APPENDIX 6 – LOG BOOK

RYA Syllabus Logbook G4/05 is detailed on the following pages.

IMPORTANT NOTICE

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A further example of log book is available from the Fédération Française de Voile and is shown in Appendix 7 – Source Reference Data under the FFV listed materials as “Le Passeport”.
Appendix 6

RYA NATIONAL SAILING SCHEME

How to find the right sailing scheme

Many sailing clubs are RYA recognised for offering tuition and if you like the idea of sailing in a club environment, a local club can be an excellent place to learn. Alternatively, you can choose a course at a professional school or learn to sail during your holiday in the UK or overseas.

The reputation of the RYA National Sailing Scheme has been built on high standards and good tuition. RYA Training Centres vary according to the sailing area available and the type of boats and level of tuition on offer. Whether you wish to learn to sail locally or improve your sailing on holiday, there should be an RYA Training Centre to suit you.

To select a course that will meet your needs, visit the RYA website for a list of sailing schools www.rya.org.uk or call the RYA 023 8062 7400 for a free training centres brochure.

Some RYA Training Centres have specialised facilities including specialist boats for people with disabilities. Others can offer integrated courses in standard boats. Some students with disabilities may need additional help to complete the full requirements for an RYA certificate. There is provision within the Scheme for certificates to be endorsed as appropriate. Please contact the Principal of your selected RYA Training Centre or the RYA for more information.

Sailors who want to go keelboat cruising should consider taking an RYA Day Skipper Practical Course. The RYA National Sailing Scheme covers small boats only and is not intended as a substitute for the RYA Cruising Scheme.

What is an RYA recognised Training centre?

Safety is a priority for the RYA. Each RYA Training Centre is regularly inspected for standards of tuition, facilities and equipment, as laid down by the RYA Training Division and published in the guidance notes. All must have qualified staff, suitable boats and adequate safety cover. RYA Training Centres should display a Certificate of Recognition specifying the activities for which they are recognised. They are also required to carry public liability insurance.

For beginners’ courses (Levels 1 & 2) run in single-handed dinghies, there should be one instructor to a maximum of 8 students, or 1 to 3 in crewed dinghies with the instructor on board. Keelboat courses can be run with an instructor student ratio of up to 1 to 6 depending on the type of boat.

Training carried out in coastal conditions that are not total should include the total material in the Onshore Teaching section.

At the end of your course, the Principal or Chief Instructor will decide whether certificates are to be awarded. Certificates are specific to the type of boat used, i.e. dinghy, keelboat or multihull. If the Principal decides that further practice is necessary before awarding you a certificate, they will explain the reasons to you. Should you feel it necessary to appeal against the outcome, contact RYA Training for guidance.
RYA NATIONAL SAILING SCHEME

The courses
All the courses in the RYA National Sailing Scheme can be completed in just two days. Most are flexible and often available as evening or half day sessions.

Once at Level 2 standard sailors can choose any advanced module. Depending on experience it may be advisable to complete them in a particular order e.g. at some locations Seamanship Skills would be advisable as the next step.

Direct assessments
Experienced sailors may wish to have direct assessment of their skills rather than taking part in a training course. The criteria are outlined in this book. Individual items will be signed off by the assessing instructor and the declaration signed by the Principal or Chief Instructor.

What next?
After taking your courses you may consider joining a club, or buying a boat and joining the class association, who organise a variety of events. The RYA website is a good place to find a club or locate your class association. www.rya.org.uk.

How to become an instructor
Having learnt to sail, you may enjoy passing your skills on to others. The RYA Instructor is an experienced sailor who has successfully completed a brief sailing test (the pre-entry test) and an instructor training course. RYA instructors should also hold a first aid certificate and the RYA Powerboating Level 2 Certificate. Full details are contained in RYA Publication G14, The Dinghy Coaching Handbook.

Courses for young people
The RYA offers a training scheme for young people, the Youth Sailing Scheme. Full details are published in RYA book G11. Following completion of the Youth Sailing Scheme, young people may participate in further training through the advanced modules of the National Sailing Scheme.

Windsurfing, Powerboating, Sail and Power Cruising
The RYA organises similar training schemes for these activities. Full details are available from the website or RYA training.

Learning Resources
The RYA produces a wide range of materials to help you learn. From course handbooks to training videos. These can be obtained through RYA Training Centres and the RYA website or simply phone the RYA and ask for the free catalogue.

Start Sailing Level 1
This course provides a short introduction to sailing for novices. By the end of the course, participants will have a basic understanding of boat handling techniques and background knowledge. It is recommended that all participants consolidate this short introduction with the Basic Sailing Level 2 course.

Tuition is provided by trained instructors, using appropriate supervision ratios as defined in page 3 of this Handbook. Students will be kept informed of their individual progress throughout the course.

Section A
Practical

Rigging
Has wind awareness. Knowledge of spars and rigging, parts of the sail, sail controls and foils

Ropework
Can tie a figure of eight knot, round turn and two half hitches and secure a rope to a cleat

Sailing techniques and manœuvres
Has wind awareness
Has a practical understanding of the following manœuvres:
- Reaching - sailing across the wind
- Stopping - lying to
- Controlling speed
- Tacking - turning the front of the boat through the wind
- Getting out of tacks
- Sailing upwind
- Sailing downwind
- Gybing - turning the back of the boat through the wind

Launching and recovery
Can secure boat on trolley
Understands the principles of:
- Weaving a trolley clear of other boats and overhead cables
- Launching and leaving the shore
- Coming ashore and recovery of boat
- Wind awareness ashore
Section B
Sailing Background
Sailing theory and background
Has awareness of other water users
Has basic knowledge of rules of road - power versus sail, port versus starboard, overtaking boat, windward boat

Clothing and Equipment
Knows importance of personal buoyancy

Meteorology
Has awareness of onshore and offshore winds
Knows sources of weather information

Capsize recovery
Understands basic theory (dry land capsize) and importance of staying with boat

Keelboat sailors only
Man overboard recovery
Understands action to be taken to recover a man overboard

Clothing and equipment
Undersands use of safety harnesses if fitted

Emergency equipment and precautions
Awareness of potential hazards of fuel and gas
Has knowledge of storage and use of fire extinguishers

Experienced sailor’s direct assessment
The candidate will satisfactorily complete all of Section A and will, also, sail and shore, satisfactorily answer questions on Section B

*Not necessarily applicable to keelboats

Basic Skills
Level 2

On completion of this course, the successful sailor will be safety conscious, have a basic knowledge of sailing and be capable of sailing without an instructor on board in light winds. It will be assumed that every student starting this course has already mastered the practical skills and absorbed the background knowledge required for Start Sailing Level 1. Both courses can be combined.

Tuition will be given by trained instructors, using appropriate size supervision ratios as defined on page 3 of this logbook.

In dinghies or multihulls, capsize recovery will be conducted in a controlled manner, one boat at a time, with a suitable rescue boat in attendance.

The students’ knowledge and ability will be assessed on a continuous basis, though an oral interview or short written paper may be used as the basis for theory assessment if required. Students will be kept informed of their individual progress throughout the course.

Section A
Practical

Rigging
Understands how to rig according to weather conditions
Able to reef ashore

Ropework
Can tie a bowline, clove hitch, reef knot and rolling hitch

Sailing techniques and manoeuvres
Has basic practical understanding of the following:
The Five Essentials - sail setting, balance, trim, course made good and centreboard
Leaving and returning to a beach, jetty or mooring
Coming alongside a moored boat
Knows basic rules of the road: power/sail, port/starboard, windward boat, overtaking boat
Aware of lee shore dangers, sailing in close company with others and man overboard recovery

Launching and recovery
Has knowledge of boat storage ashore, launching and recovery
Able to paddle a sailing dinghy and row a boat around a short triangular course, come alongside and make fast.
Capsize recovery
Has practical experience of one method of righting a boat and knowledge of at least one other method

Racing
Understands the course and starting procedure
(May be covered as onshore teaching)

Multihull sailors only
Sailing techniques and manoeuvres
Understands the basic principles of crew weight, airflow, technique (C.A.T.)

