



# LEARN TO SAIL INC. SAILING BOOKLET

NAME: \_\_\_\_\_

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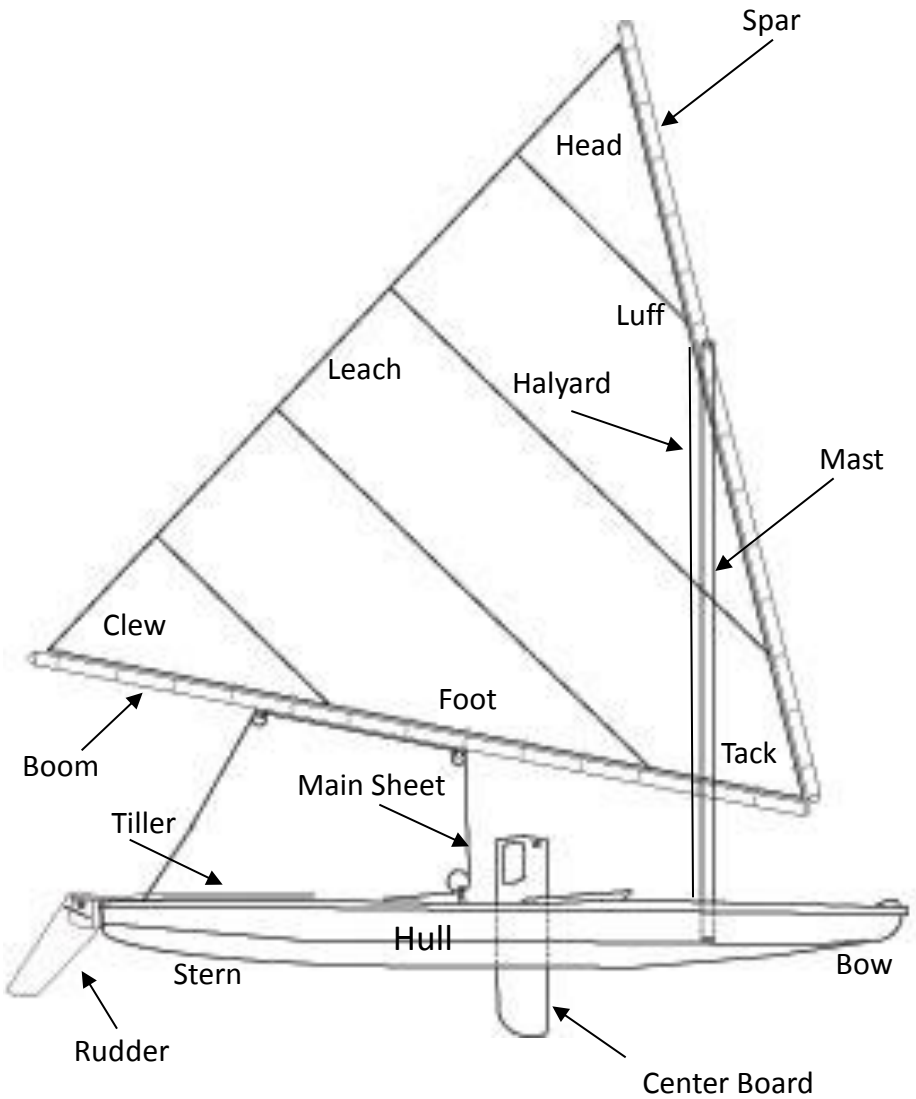
**W**elcome to the sailing program provided by Learn To Sail Inc. in cooperation with the Charlotte County Family YMCA. This booklet and the record sheet is a supplement to the program.

Sailing is truly a lifelong sport that will teach you an appreciation for our waters, while being environmentally responsible.

When you learn to sail, you:

- Gain a sense of Responsibility, Independence and Accomplishment
- Develop Critical Thinking and Decision Making skills
- And have FUN!

