

## CHECK SHEET FOR **LEVEL I** of the BASIC SKILLS PROGRAM

Name of Member: \_\_\_\_\_

You must present this form at the time in which you wish to complete your Level I Basic Skills Checkout. When all items have been initialed and the form has been signed on the lines provided, you must forward this form as directed in the packet. UNTIL THEN, YOU CANNOT BE GIVEN CREDIT FOR COMPLETION.

For confirmation that your check sheet has been received, review your SOS web site "My Profile". It will have the level of skills completed, such as completion of Basic Skills I and II. If you have completed Basic Skills III, it will show Basic Skills Graduate. Save a copy of each completed form for your own records. The club will not be responsible for maintaining a completion file for you. Things can get lost.

**NOTE TO SKIPPERS AND FIRST MATES:** Initial only those items that have been satisfactorily completed. Remember to sign and date on the lines provided below. Members may need to sail more than once to complete Level I.

### Have the Member

- \_\_\_\_\_ Properly put on a PFD.
- \_\_\_\_\_ Read the instructions on a fire extinguisher and explain how to use it.
- \_\_\_\_\_ Read the instructions on a hand held flare and explain how to use it.
- \_\_\_\_\_ Identify throwable flotation devices (ring, cushion, etc.).
- \_\_\_\_\_ Describe what steps he/she is to take in a man-overboard drill.
- \_\_\_\_\_ Demonstrate safely getting on and off a boat and moving from boat to boat.

### Sailing Skills

- \_\_\_\_\_ Properly secured a line to a cleat (cleat hitch).
- \_\_\_\_\_ Tie a clove hitch by attaching a fender to a lifeline.
- \_\_\_\_\_ Tie a stopper knot.
- \_\_\_\_\_ Tie a square knot (reefing knot).
- \_\_\_\_\_ Toss a coiled line.
- \_\_\_\_\_ Wrap and tail a sheet around a winch.
- \_\_\_\_\_ Properly crank a winch.

### General Sailing Knowledge

- \_\_\_\_\_ Was responsive to directions from the Skipper and First Mate.
- \_\_\_\_\_ Had reasonable protection against the elements (cold, sun, etc.).
- \_\_\_\_\_ Was familiar with most nomenclature for Level I.
- \_\_\_\_\_ Was familiar with the role of crew in leaving a dock or slip.
- \_\_\_\_\_ Stowed gear in a proper manner.

Name(s) of Skipper and/or First Mate doing check-outs

_____	_____	____/____/____
Signature	Printed Name	Date
_____	_____	____/____/____
Signature	Printed Name	Date

**When competed**, send a copy of the checkout sheet to [basicskills.sos.org@gmail.com](mailto:basicskills.sos.org@gmail.com)  
You should check the website under "My Profile" to verify the listing of your completed skills.

## CHECK SHEET FOR **LEVEL II** of the BASIC SKILLS PROGRAM

Name of Member: \_\_\_\_\_

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**NOTE TO SKIPPERS AND FIRST MATES:** Initial only those items that have been satisfactorily completed. Remember to sign and date on the lines provided below. Members may need to sail more than once to complete Level II.

### Have the Member

- \_\_\_\_\_ Participate in a man-overboard drill.
- \_\_\_\_\_ Identify the points of sail in a variety of situations (sailing a circle or figure eight helps).
- \_\_\_\_\_ Assist in coming about.
- \_\_\_\_\_ Assist in jibing.
- \_\_\_\_\_ Assist in fending off when leaving the dock.
- \_\_\_\_\_ Secure a fender.
- \_\_\_\_\_ Toss a line when entering or leaving a raft/dock.
- \_\_\_\_\_ Explain how to safely handle a passing line.

### Sailing Skills

- \_\_\_\_\_ Prepare the jib for sailing; explain control lines.
- \_\_\_\_\_ Lead lines through blocks.
- \_\_\_\_\_ Prepare and raise the mainsail.
- \_\_\_\_\_ Coil a line.
- \_\_\_\_\_ Tie a bowline to create a loop in a line.
- \_\_\_\_\_ Tie a bowline through the clew cringle in a sail.
- \_\_\_\_\_ Assist in leaving and entering the dock or slip.
- \_\_\_\_\_ Assist in rafting.
- \_\_\_\_\_ Participate in lowering, flaking, and covering the mainsail.
- \_\_\_\_\_ Participate in furling the jib using the furling line.
- \_\_\_\_\_ Was familiar with most nomenclature for Level II.

Signature(s) of Skipper and/or First Mate doing check-outs:

_____	_____	____/____/____
Signature	Printed Name	Date
_____	_____	____/____/____
Signature	Printed Name	Date

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## CHECK SHEET FOR **LEVEL III** of the BASIC SKILLS PROGRAM

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**NOTE TO SKIPPERS AND FIRST MATES:** Initial only those items that have been satisfactorily completed. Remember to sign and date on the lines provided below. Members may need to sail more than once to complete Level II.

### Have the Member

- \_\_\_\_\_ Explain the "Rules of the Road" and the actions to be taken by each boat to avoid a collision.
- \_\_\_\_\_ Identify when a "risk of collision" exists for right-of-way rules.
- \_\_\_\_\_ Explain the stand-on and give-way vessel in a variety of situations.
- \_\_\_\_\_ Identify a variety of navigational aids and their meaning.
- \_\_\_\_\_ Explain the appropriate way to approach red and green buoys and marks.
- \_\_\_\_\_ Identify points of sail.
- \_\_\_\_\_ Explain the operation of the VHF Radio.

### Sailing Skills

- \_\_\_\_\_ Steer the boat on all points of sail.
- \_\_\_\_\_ Steer the boat to a compass course.
- \_\_\_\_\_ Steer the boat under motor power.
- \_\_\_\_\_ Helm the boat for a jibe and for coming about.
- \_\_\_\_\_ Assist with reefing the sails.
- \_\_\_\_\_ Assist with deploying and retrieving an anchor.
- \_\_\_\_\_ Was familiar with most nomenclature for Level III.

Signature(s) of Skipper and/or First Mate doing check-outs:

_____	_____	____/____/____
Signature	Printed Name	Date
_____	_____	____/____/____
Signature	Printed Name	Date

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