

Mentored Sailing Program Information Handbook



*Burlington Sailing &
Boating Club*

Table of Contents

Mentored Sailing Program Mission	2
Background	2
Burlington Sailing and Boating Club Membership	2
Mentored Sailing Programs – Categories	3
The MSP Boat Maintenance	3
MSP make up sessions, cancellations and booking procedures:	6
Safety and Waivers Crew & Skippers	7
BS&BC Skippers Section	7
Suggested Further Instruction	9
APPENDIX A - MSP Program Skills Outline.....	10
APPENDIX B	15
WAIVER, HOLD HARMLESS AGREEMENT:	15
APPENDIX C – SAIL PLAN Example.....	16
APPENDIX D - Certification	18
APPENDIX E - racing	19

Mentored Sailing Program Mission

The objective of the "Burlington Sailing and Boating Club" (BS&BC) Mentored Sailing Program (MSP) is to increase BS&BC Senior membership by introducing individuals to sailing with the help of BS&BC sailing mentors. The Program encourages those interested in boating to develop sailing skills without having to own a boat. In addition, members learn about boat care & maintenance, meet other sailors and join in club activities as part of the BS&BC sailing community. There are two categories in the Program: Crew and Skipper. You enter the program as Crew and learn to sail. Once you achieve Skipper status as a Senior Member you are able to take the BS&BC boats out on your own.

Background

The first boat purchased by BS&BC for this program was named Ocracoke, a used 24' SHARK, a Canadian built sailboat. Subsequently the program became known as "The Shark Program", and members were referred to as "Sharkies". The program grew and we acquired Shamrock, a Tanzer 26 to add to our fleet. In 2018 BS&BC purchased Discovery, a Tanzer 22. Our Shark was then retired and with our two Tanzers we changed the program name to the "Mentored Sailing Program" (MSP).

The Handbook

This handbook has been developed with the assistance of "Mentored Sailing Program" members (Crew & Skippers) as well as the mentors. Its intent is to give a broad overview of the MSP Program, without getting into detailed specifics. The handbook refers to specific forms, cruising standards and regulations to be completed and followed by the members. As a member you are expected to read and abide by the regulations and policies in the handbook.

Members may join with little or no experience and develop their skills under the mentorship of BSBC Senior Members with years of sailing experience. Our standards ensure that your safety is foremost. The boats carry all of the Transport Canada approved safety equipment required by the "Small Vessel Regulations". No one is allowed to sail without first being aware of the location and use of safety equipment on board.

Burlington Sailing and Boating Club Membership

The Mentored Sailing Program (MSP) is owned and operated by the BS&BC. The fleet includes "Discovery" a 22 -foot Tanzer, as well as "Shamrock" a 26-foot Tanzer. Typically an MSP member joins BS&BC as an Intermediate Member. In some cases, members of the program may own their own boat in which case they must join BS&BC as a Senior Member. Following two years as an Intermediate member you must join BS&BC as a Senior Member to continue in the MSP program.

Volunteer Hours

All MSP members are required to put in a requisite number of Volunteer Hours as per the BS&BC bylaws. If a sailor does not put in the required hours they cannot be certified as a Skipper. Uncompleted hours will be billed to the member at the end of the season. The number of hour's required and current rate charged can be found on the Web Site - <https://burlbay.com/mentored-sailing-overview>.

The opportunity to learn the skills required for keeping a boat in service is offered through volunteer opportunities. It is recommended that most of the volunteer hours be spent supporting the MSP, especially: the start of season maintenance, mast-raising, mast-lowering, and end of season maintenance of the MSP boats.

Mentored Sailing Programs – Categories

Within this program there are two positions available.

CREW

Program members learn all aspects of boat ownership. These include: sailing; skills on how to manoeuvre a boat under both power and sail; sailing terminology; knots; safety, and the rules of the road. Members also acquire skills in docking, anchoring and boat maintenance.

Members are matched with a mentor and up to three other program members. They sail one day a week for the summer. All members must hold a valid Pleasure Craft Operators Card (PCOC).

The program is designed to assist the Crew to attain Skipper Certification. Generally, it takes two seasons to be ready to challenge the BS&BC Skipper's certification where the learned skills are demonstrated to a panel of two or more Mentors.

