

Personal Skills Log – Use to Track Skills Learned

You should keep this log for personal use as you sail with SUS Skippers. Use it to track the dates for the skills you have learned to perform properly while sailing. Bring your log along on a sail and pick up additional skills from one of the club's friendly and knowledgeable Skippers. And remember, Skippers are always looking for safe and knowledgeable crew. Change your skills self rating in the SUS database anytime by giving a new checklist to either Membership Co-Director.

Check here
only when
completely
knowledgeable

List the dates
you learned
this skill here

Sailing Skills to Know

Basic Safety

1. _____ Dress appropriately for your time on the water with the expected conditions
2. _____ Know what other personal gear you should bring for the outing
3. _____ Get on and off a boat safely; from a dock, a launch, or a dinghy
4. _____ Put on a life jacket / PFD (personal flotation device)
5. _____ Put on a safety harness and tether, and attach it to a jackline or padeye
6. _____ Know port from starboard, and bow from stern
7. _____ Move from bow to stern safely
8. _____ Tie a clove hitch and use it to attach a fender
9. _____ Tie a bowline and a stopper knot
10. _____ Secure a line to a cleat, piling, etc.
11. _____ Securely tie two lines together
12. _____ Place fenders properly for coming into a dock
13. _____ Place fenders properly for coming alongside a raft-up
14. _____ Fend off safely
15. _____ Handle mooring & docking lines
16. _____ Set and adjust bow, stern, and spring lines
17. _____ Pick up and secure a mooring pennant, cast off a mooring
18. _____ Determine proper scope, set, and retrieve an anchor

Basic Sailing

19. _____ Know what the different sails are called
20. _____ Know the parts of a sail: head, tack, clew, luff, leech, foot, etc.
21. _____ Know windward from leeward
22. _____ Know what beat, run, and reach describe
23. _____ Know what port and starboard tacks describe
24. _____ Know running rigging: halyard, sheet, topping lift, outhaul, vang, preventer
25. _____ Know standing rigging: stays, shrouds, spreaders, turnbuckles, etc
26. _____ Raise and lower main sail and jib
27. _____ Furl, flake, tie, cover and/or bag a sail
28. _____ Pick up, carry, insert, and remove a winch handle
29. _____ Wrap, tail, and grind a winch
30. _____ Read sail "tell-tales" and use them to trim the sail
31. _____ Set, trim and douse a spinnaker
32. _____ Understand True and Apparent wind directions
33. _____ Read a depth sounder
34. _____ Read a compass and maintain its heading while at the helm
35. _____ Know what heading up and falling off describe
36. _____ Head and hold the boat into the wind (for sail changes or mooring pickup)
37. _____ Take the helm for short periods upwind
38. _____ Take the helm for short periods downwind
39. _____ Take the helm for short periods in heavy weather

Challenging Helm

- 40. _____ Tack and jibe the boat
- 41. _____ Change or reef a headsail and mainsail in heavy weather
- 42. _____ Correct for weather and lee helm
- 43. _____ Steer the boat in congested waters
- 44. _____ Maintain course in adverse currents
- 45. _____ Understand the basic bouyage system “red right returning”
- 46. _____ Understand the basic rules of navigation (“rules of the road”)
- 47. _____ Understand the basic sound signals; fog, turning, danger
- 48. _____ Understand vessel lights and day-shapes (commercial vessels)
- 49. _____ Make passage in fog or reduced visibility

Advanced sailing and living aboard

- 50. _____ Operate a marine VHF radio for routine and emergency communication
- 51. _____ Operate and read RADAR
- 52. _____ Operate and read a GPS/chartplotter
- 53. _____ Know how to get marine weather information; read and interpret a barometer
- 54. _____ Find and report your position by visual plotting
- 55. _____ Fix your position on a chart by bearings, lines of position, Lat. and Lon.
- 56. _____ Find your estimated position (EP) on a chart using Dead Reckoning (DR)
- 57. _____ Find the tidal range, current set and drift for any given time and date
- 58. _____ Know how to position and secure a towed dinghy
- 59. _____ Start and operate an outboard motor
- 60. _____ Operate a marine head (toilet)
- 61. _____ Sleep overnight on a boat
- 62. _____ Light and operate a marine stove
- 63. _____ Crew underway during an overnight passage

Advanced Safety

- 64. _____ Know where the safety equipment is located aboard the boat you are on
- 65. _____ Use a fire extinguisher
- 66. _____ Use visual distress signals; flares, smoke, mirrors or other devices
- 67. _____ Operate holding tank pumpout equipment and know the procedures involved
- 68. _____ Practiced (or used!) crew-overboard boat handling procedures
- 69. _____ Practiced (or used!) a “Life Sling” for crew overboard recovery

Boat Management, operator and ownership

- 70. _____ Hold a boat operator certificate (DEP, State SBC, USCG licenses)
- 71. _____ Have taken CPR and First Aid courses within last 5 years
- 72. _____ Fuel up a boat, check the oil, other important mechanical or systems checks
- 73. _____ Operate an inboard engine, diesel and gas
- 74. _____ Steer the boat up to or away from a dock or a mooring
- 75. _____ Take over boat operations from skipper/owner/operator if conditions require
- 76. _____ Other _____
- 77. _____ Other _____
- 78. _____ Other _____
- 79. _____ Other _____
- 80. _____ Other _____

Now count your checked skills, use this format, and personally log your skill level.

Novice 1-15

Crew 16-55

First mate 56-69

Operator 70-75

Example: 65 checks will show as F-65 on the club’s skill checklist.