# PARTS OF A SAILBOAT



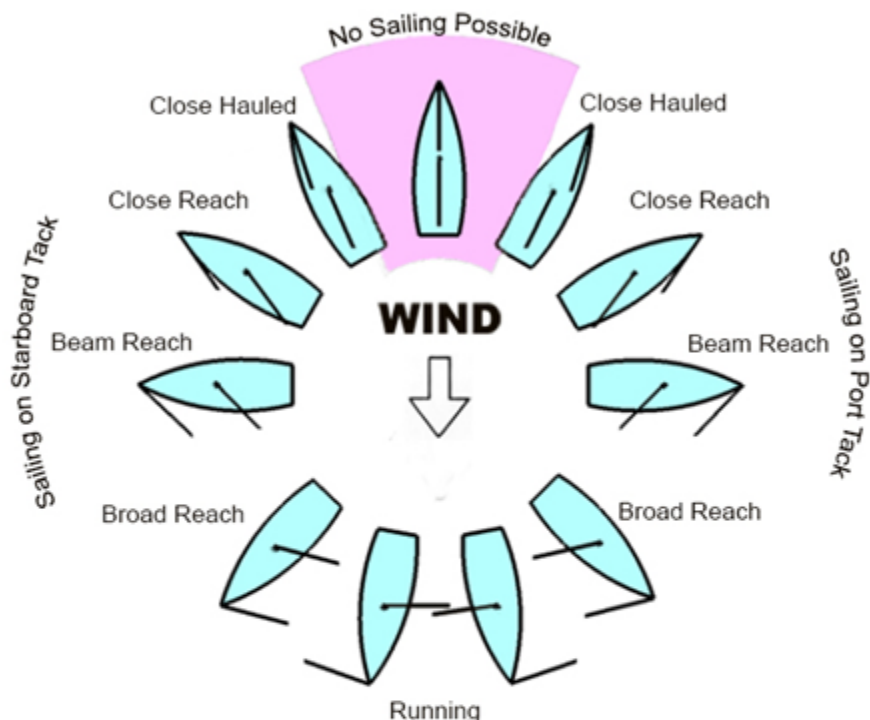
# BOAT TERMS

(See illustration on page 3)

Boom	Horizontal spar, holds foot of sail
Center Board	Vertical fin helps prevent lee weigh
Cleat	Fitting used to secure a line (not shown)
Clew	Aft corner of sail
Cockpit	Opening helmsman sits in (not shown)
Foot	Bottom of sail
Head	Top corner of sail
Halyard	Line used to raise / lower sail
Hull	Body of boat
Jib	Forward sail on larger boats (not shown)
Leech	Trailing edge of sail
Line	Term for ropes used on boats
Luff	Leading edge of sail
Mast	Vertical spar supporting sail
Main Sail	Large sail aft of the mast
Outhaul	Holds clew of mainsail to aft end of boom
Port	Left side of boat when looking forward
Rudder	Fin at aft end of boat used to steer the boat
Sheet	Line used to control angle /shape of sail
Starboard	Right side of boat when looking forward
Tack	Forward corner of sail / sailing maneuver
Tell Tail	Yarn/ribbon used to indicate wind direction
Tiller	Handle used to move rudder / steer with
Transom	Stern end face of hull (not shown)

# POINT OF SAIL

(Angle of sail to the wind)



No go zone	Pink zone. Can not sail directly upwind
Head to wind	Pointing directly into wind
Close hauled	Sailing as close to upwind as possible
Close reach	Sailing with the wind forward of the beam
Beam reach	Sailing with the wind at 90° to course
Broad reach	Sailing with the wind aft of the beam
Running	Sailing almost dead down wind

# **SAILING (NAUTICAL) TERMINOLOGY**

## **Port Tack**

Sailing at an angle to the wind where the wind is coming over the PORT side of the boat.

## **Starboard Tack**

Sailing at an angle to the wind where the wind is coming over the STARBOARD side of the boat.

## **Tacking or Coming About**

Both of these terms refer to the same maneuver, turning the boat towards the wind and continuing the turn until the wind is blowing over the opposite side of the boat. (See illustration on page 7.)

## **Gybing or Jibing**

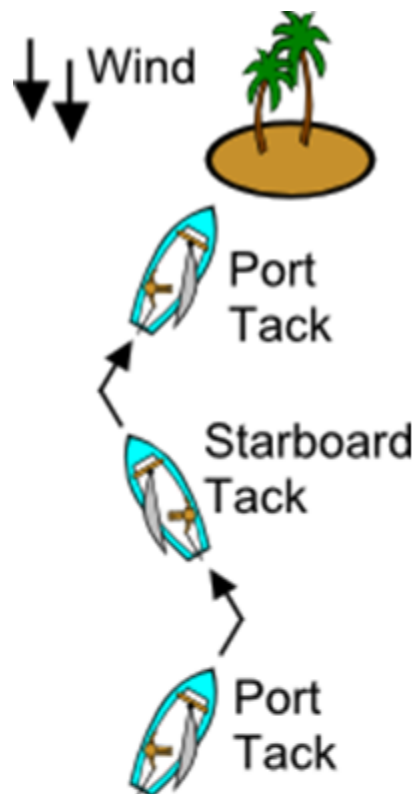
Both of these words refer to the same maneuver, turning the boat away from the wind and continuing the turn until the wind is blowing over the opposite side of the boat. (See illustration on page 7.)

## **Beating**

Sailing upwind by tacking back and forth between port and starboard tacks until you reach your destination. (See illustration on page 7.)

## **Running**

Sailing downwind by jibing back and forth between port and starboard tacks or letting out the main until at 90° to the boat and sailing dead (directly) downwind.

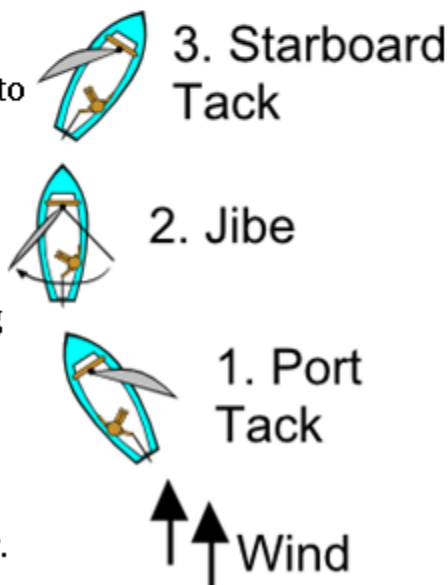


### How to tack:

- Check new course. Is it safe to tack?
- Give command "Ready About". Wait for crew to respond with "Ready".
- Move tiller and start turning into wind.
- Hail "Helms alee" to alert crew.
- Steer onto new course.
- Trim sail if necessary

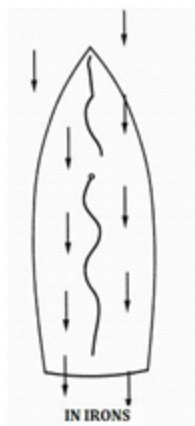
### How to jibe (gybe):

- Check new course. Is it safe to jibe?
- Give command "Stand by to jibe". Wait for crew to respond.
- Move tiller and start turning down wind.
- Use main sheet to control main and boom coming across
- Hail "Jibe -Ho" to alert crew.
- Steer onto new course.



# IN IRONS

This boat has come head to wind and lost all forward momentum and steerage. The most common cause is failing to complete a tack (turning too slow for your forward momentum) or trying to point too high..



GETTING OUT OF IRONS - PORT

TO BACKWIND TO PORT - PUSH  
BOOM THEN TILLER TO PORT



DRIFT BACKWARDS UNTIL BOW  
IS 45° FROM WIND



3



PULL THE TILLER AMIDSHIP,  
SHEET IN AND SAIL FORWARD.

## To get out of irons:

1. Push boom and tiller to same side.
2. Allow boat to drift backwards until bow is 45° from the wind.
3. Pull tiller amidship and sheet in sail until it fills.



# RULES OF THE ROAD

## **General rules of good seamanship:**

- Always avoid collisions—even if you have the right-of-way.
- Every vessel shall maintain a proper lookout.

## **Sailboat VS. Sailboat:**

- A boat on a port tack shall keep clear of a boat on a starboard tack.
- A windward boat shall keep clear of a leeward boat.
- A boat clear astern shall keep clear of a boat clear ahead.
- When boats are overlapped the outside boat shall give the inside boat room to avoid an obstruction or round a mark when racing.
- A sailboat shall not impede the passage of a vessel that can navigate only within a narrow channel (fairway).

## **Sailboat VS. Powerboat:**

- A powerboat shall keep out of the way of a sailboat under sail.
- A sailboat under power is a powerboat and the powerboat rules apply.
- A sailboat shall keep clear of commercial fishing boats, tugboats or other working boats.
- A sailboat shall keep clear of boats at anchor or unable to navigate.

# CAPSIZING

Recovery DO's & DON'T's



Sailing in small boats is fun but challenging and full of surprises. For example: If you sail enough, eventually you will capsize your boat. It is not difficult to right the boat but it is important you stay calm. Part of your training will include capsizing and righting and re-entering the boat.

## Remember these 2 important safety rules!

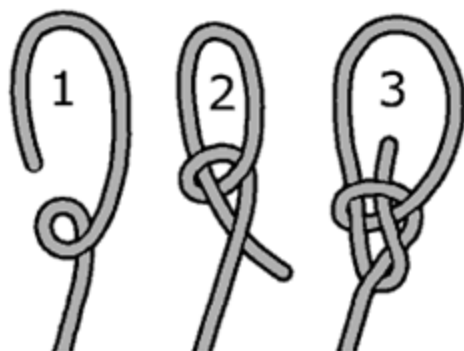
1. **STAY WITH YOUR BOAT.** Do not swim to shore. It's usually farther than it looks.
2. **DO NOT SWIM UNDER THE SAILS OR HULL.** You can easily become tangled in lines or held under by the sail.



### **Righting the boat...**

1. Release all sheets immediately. A cleated sail will hold water and make it difficult to right the boat. A cleated sail can also fill with wind upon righting and immediately capsize again or sail away.
2. The dagger board must be all the way in.
3. Always swim around the stern. (See rule 2.)
4. In a stiff breeze, the boat should be pointed into the wind.
5. Climb on the dagger board close to the Hull. Excess weight on the outer edge could damage the board.
6. Upon re-entering the boat after righting it, **KEEP YOUR HEAD DOWN** to avoid the swinging boom.
7. Haul in the sheets and sail away. You may need to “get out of irons”. (See page 8.)

# KNOTS AND THEIR USES



## BOWLINE

Used to tie a loop in the end of a line. Examples: Attach Halyard and Out-haul to sail.

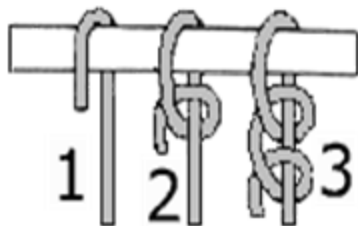


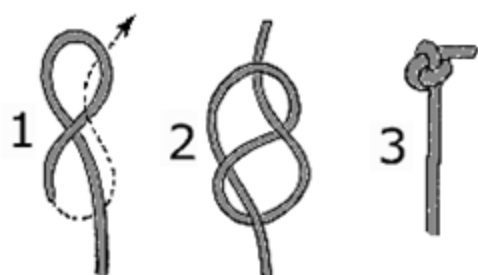
## CLEAT

Used to secure a line to a cleat. Examples: securing dock line, working end of halyard or outhaul.

## TWO HALF HITCHES

This is a slip knot and once placed under load is difficult to untie. It should be considered permanent. Examples: securing a line to ring or other piece of hardware.



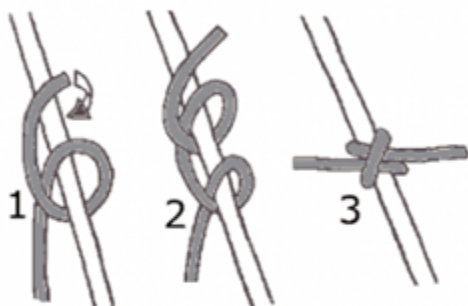


## FIGURE EIGHT

Used as a stopper knot on a sheet or other control line. Examples: Prevents main sheet from running free.

## CLOVE HITCH

This is a temporary knot used to quickly secure a line to a post or piling.



## SLIPPED REEF (SQUARE)

Used to tie lines end to end. May slip under heavy loads.

## SHEET BEND

Used to tie lines end to end Not prone to slip under heavy loads.



# SAILING SKILLS RECORD

	Skill	Standard	Instr. Initial
1	Wind Direction Identify 3 wind indicators Identify wind direction	Within a few degrees.	
2	Rigging/Unrigging Rudder Drain plug Rig sails  Roll sails  Secure lines, rigging  Drain/bail all water Clean	Properly rigged Installed tightly & secure Adequate outhaul tension  Rolled tightly w/o wrinkles  Running rigging taut, secure all gear Hull empty, cockpit dry As clean or cleaner than you found it	
3	Knots/lines (demo) Bowline Cleat hitch Figure eight  Coiling line	Correctly formed Use standard deck cleat Correctly formed near end of line As for halyards, secure	
4	Departing/Landing Embark from beach or dock	Execute proper departure for all wind, current and obstructions	
5	Steering Straight course  Proper tiller & extension use Seating placement	Hold steady course for 30 seconds. Firm grip, extension used as needed	

Student's Name \_\_\_\_\_

Class Date \_\_\_\_\_

	Skill	Standard	Instr. Initial
6	Safety position Close reach Full luff Complete stop	Maintain heading Entire sail luffing Exhaust all momentum	
7	Tacking Steering Switch sides  Tiller hand exchange	Smooth steady turn Windward to windward, timing Behind back , constant contact	
8	Jibing Commands  Controlled jibe  Appropriate turn  Switch sides  Sail trim	"Prepare to jibe" "Jibe- Ho" Pre-trim sail, not a flying jibe W/O pauses or round ups On windward side as soon as sail fills Re-trim promptly to verge of luff	
9	Points of sail (demo) Beating Close reach Beam reach Broad reach, Running	Correct heading and sail trim for each point of sail on either tack	
10	Getting out of irons Prescribe tack  Back wind sails Tiller position	Select tack before begin- ning Main to leeward Toward new heading, backing	

	Skill	Standard	Instr. Initial
11	Upwind sailing Helmsman ship  Finding a lay line  Sail trim Hull trim	Consistent w/o excessive luffing/falling off W/O excessive pinching or over standing Close hauled Moderate leeward heel, balanced fore/aft	
12	Capsize recovery Opti or Sunfish righting Single handed righting Scoop method	Righting and bailing Righting and sailing solo Righting with partner scooped	
13	Overboard recovery Appropriate turn  Safety position for pickup Close proximity  Boarding assistance	Jibe in light air, tack in heavy air Close reach, full luff, correct angle Within reach to lee, full stop Retrieve victim or object	
14	Rules of the road Describe right of way Sail vs power exceptions Sail vs muscle power	Same tack, opposite tack, overtaking	

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Instructor

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Date

## Congratulations!

All of us at Learn To Sail, Inc. hope you had fun and are more confident in your skills out on the water. Keep sailing!