Senior members of BS&BC may join the MSP program as a "Crew". Senior members may learn to sail on their own boat or on BS&BC keelboats. Mentors come aboard and guide the members through all aspects of sailing and boat ownership.

From time to time MSP members might be invited to join a Mentor or another club member on a vessel other than craft owned by BS&BC. The objective is to provide an appreciation for how different craft handle. MSP members are welcome to accept such offers but for clarity such ventures are not part of the Mentored Sailing Program and all responsibility lies with the participant and boat owner/skipper. BS&BC recommends that all parties review and sign a Personal Activity Liability Waiver, template available upon request.

SKIPPER

Following Skipper certification an individual may sign out one of the Program keelboats based on availability of that boat outside of the regular program.

To use BS&BC Keelboats without a mentor present you must: have obtained Skipper Certification in the Program; hold a valid Pleasure Craft Operators Card (PCOC); a valid Radio Operator's Card; and be a Senior BS&BC member.

The MSP Boat Maintenance

The maintenance of BS&BC keelboats is coordinated by the BS&BC Maintenance Leads. Members are requested to support maintenance as part of their learning and engagement.

Each boat is to maintain a log book which captures problems, suggested actions and work done. Each entry should include a date, a name of the requestor or person doing the work. Log book entries are the responsibility of the Crew and should be completed on every occasion of use of one of the Club boats.

Sail Selection & Care

Sails provided are the mainsail, jib (genoa, jenny) and spinnaker. Should a sail become damaged, file a "maintenance log". Never put the sails away folded if they are wet, as this will encourage mold to form. If you must stow wet sails, stow them in the cabin in an unfolded manner so that air can move over the sail surfaces. Always put dry sails away in a folded manner.

Cleaning the Boat

It is expected the boat will be cleaned at the end of every sail. Garbage will be removed, and the boat left in a neat and ship shape condition. If dirty, the deck is to be washed.

Boat Repairs

Minor boat repairs will be completed by MSP Program members under the direction of a Maintenance Lead. When required, a maintenance lead seeks advice from the MSP Maintenance Advisory Board.

VHF Radio

There are few hazards in Hamilton Harbour, however your motor could quit, you could require a tow and few new Skippers are experienced enough to sail up to the dock without assistance. In case of an emergency, MSP Program boats are equipped with a VHF radio. Members should become familiar with their use and obtain a Restricted Operators Certificate - Marine to legally use the radio. These certificates can be obtained by taking the relevant CPS course. The Restricted Operators Card is required to complete Skipper certification.

Maintaining a Lookout

Be aware of what boats are around you at all times. Be sure to check the blind spot behind your jib (genoa, jenny). Both the Skipper and Crew must be vigilant. If you are cruising around the bay and you have no preferred destination, always favour the starboard tack, which is considered the "stand on tack"; however, diligence is required regardless of which tack you are on, as boats must always make every attempt to avoid collision.

The Engine & Refuelling

Always check the engine condition when running – cooling water flowing, smoke- exhaust, and quality of motor sound to ensure that the engine is running smoothly. Always keep one hand on the tiller and one hand on the engine when operating the engine. The Mentor will always ensure there is at least a half tank of fuel on board. The fuel used is premium unleaded (no alcohol content). Fuel is taken care of by the Maintenance team and invoices are sent directly to the bookkeeper for reimbursement.

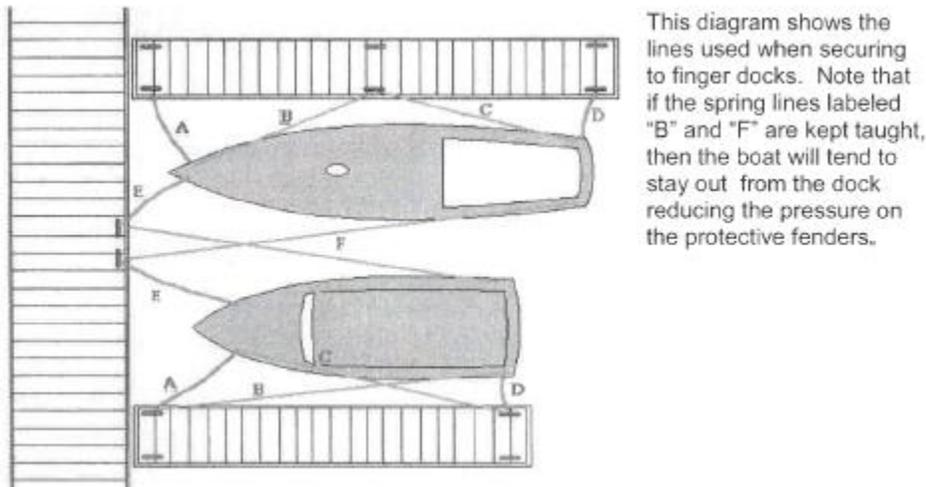
When leaving the dock, have a Crew member guide the boat from the dock, considering wind direction and speed. When running out to the bay, obey speed limits within the marina, but when in the bay be sure to run the boat motor at a higher speed, for a brief period, to avoid fouling the engine spark plugs from continuous idling.

