



U.P. SAILING CO

ASA 101 Study Guide

Pre-study is critical to the success of your course. There will be two tests for this certification course, one written and one performance. The textbook used for your course is *Sailing Made Easy*, by the American Sailing Association. *The Annapolis Book of Seamanship* is an excellent book for your sailing library and can help you in your preparation for this course, but is optional. Please study the material outlined below so that you will be prepared when you begin your course and will be able to understand and recognize the principles taught by the instructor.

We recommend reading the ASA 101 book, then go through each standard below under the “Knowledge” section. Review the section from your book and test your learning, as this will streamline your time while in class. The “Skills” portion will be taught on the boat and doesn’t need to be reviewed ahead of time.

Prerequisites: None! Just a desire to learn how to sail.

Description: ASA 101 - Basic Sailing

Able to skipper a sloop-rigged keelboat of approximately 20 to 27 feet in length by day, in light to moderate winds (up to 15 knots) and sea conditions. Knowledge of basic sailing terminology, parts and functions, helm commands, basic sail trim, points of sail, buoyage, seamanship and safety including basic navigation rules to avoid collisions and hazards. Auxiliary power operation is not required.

KNOWLEDGE

Basic Sailing Terminology

1. Describe and identify the following sailboat parts and their functions:

- ✓ Hull
- ✓ Deck
- ✓ Transom
- ✓ Keel
- ✓ Mast
- ✓ Boom
- ✓ Gooseneck
- ✓ Bow
- ✓ Stern
- ✓ Helm / Tiller / Wheel

- ✓ Rudder
- ✓ Cockpit
- ✓ Cabin
- ✓ Standing rigging
- ✓ Shroud
- ✓ Spreader
- ✓ Chainplate
- ✓ Headstay / Forestay
- ✓ Backstay
- ✓ Stanchion
- ✓ Lifeline
- ✓ Pulpit
- ✓ Winch
- ✓ Cleat
- ✓ Block
- ✓ Fairlead
- ✓ Fender
- ✓ Dock Lines

2. Identify and describe the functions of the following sails, sail parts and sail controls:

- ✓ Mainsail
- ✓ Jib/Genoa
- ✓ Head
- ✓ Tack
- ✓ Clew
- ✓ Foot
- ✓ Luff
- ✓ Leech
- ✓ Downhaul / Cunningham
- ✓ Batten
- ✓ Batten Pocket
- ✓ Bolt Rope
- ✓ Hank
- ✓ Running Rigging
- ✓ Halyard
- ✓ Mainsheet
- ✓ Jib Sheets
- ✓ Boom Topping Lift
- ✓ Boom Vang
- ✓ Telltale
- ✓ Outhaul
- ✓ Traveler
- ✓ Shackle

- ✓ Roller Furler

3. Define the following terms:

- ✓ Port
- ✓ Starboard
- ✓ Forward
- ✓ Aft
- ✓ Beam
- ✓ Ahead
- ✓ Astern
- ✓ Abeam
- ✓ Windward
- ✓ Leeward
- ✓ Draft
- ✓ Freeboard
- ✓ Heel
- ✓ Weather helm
- ✓ Skipper
- ✓ Helms Person
- ✓ Crew

Maneuvers & Points of Sail

4. Explain and be able to identify via diagram the following maneuvers, points of sail, and other terms:

- ✓ Head to wind
- ✓ No sail zone
- ✓ Close hauled
- ✓ Close reach
- ✓ Beam reach
- ✓ Broad Reach
- ✓ Run
- ✓ Sailing by the Lee
- ✓ In Irons
- ✓ Luffing
- ✓ Port Tack
- ✓ Starboard Tack
- ✓ Tacking
- ✓ Jibing
- ✓ Stand-On
- ✓ Give Way

5. Explain and utilize correctly the following **helm commands** and **crew responses**:

- “Heading Up”
 - “Bearing Away”
 - “Ready About” — “Ready” — “Helms a-Lee” (or “Coming About” or “Tacking”)
 - “Prepare to Jibe” — “Ready” — “Jibe-Ho” (or “Jibing”)
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Navigation Rules

For items 6 through 12, describe (using diagrams as appropriate) the applicable rules for a 25-foot recreational sailing vessel, as found in the *USCG Navigation Rules and Regulations Handbook*. Identify the “stand-on” and “give-way” vessel in each situation.

6. Look-out, Rule 5.
 7. Sailing vessels with the wind on different sides (starboard / port), Rule 12(a)(i)
 8. Sailing vessels with the wind on same side (leeward / windward), Rule 12(a)(ii)
 9. Sailing vessel on port tack cannot determine windward sailing vessel’s tack, Rule 12(a)(iii)
 10. Overtaking (Rule 13)
 11. Power-driven vessels approaching each other head-on (rule 14)
 12. Power-driven vessel with another power-driven vessel on starboard side (Rule 15)
 13. Describe appropriate actions to be taken when sailing in the vicinity of commercial traffic, including responding to a danger signal
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Aids to Navigation

14. Identify and state the purpose of lateral aids to navigation by color, shape & numbering, including preferred channel markers.
 15. Identify safe water, information and regulatory markers.
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Safety Gear & Procedures

16. List the federally required equipment for a recreational sailboat of 25-feet in length.
 17. Identify the location and color of navigation lights used by a recreational vessel of 25-feet in length.
 18. Describe the purpose of a Float Plan, give examples of information contained therein and to whom it should be submitted.
 19. Describe when and to whom boating accidents must be reported.
 20. State the Federal Blood Alcohol Content (BAC) limit for vessel operation.
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SKILLS

Safety Equipment

21. Demonstrate the proper use of a lifejacket or personal flotation device (PFD).
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Sailing

A Certified Sailor has successfully demonstrated his or her ability to:

Rig/hoist/set sails safely and correctly to obtain proper sail trim using the following lines and controls, *if*

available on the practice vessel

22. Halyards and/or furling devices
23. Downhaul or Cunningham
24. Outhaul
25. Boom Vang
26. Mainsheet
27. Jibsheet
28. Winches
29. Traveler
30. Lower/furl/stow sails and coil/flake/stow lines properly

Without coaching or assistance, verbalize appropriate commands and demonstrate competence, safety and good seamanship in the role of Skipper / Helmsman during the maneuvers listed in elements 31 – 42. Honor all aids to navigation and properly follow the basic *Navigation Rules*. Ensure sails are trimmed correctly and the vessel is in control at all times.

31. Depart dock or mooring fully ready to get underway safely
32. Select and maintain a given tack and course
33. Demonstrate how to get out of “irons”
34. Head Up
35. Bear Away
36. Sail Close Hauled
37. Sail on a Close Reach
38. Sail on a Beam Reach
39. Sail on a Broad Reach
40. Sail on a Run
41. Tack
42. Jibe
43. As crew, give appropriate verbal responses and perform correct actions during the maneuvers listed above.

Crew Overboard

44. Describe and demonstrate the correct actions to be taken while under sail from the time a person falls overboard until safely recovered.

Return & Secure

45. Return to dock or mooring
46. Secure vessel, using appropriate mooring/dock lines, fenders, etc.

Knots

Describe the purpose of, and construct without assistance in a timely manner, each of the following knots and hitches:

47. Figure-8 Knot
48. Square (Reef) Knot
49. Clove Hitch
50. Round Turn & 2 Half Hitches
51. Cleat Hitch
52. Bowline