive:

- A SingaporeSailing embossed plastic certificate stating level achieved
- The certificate is valid for 5 years and can be renewed upon application

5.0 Training Facilities

The sailing clubs in Singapore can apply to SingaporeSailing for registration as approved keelboat training centres. On approval, the club's name and details will be posted on the SingaporeSailing website and an A4 size certificate will be issued to the club, valid for 3 years.

To be approved, the sailing club must demonstrate that they have the facilities and equipment necessary to carry out effective keelboat training, this is to include as a minimum:

- Suitable training room with modern projection equipment
- Competent instructor registered with SingaporeSailing.
- Suitable training powered keelboat similar to a J24.
- Able to conduct on water training and berthing alongside a pontoon.

6.0 Instructors

The clubs may nominate competent instructors who have the ability to conduct respective levels of training for the SingaporeSailing review and approval. A minimum requirement is that the instructor must:

- Hold a valid Singapore Powered Pleasure Craft License
- Have 1st aid basic and CPR knowledge
- SingaporeSailing's NCAP 1 Technical Certificate
- Have communication and radio competency
- Have risk emergency management and action planning knowledge
- Sufficient proven experience to instruct at the respective nominated level

If approved, the instructor will be issued with a SingaporeSailing certificate stating his competency level in instructing keelboat courses. The certificate is subject to audit and is valid for 2 years. To renew the certificate the instructor must sit and pass a refresher course run by an approved body.

7.0 Administration

7.1 Responsibilities

The certification system is to be overseen and sanctioned by SingaporeSailing who will be responsible for:

- Establishing and updating proficiency criteria.
- Approving course syllabuses.
- Providing endorsed certificates for keelboat competency levels, and maintaining a register of the same.
- Providing endorsed certificates to sailing clubs as approved training facilities, and to club nominated and /or trained keelboat instructors.
- Carry out random audits of training facilities, equipment, and successful applicants to ensure that a high standard is maintained.

- Ensuring the manual is updated and that each approved club receives a manual, plus updates.
- Setting up a certification subcommittee comprising of the incumbent VP keelboats and one active keelboat member from each sailing club.

Sailing clubs will be responsible for:

- Running the training programs, providing competent and certified keelboat instructors, suitable training facilities, and appropriate equipment.
- Ensuring that keelboat club members and instructors obtain proficiency certification and retain validity.
- Provision of logbooks and verification of logged hours.
- Reporting any training incidences to SingaporeSailing.

7.2 Fees

To cover the cost of overseeing the certification system, SingaporeSailing will charge the following fees for issuing proficiency certificates:

- Certificates to approved sailing clubs valid for 3 years - gratis/club
- Certificates to approved nominated instructors - S\$50/instructor valid for 2 years
- Certificates to successful applicants valid for 5 years - S\$20/applicant

These fees are subject to amendment from time to time, but the clubs will be given 6 months notice of any intended amendment to the fees. Certificates will only be issued on receipt of the fee directly by the club.

SingaporeSailing will not dictate training course fees and will let the sailing clubs decide on appropriate fee levels, either individually, or by a common agreement amongst the clubs.

7.3 Accreditation

SingaporeSailing recognises that there are already many competent dinghy sailors and Keelboat crew and skippers in the sailing clubs. The individual clubs may nominate dinghy or keelboat sailing members, whom they deem are competent and comply with the criteria, for SingaporeSailing accreditation for certification levels 1, 2 and 3. Level 4 cannot be accredited unless the member already holds an equivalent internationally recognised certification, such as RYA Coastal Skipper or approved equivalent
SingaporeSailing reserves the right to carry out random audits of accredited nominees.

Level 1 – Competent Crew Criteria

- Suitable for: Novices who want to learn the basics of sailing a cruising yacht and how to become a useful and able crew member.
- Prerequisites: Reasonable swimming ability that will allow the applicant to swim 50m with a life vest.
- Certification: Upon successful completion of approved course and passing of both theory and practical tests.

Criteria:

To obtain Competent Crew certification, the applicant must demonstrate a working knowledge of:

- a) The terms used to describe the major features of a boat, her rigging, sails, their functions and sailing terminology.

Name and identify these parts of a boat:

Hull	Mast	Mainsail
Keel	Boom	Jib
Bow	Bow Pulpit	Gooseneck
Traveler	Stem	Stem pulpit
Deck	Lifelines	Cabin
Spreaders	Shrouds	Head Stay
Backstay		

Describe the functions of the following items:

Mainsheet	Rudder	Tiller
Boom Vang	Jib Sheet	Halyard
Winch	Fairlead	Pad eye
Downhaul	Outhaul	Cunningham
Stays / Shrouds	Shackle	Telltails
Spring/Breast Lines	Fenders	Cleats

Identify the following sails and parts of a sail:

Mainsail	Jib	Storm Jib
Spinnaker	Genoa	Hanks
Battens	Batten Pockets	Bolt Rope
Luff	Leech	Foot
Head	Tack	Clew

Define the following terms:

Port	Starboard	Helmsman
Forward	Crew	Tacking
Running Rigging	Standard Rigging	
Heel	Ahead	Abeam
Astern	Windward	Leeward
Beam		

Explain the following terms and points of sail and identify them from diagrams:

In Irons	Close Hauled	Broad Reach
Port Tack	Heading Up	Sailing by the Lee
Head to Wind	Luffing	Close Reach
Beam Reach	Running	Starboard Tack
Windward Boat	Leeward Boat	Heading Down / Bearing

- b) Personal Safety equipment – Understands the use and rules related to the wearing of safety harnesses, lifejackets and PFD's.
- c) Tropical conditions – To be aware of the dangers inherent in dehydration, sunstroke and sunburn. Able to recognise the symptoms and be familiar with basic prevention and safety techniques.
- d) Man Overboard – Understands action to be taken with regard to man-overboard recovery.
- e) Familiar with and understands the use of VHF radio. Able to make an emergency call.
- f) Fire protection and fire fighting – Awareness of the hazards of fire aboard and the necessary precautions to reduce the risk of fire. Knowledge of the actions to be taken in the event of fire.
- g) Meteorology – Awareness of forecasting services and knowledge of the Beaufort scale.
- h) Sailing Theory – Understands points of sail, can use rollerreefing systems and raise & lower sails.
- i) Demonstrate ability to assist in getting boat underway, dock and pick up a mooring.
- j) Ropework – Knows basic knots and applications.
- k) Rules of the Road – Able to keep an efficient lookout.
- l) Manners & Customs – Understands the use of burgees and ensigns. Familiar with the common courtesies observed in marinas and at anchor.
- m) Helmsmanship and Sailing – Can steer and trim sails to maintain a course. Able to steer a compass course.
- n) Familiar with anchoring procedures.

Minimum hours of instruction on water – 16 hours

Level 2 – Day Skipper Criteria

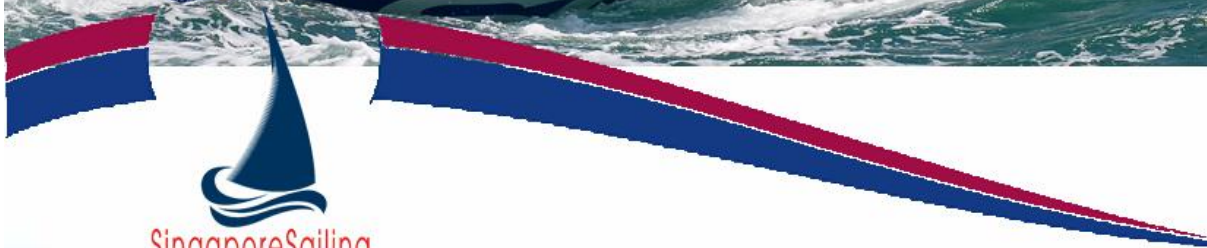
- Suitable for: People who wish to acquire the sailing and management skills necessary to be totally responsible for a small keelboat and its crew while cruising safely by day in familiar waters.
- Prerequisites:
 - i. Reasonable swimming ability that will allow the applicant to swim 50m with a life vest.
 - ii. Age 16 years and above.
 - iii. Possess a valid Singapore Powered Pleasure Craft Drivers License.
 - iv. Attained level 1 certification
- Certification: Upon successful completion of approved course and passing of both theory and practical tests.

Criteria:

To obtain Day Skipper certification, the applicant must demonstrate a working knowledge of:

- a) The terms used to describe the major features of the marinas, harbours, a boat, her rigging and sails.
- b) Safety
 - Use of personal safety equipment, PFD's, harnesses, tethers, safety lines, Dan buoys, life rings, etc.....
 - Use of VHF radio and how to make an emergency call.
 - Fire prevention and fire fighting.
 - Recovering a man overboard – under power & under sail.
- c) Anchorwork
 - Characteristics of different types of anchors, and considerations to be taken into account when anchoring.
- d) Navigation:
 - A good working knowledge of navigational charts, publications and instruments.
 - Taking and plotting of visual fixes.
 - Use of electronic navigational equipment for positional fixing.
 - Use of waypoints.
 - Ability to do basic chartwork including working up a DR position.
 - Estimating tidal heights and tidal streams.
- e) Meteorology
 - Knows sources of forecasting information.
- f) Rule of the road
 - Has working knowledge of the International Regulations for Preventing Collisions at Sea.

- g) Racing Rules of Sailing
- Has working knowledge of Part 2 Section A to C of RRS
- h) Boat Handling:
- Reading & using wind & tide
 - Mooring Lines: Head & stern warp, fore & aft brest, fore & aft Spring
 - Casting off: Tide on/off, Wind on/off, Wind and tide opposed, Spring off
 - Berthing: Tide on/off, wind on/off, wind and tide opposed, spring on, mooring to piles, stern mooring, rafting up
 - Picking up/Leaving a buoy under power/sail & power and sail.
 - Anchoring and getting underway from anchor
 - Heaving to
 - Steer and trim sails effectively on all points of sailing
 - Understands how to secure a tow
 - Demonstrates good knowledge of methods of reducing sail area
 - Heavy Weather – Demonstrate good working knowledge of preparing for and coping with heavy winds and significant wave action.
- i) Systems knowledge:
- Basic working knowledge of boats operating systems, ie., electrical, plumbing, rigging, engine, etc. and able to effect minor repairs.



SingaporeSailing

Personal Logbook

Singapore Sailing Federation
www.sailing.org.sg

Name:

Date	Boat Name	Function	Event	No. of Hours	Distance travelled	Remarks	Endorsed by

Notes:

