



Captain's Practical Exam Standards

The Captain's Practical Exam is a skills test performed by the Member Candidate while sailing a Harbor 20. It will be administered by a Sail Nauticus (SN) Program Manager who will also act as a trained, able body crew member. The SN Manager will **not** purposely cause problems, but neither will they help you with a maneuver or decision. Their role as Crew is to perform tasks **as directed** by the Member Candidate such as trimming / furling the jib, deploying fenders, helping with dock lines and flaking the mainsail. We will only conduct tests in conditions that we feel will demonstrate a Member Candidate's ability to sail a Harbor 20 on the Elizabeth River in a Safe and Seamanlike manner.

This document is designed to help Crew level Members study for their Practical Exam by understanding what Skills and Procedures must be successfully demonstrated during the Exam. If any of these tasks cannot be performed satisfactorily, then a *Plan of Improvement (PIP)* will be created for the Member and a follow-up Exam will be scheduled no sooner than 2 weeks after the initial attempt.

1) Safety Procedures

- a. Properly don a PFD before accessing the dock ramp or boat
- b. Conduct a proper VHF radio check with Sail Nauticus on Channel 71
- c. Switch VHF to scan Channels 16,13, and 71
- d. Check Bilges are Dry and Electric Bilge Pump is working
- e. Verify Running Lights are working if sailing within a half hour before Sunset

2) Safety Equipment which should be Onboard before Departing Dock

- a. Fire Extinguisher – Installed in Forward, Port bracket and Not Expired
- b. Type 4 PFD (Throwing Cushion) - Keep accessible on Cockpit Seat while underway
- c. Paddle with Adjustable Handle stored in cuddy cabin
- d. Built-In Bilge Pump (Gusher) - Check Operating Handle is in cooler or Battery locker
- e. Portable, manual Bilge Pump stored in Motor Locker (Lazarette)
- f. Anchor stored in Forward, Port seat locker and **attached** to Anchor Line
- g. Verify contents of Orange Safety Box
 - i. Emergency Action Plan - Contains **Phone Numbers** of Emergency Contacts
 - ii. Local Chart with designated Sail Nauticus sailing area **boundaries**
 - iii. First Aid Kit
 - iv. Hand-held Flares - check Expiration date - should be less than 3 years old

3) Using the Outboard Motor

- a. Confirm a Motor battery is Installed in the Starboard, Forward seat locker
 - b. Confirm Orange Magnetic Key is removed from Throttle box
 - c. Confirm Battery Charge is greater than 50%
 - d. Demonstrate how to properly Change a Battery and properly Connect Cables
 - e. Deploy the Motor Arm and verify Front end of motor housing points Inboard
 - f. Engage the Arm retention pin, Install the Magnetic Key and check for Forward and Reverse
 - g. Remove Key from Throttle box, Remove retention pin and Stow the Motor
- 4) Rig the Harbor 20 per Standard Procedures
- 5) Sail Off the Dock
- a. Demonstrate understanding of wind direction and current
 - b. Ensure boat is orientated into the wind when hoisting the Main Sail
 - c. Display a safe exit strategy with a good sail plan
 - d. **Look out for traffic exiting the Basin!**
- 6) Identify each Point of Sail with proper sail trim
- a. Close Hauled
 - b. Close Reach
 - c. Beam Reach
 - d. Broad Reach
 - e. Running
- 7) Demonstrate ability to sail Upwind
- a. Understanding the Jib telltale functions
 - b. Crew positioning
 - c. Effects of sail controls
 - d. Use of Mainsheet to control heel of boat
- 8) Execute Tacking from Close Hauled to Close Hauled
- 9) Execute Jibing from Broad Reach to a Broad Reach
- 10) Perform a Person Overboard (POB) / Person in the Water (PIW) Recovery Drill
- a. Demonstrate either the Quick Stop or Figure 8 (Quick Turn) methods
 - b. Boat must be Less than an Arm Length away from simulated person with little to no boat speed while in the Safety Position (boat on Close Reach, All sails Luffing)
- 11) Reefing
- a. Ensure the boat is on a Close Reach, Port Tack with Mainsail luffing
 - b. Use Cunningham and Main Halyard to create a new Tack with proper luff tension
 - c. Tighten Reefing Line so that new Clew is tight against the boom
 - d. Gather the loose foot of mainsail and secure with Nettles – Do Not tie around Boom
 - e. Candidate should demonstrate both Holding proper course and performing the Reef
- 12) Shake Out the Reef

13) Sail Onto the Dock

- a. Ensure Fenders are Deployed on Proper side of boat
- b. Ensure Main Halyard and Jib Outhaul are ready to run free
- c. Ensure Docking lines are ready to deploy and are positioned Outside the Shrouds
- d. Describe Approach Plan and Responsibilities with Crew before entering Basin
- e. Bring the boat to a complete stop at the dock

14) De-rig the Harbor 20 per Standard Procedures

15) Properly Secure the Boat to the Dock

- a. **Very important** - Ensure Bow is positioned at least 2 feet from dock to prevent damage
- b. Adjust Bow, Spring and Stern lines to center boat in Slip
- c. If two boats are adjacent in Slip, a Spring and Stern line will cross from each boat

16) Knot Tying:

- 1) Bowline
- 2) Round Turn and 2 Half Hitches
- 3) Square knot (Reef Knot)
- 4) Figure 8 (Stopper Knot)
- 5) Cleat Hitch
- 6) Clove Hitch
- 7) Rolling Hitch

Actions which may result in Failing the Exam

Keeping the Magnetic Key on the throttle box while handling the motor arm

Hoisting the mainsail when the bow of the boat is not positioned into the wind

Confusing a Tack for a Jibe

Disregarding traffic on the river or inability to identify when you are in the channel

Not adjusting your sail trim when maneuvering through the points of sails

The boat Heeling excessively or having the boat uncontrollably round up into the wind

Inability to point the boat upwind on a close haul

Jibing from Broad Reach to a Beam Reach or higher point of sail on opposite tack

Not controlling the mainsail during a Jibe

Accidental Jibes (Flying Jibes)

Not having the boat in the Safety Position when retrieving a person overboard

Not bringing your boat to a Stop during the docking procedure

Any display of bad or unsafe judgment which could Damage the boat or Injure the crew