During a sail, the outboard engine may be tilted up or left down.

Docking & Anchoring

When preparing to dock, take down the genoa and main but leave the main halyard attached to the sail until

you are docked in case the motor dies, and you need the sails for supplementary propulsion. Always put the fenders out on the side of the boat facing towards the dock. Always use a fore and aft docking (breast) line as well as fore and aft spring lines.



Always approach the dock at low speed, but with sufficient speed to maintain steerage. Most sailors will coast up to the dock with the motor in neutral. Remember the 1-100-1 rule. At 1 nautical mile per hour the boat will travel 100 feet in 1 minute. When approaching the dock, slow the engine down and put it in neutral while coasting towards the dock. Do not turn the engine off. You will need to put the engine in neutral 2 – 3 boat lengths before you get to the dock to maintain appropriate speed. This is an acquired skill.

Carol's Point is a popular location to anchor. Be sure to lay out sufficient rode (7:1) to ensure a firm anchorage and anchor sufficiently far away from other boats to ensure that your boat cannot swing into others if the wind shifts.

Personal Log

We suggest you keep your own personal log of what you have done and learned. You need to keep track of your maintenance hours served and provide them to the MSP Program Coordinator at the end of the year.

Seamanship and Safety

Sail Plan

Sail Plans are to be submitted to the Officer of the Day or put in the OOD box prior to departure and upon return are added to the Boat Log.

The Program Manager must be notified when the boat arrives "safe ashore" according to Boat log instructions.

Personal Gear

MSP program members are responsible for ensuring that they are equipped with all mandatory and recommended gear as appropriate for the weather to be encountered.

Mandatory gear includes:

- a Transport Canada approved life-vest or PFD

- appropriate deck shoes with soft non-marking soles. These shoes must be worn at all times on the docks and on the boats.

Recommended gear includes:

- duffel bag
- sailing gloves
- hat
- sunglasses with retainer string/strap
- rain gear
- windbreaker
- warm top
- sunscreen
- water bottle
- water-resistant watch
- personal log book

* No alcohol, drugs or smoking is permitted on the boats.

Study Materials

Members are encouraged to own and carry copies of:

- the CYA Basic Cruising Skills book by Gillian West <https://www.nauticalmind.com/66162/basic-cruising-skills/>
- the Transport Canada Safe Boating Guide <http://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm>
- The Collision Regulations section of the Canada Shipping Act – known as “ColRegs”, which outlines the specific rules and responsibilities for vessels sailing in Canadian waters. These can be found by typing “colregs” into any search engine. They can also be accessed by downloading an app called “colregs” onto your phone.

Communication and Social Media

As BS&BC Members you will be invited to join the BS&BC Google Groups to keep abreast of on goings of the club and special events.

Also join the Mentored Sailing Program’s Facebook page to ‘Stay in the Know’ and learn some tips and tricks of Sailing. <https://www.facebook.com/groups/890520714463465>

Volunteer Opportunities can be found on the Facebook page, the club Website (www.burlbay.com), BS&BC google groups, Check with the MSP mentors and Maintenance Leads.

MSP make up sessions, cancellations and booking procedures:

All mentoring sessions are indicated on the MSP calendar, with the names of the mentor and the MSP members assigned to that session (a maximum of 4).

A member can cancel a single session by informing their mentor of their absence and sending an email to MSPcalendar@burlbay.com. The booking coordinator will delete their name from that session, thereby opening a spot for another member to book.

Any member may book an open spot in the calendar by emailing the booking coordinator at MSPcalendar@burlbay.com.

Mentors are responsible for communicating to their MSP members any changes to the scheduled session due to bad weather or other circumstances. Sessions will be held either on land or rescheduled. No cancellation of classes.

Safety and Waivers Crew & Skippers

Waiver & Safety

MSP Program Members are to sign the waiver form (appendix B) each season upon registration. The member waivers are filed by the Program Manager

Reporting Incidents

The following incidents must be reported by filling out an incident form (appendix F) signed by all members on board and submitted to the Program Manager.

- Collision with another boat
- Personal injury where professional medical aid was involved
- Situations where the Police or Coast Guard were called

In the event of outside party involvement in a collision or altercation, MSP Members are not to concede any liability or speak on behalf of the BS&BC organization.

Insurance

In the event of negligence or damage to any club or 3rd party boat, the members on board will share the cost of the insurance deductible, if deemed appropriate by the BS&BC Board of Directors. Members are personally responsible for replacing winch handles, hand tools and portable equipment lost overboard due to personal negligence.

An MSP member who engages in wilful or reckless misconduct is liable for full damages to the BS&BC property and any second- or - third-party damages.

A member who behaves in a reckless, dangerous or illegal manner risks expulsion from the MSP Program and from BS&BC. The decision of the BS&BC Commodore is final.

BS&BC Skippers Section

Approved "BS&BC Skippers" may book and sign out a MSP keelboat. "BS&BC Skippers" must be prepared to assume responsibility, i.e. Safety of the crew and integrity of the vessel during usage of the boat.

- Certification required:
 - A valid Pleasure Craft Operators Card (PCOC),
 - A valid Restricted Operators Certificate (Maritime) (required to operate VHF radio).
 - BS&BC Skipper certification through MSP or by receiving approval from the MSP Approval System

Skippers- Booking a Boat

Boats are available 7 days a week including holidays except at the defined times that Mentors are using the boats with MSP Members. Please note there may be times that the boat may be scheduled for maintenance, which may result in the boat being out of service. Refer to the MSP calendar to ensure availability. Please return the boat promptly so as not to disrupt MSP outings.

The boat schedules are maintained by the Program Manager on the club website. There are three booking periods every day:

- 09:00-12:00
- 13:00-17:00
- 17:00 -dusk

As a courtesy, if you have to cancel your time slot, please change the booking on the website.

Skippers - Number of Sailors & Guests

Two to five people are allowed on the boat. More than five people including the Skipper are not allowed. On any given sailing trip there must be a **Skipper plus one able bodied Crew member**. The able bodied Crew member must be 16 years of age or older. The Crew member must be physically and intellectually capable of signalling for help, capable of locating and using safety equipment, starting the motor, throwing a heaving line and operating a radio. Single handed sailing is not permitted.

Skippers - Guest Waiver & Safety Forms

Each time the boat is to be taken from the dock, Skippers must:

- update the Boat Log
- ensure that every member and guest have signed a waiver form (appendix B)
- complete the Emergency Contact Information form (appendix B)
- enter guest names in sail plan before each outing (appendix E)
- SailPlans are to be submitted to the Officer of the Day or put in the OOD box prior to departure and upon return are added to the Boat Log onboard.

Children as well as adults must supply their own PFD and wear it at all times. Children under the age of 16 yr. may sail as a guest, if accompanied and supervised by an adult and if the Skipper agrees. For safety reasons, young children must remain in the cockpit or below deck. It is important to ensure that there is an adequate number of Crew on board to handle the boat safely and supervise the children.

Skippers - Special Event Bookings

Participation in raft ups, special regattas, races and cruising event bookings may be considered more than one week in advance, but must be approved by the MSP Program Manager.

Skippers - Where You Can Sail

You may only sail in Hamilton Harbour. The only exception is when a special Event has been arranged by the MSP Manager for a Club Cruise to another location outside of the harbour and several other club boats are cruising together with the MSP keelboat.

Skippers - Returning Boat

The boat must be returned to its assigned slip and all sails and rigging must be put away and stored in the proper location. Any requirements for repairs or maintenance must be reported in the maintenance log on board.

* The Program Manager must be notified when the boat arrives “safe ashore” according to Boat log instructions.

Skipper - Personal Gear

MSP program members are responsible for ensuring that they and their guests are equipped with all mandatory and recommended gear as appropriate for the weather to be encountered.

What does it Cost?

Check the Website www.burlbay.com for current information on rates and volunteer hours.

BS&BC Mentors:

All BS&BC mentors must:

- A valid Pleasure Craft Operators Card (PCOC),
- A valid Restricted Operators Certificate (Maritime) (required to operate VHF radio).
- Submit a Resume of Experience for Approval from the Ancient and Modern Mariners
- Sign a BS&BC Waiver

On occasion a Mentor may agree to have the MSP members sail on a vessel other than a craft owned by BS&BC. This is in order to provide an appreciation of how different crafts handle. Such ventures are not covered within the MSP and all liability must be covered by the Boat owner and the participant.

Suggested Further Instruction

There are two main sail training bodies in Ontario; Canadian Power and Sail Squadron (CPS) and Sail Canada (the previous Canadian Yachting Association CYA).

In addition to joining the MSP Program, members will also benefit from taking other courses like Sail Canada’s Basic Cruising standard (<https://www.sailing.ca/sailor-programs/>), Canadian Power Squadron (<https://www.cps-ecp.ca/>) courses. These courses are particularly useful for learning the navigation skills needed when venturing from the known waters of Burlington Bay.

CPS courses cover a wide range of boating skills. They are inexpensive, classroom-based, and run during the winter when local sailing is unavailable. On-line versions are also available year round.

Sail Canada <http://www.sailing.ca/> courses are offered during the local sailing season and offer a combination of both classroom and on-the-water instruction.

APPENDIX A - MSP Program Skills Outline

BS&BC MSP Programme Skill Sign Off Form

**Mentor
Signature Date**

Terminology (See Basic Cruising Skills text)		
Standing and Running rigging		
Sails		
Reefing systems		
Shackles, fairleads, turnbuckles, tangs, cleats, chain plates, gooseneck, winch		
Bow, stern, gunwale, mast, forestay, backstay, mainsheet, jib sheet, boom vang, boom, topping lift, rudder, tiller, halyard		
Positions relative to the boat		
Windward, leeward, leeway		
Heading up, bearing away		
Port and starboard tack		
Tacking and Gybing		
Safety equipment ... 6 – 9 Meters		
Flares ... 6 flares ... Type A, B, C		
Flashlight ... waterproof		
Ladder ... re-boarding		
Lights & Navigation ... define light specifications		
Anchor ... 15 m of rode or paddle		
PDF		
Manual Bilge Pump ... bailer		
Extinguisher Fire		
Sound Signaling Device		
Heaving Line buoyant 15m long		
Knots		
www.animatedknots.com		
Figure 8 / Stopper knot		
Round turn and 2 half hitches / Tying a dock line to a ring		
Bowline / temporary Non slip loop		
Reef knot / Tying ends of the same line together		
Double Sheet Bend / Tying two separate lines together		
Clove hitch / Tying a line to a spar		
Lines		
Types of line Braid / Laid or twist		
Belaying a cleat		

Coiling a line / Coiling a line for storage		
Making off a halyard		
Bitter end is the end of a rope that is loose. The standing end is attached to something		
Heaving a line (30 feet)		
Flaking a line		
Outboard engine		
Starting		
Flooded		
Stopping		
Operating guidelines while underway		
Safe Fueling		
Manoeuvring under power		
Prop Walk		
Crew overboard procedures		
Stopping at a defined place / ahead / astern		
Under various wind and sea conditions		
1 – 100 – 1 formula (1 knot = 100 feet in 1 minute)		
Leaving dock		
Pre-departure Checklist		
How to bend on sails / Main / Jib		
Steering		
Preparation to cast off		
Casting off		
Wind blowing off dock		
Wind blowing on dock		
Wind or current from ahead		
Wind or current from astern		
Docking		
Speed enough to maintain steerage		
Try to dock into wind and current		
If downwind then go bow in ... stopping with aft spring and reverse		
If wind onto dock ... stop a little further off and be blown on		
If wind off dock ... then get in closer and have crew step ashore smartly		
Docking Procedure		
Snugging the boat down		
Manoeuvring under sail		
Raising the main		
Raising the jib		
Points of sail		
Tacking		
Gybing		

Hove to		
Reefing the main		
Crew overboard (Beam Reach, Broad Reach, Close Reach method)		
Lower sails		
Sail Trim		
Safe winch technique		
How sails work		
Main sail trim		
Jib sail trim ... role of ticklers		
Halyard Tension		
Sail twist		
Sheet block position		
Anchoring		
Types of Anchors		
Scope		
Attributes of a good anchorage		
Anchoring procedure		
Weighing anchor		
Weather		
Sources of information		
▪ VHF		
▪ Airport Weather offices		
▪ Internet http://www.weatheroffice.gc.ca/canada_e.html		
▪ Radio stations		
▪ Newspapers		
Interpreting VHF Marine Forecast		
▪ Synopsis ... location, intensity & movement of weather systems		
▪ Forecast ... wind speed, direction, weather, visibility, sea state		
▪ Outlook ... for succeeding 24 hrs		
Wind Warnings/Wind Speed		
Wind warning		
Gale warning		
Storm warning		
Hurricane		
Wave size ... wind speed, duration, fetch		
Sea breeze ... land breeze		
Folk lore		
Red sky at night ...		
Storm passing to the north of you "Veering wind will clear the sky ... backing wind says storms are nigh"		
Rules of the road		
Making way ... moving or passing		
No way on ... not moving		

Headway ... moving forward		
Sternway ... moving astern		
Leeway ... leeward motion of the boat		
Taking way off ... slowing down		
Gathering way ... picking up speed		
Underway ... “not at anchor, made fast to the shore or aground” ie floating		
Stand-on vessel ... Give way vessel		
Both have obligations		
Rules of the Road ... A. E. Saunders		
Keep Right		
Give Right		
Big is Right		
Nobody is Right		
Sailing vessels Rule 12		
Opposite tacks ... port is give way		
Same tacks ... windward is give way		
Uncertainty ... give way		
Power vessels		
Meeting head on ... alter course to starboard to pass port to port		
Crossing ... if vessel to starboard then give way		
Overtaking ... if overtaking then give way		
Aids to Navigation		
Lights		
Lateral Aids to Navigation		
Starboard hand		
Port hand		
Bifurcation		
Fairway		
Isolated danger		
Cardinal		
Coping with the unexpected		
Fire		
Propane/Alcohol ... cooking appliances		
Gasoline ... engine fuel		
Hydrogen ... charging batteries		
Methane ... holding tank		
Hypothermia / cold water shock		
Causes		
Dealing with		
Springing a leak		
Steering failure		
Running aground		

Fouled prop		
Dragging anchor		
Broken halyard		
Standing rigging failure		
Making a distress call		
What to look for when buying a boat		

APPENDIX B

WAIVER, HOLD HARMLESS AGREEMENT:

As a guest of a member of the "MSP Program" at Burlington Sailing & Boating Club, the undersigned warrants and covenants as follows; I recognize that sailing can be a dangerous sport and I assume the risk of sailing and I acknowledge responsibility in participating, I voluntarily assume the risk of participation and I do for myself, my executors, administrators, successors and assigns waive any or all claims that I may have against the City of Burlington, the Hamilton Port Authority, The LaSalle Park Marina Association, the Burlington Sailing & Boating Club, its officers, directors, members, employees, and agents, and any one or more of their successors, executors, administrators and assigns arising out of participation of the MSP Program, its related activities, together with any costs that may be incurred as a result of such claims; and do hereby covenant and agree to indemnify each of them against any such claims that the guest, his executors, administrators, successors and assigns, or all of them may have or assert with respect thereto.

Guest minors must have their waiver signed by their legal guardian(s).

Name: _____ Signed: _____ Date: _____

Legal Guardian: _____ Signed: _____ Date: _____

Emergency Contact Information

Your Name	
Address	
Contact Number	
Date	
Emergency Contact Name	
Emergency Contact Number - If you have any medical issues BS&BC should be aware of to ensure your safety - Please specify. _____ _____	

* All guests must sign this waiver once per year.

APPENDIX C – SAIL PLAN Example

Vessel			
Name & Hailing Port	Shamrock, LaSalle Park Marina, Burlington ON		
License Number	18E23350	HIN	ZTI 26 565 M 81 B
Year, Make & Model	1981 Tanzer 26		
Type	Sailboat	Hull Mat.	Fiberglass
Length	26'4" (8.03m)	Draft	3'10" (1.17m)
Hull and Trim Colours	White hull w/ green shear stripe		
Propulsion			
Primary	Sail		
Auxiliary	9.9 HP Outboard	Fuel Capacity	24.6 Litres
Communication			
Radio Call Sign	Shamrock		
DSC MMSI No.	316041797		
Radio Type	Marine VHF	Ch. Monitored	16
Navigation			
<input type="checkbox"/> Compass	<input type="checkbox"/> Charts		

Safety Equipment

- PFDs (one of the correct sizes for each person onboard)
- Reboarding Ladder
- Buoyant Heaving Line > 15m OR Lifebuoy w/ Buoyant Heaving Line > 15m
- Watertight Flashlight
- 6 Type A, B or C Flares
- Anchor w/ > 15m of rode
- Bailer or Manual Bilge Pump
- Sound Signalling Device (Horn, Whistle)
- Navigation Lights
- Magnetic Compass
- Radar Reflector
- Two 5BC Fire Extinguishers

Persons Onboard

Skipper _____

Phone No. _____

Passengers/Crew _____

PDF

Emergency Contacts

Phone No.

Monique Van der Leden - Manager _____

(905) 329-2138 _____

Scott Lowell - Commodore _____

(289) 983-5439 _____

Robert Duggan - Vice Commodore _____

(905) 467-9439 _____

Douglas W. Bryant - Director at Large _____

(905) 525-6037 _____

Hamilton Police Service Marine Unit _____

(905) 546-4941 _____

Trip Details

Leaving From _____

Date / Time _____

Returning To _____

Date / Time _____

Proposed Route

**The Sail Plan is to be completed by the student BEFORE lesson and deposited in the OOD box BEFORE departure.
Once the lesson has been completed return the Sail Plan to the onboard binder.**

APPENDIX D - Certification

SKIPPER CERTIFICATION PROCESS

- * candidates must have PCOC card and ROC-M for the VHF
- * after demonstration of skills the candidate's Mentor completes the skill sign off sheet
- * the candidate's **Mentor and Assessor** go sailing with the candidate
 - the candidate acts as skipper and manages a crew to:
 - prepare to depart
 - check lists
 - log
 - safety equipment
 - sail preparation
 - line preparation
 - depart the dock
 - maneuver under power
 - use the MOB pole and stop the boat beside it approaching forward and backward from the cardinal points
 - sail the various points of sail
 - directing the crew
 - managing sail trim
 - steering the boat
 - perform a COB successfully
 - anchor the boat and depart anchor
 - return to dock and direct putting the boat away
 - demonstrate the knots
 - demonstrate understanding of rules of the road
 - demonstrate understanding of emergency situations

After the sail skill demonstration, the **two mentors** will discuss the results and make a decision. The candidate will be notified by the examiner and certification will be documented.

Senior members of BS&BC can be approved to join the MSP program in order to use the Club boats when they are not otherwise scheduled for classes.

APPENDIX E - racing

Race - Mentoring Series – Year 2

MSP Program members are welcome to further challenge their sailing skills by joining the MSP Program Racing Series. This series is designed for members who are interested in racing in the bay and have completed 1 year of the mentoring program or have proof of sailing experience and have approval from Coordinator, or are considered skilled to safely handle the boat in a crowd by their mentor. This course is designed to give members one more year to work on their skills before challenging the skipper test. This series is essentially the same setup as the mentoring program, 3 program members and 1 mentor and will race either Tuesday or Thursday. During the spring, the group would get reacquainted with the boat, practice safe handling and study racing rules and strategies. The boat and team of sailors would then be entered in the summer racing series. Space is limited and dependent on availability of skilled Mentor. BS&BC would pay the PHRF fee for the selected boat and racing registration fee to the club.

To qualify for the Program Racing Series, you must:

- Have a valid Pleasure Craft Operators Card (PCOC)
- Have a valid Restricted Operators Certificate (Maritime) (required to operate VHF radio)
- Have 1 year in the mentoring program and successfully demonstrated safe boat handling skills in a crowd. Approval by mentor is required.