Keelboat sailors only
Rigging
Can reef a jib

Ropework
Can use winches

Use of engine (if fitted)
Has knowledge of engine checks, starting, stopping and running procedures
Able to come alongside and pick up a mooring

Section B
Sailing Background
Sailing theory and background
Has knowledge of:
- Points of sailing and No Go Zone
- How a sail works - basic aerodynamic theory
- Sea sailing - basic advice for inland sailors including taking local advice. Tide tables, tidal sequence of springs and neaps, ebb and flow
- The effect of wind direction and tidal flow on sailing conditions
- Speed over the ground with/against tidal flow
- Estuaries and harbour mouths - conditions and hazards
- Informing someone ashore
- Inland sailing - basic advice including local bylaws, permits, overhead power lines, locks and weirs

continued over

The dangers of hypothermia and the importance of first aid training, particularly cardio pulmonary resuscitation

Meteorology
Knows sources of weather and shipping forecasts, when to reef
Understands Beaufort Wind Scale

Clothing and equipment
Knows importance of personal safety, clothing and buoyancy, boat buoyancy and basic equipment depending on type of boat (may include anchor, paddle, bucket, bilge pump)

Emergency equipment and precautions
Knows importance of first aid kit and flares including stowage. Visual methods of attracting attention, action to help those in distress

Section C
Coastal (optional)
Capable of practical application of Section A in coastal waters
Able to anchor, (keelboats only) sail using transects
Understands how to apply weather forecasts in coastal waters

Section D
Experienced sailor’s direct assessment
The candidate must present logged evidence of at least one full season’s sailing experience. He will satisfactorily complete all of Section A and while afloat and ashore, satisfactorily answer questions on Section B. Candidates seeking assessment on coastal waters will demonstrate a proper knowledge of Section C

*Not necessarily applicable to keelboats
*Not necessarily applicable to multihulls
Seamanship Skills

On completion of this course, the successful sailor will be capable of manoeuvring a dinghy/kayak/boat/multihull in a seamanlike manner and making seamanship decisions in moderate conditions.

It will be assumed that every student starting this course has already mastered the practical skills and absorbed the background knowledge required for Basic Skills Level 1.

Tuition will be given by trained instructors, using appropriate supervision ratios with regard to the location and competence of the students. Much of the work afloat will be done without an instructor aboard. The emphasis is on increasing the self-reliance and decision making of the sailor.

Students will be informed of their individual progress throughout the course.

Section A
Practical

Rope work
Can tie a fisherman’s bend and sheet bend
Can do heat sealing and whipping

Launching and recovery
Can leave and return to beach, petty or mooring, including windward and leeward shore

Sailing techniques and manoeuvres
Is able to:
- Heave to
- Roof sheet
- Recover main overboard
- Belay towed by a power vessel
- Anchor, including principles and techniques for different circumstances
- Sail backwards
- Sail in adverse circumstances
- (no rudder, no centreboard)†
- Knows how to prepare road trailer and secure trailer ashore

Section B
Sailing Background

Sailing theory and background
Understands the following terminology:
windward, leeward, abeam, forward, aft, ahead, astern, to weather, downwind, port, starboard, quarter, pinching, luff, bear away, planing, sternway, broaching

Knows and can apply the following International Regulations for the Prevention of Collisions at Sea (IRPCS):
- meeting other sailing vessels, meeting power driven vessels, following or crossing narrow channels, action by stand on vessel
- Capsize recovery
- Knows how to recover from total inversion (practical session if possible)

Meteorology
Knows sources of information on weather patterns for the day
Can interpret forecasts and understand local effects
Aware of Beaufort Wind Scale and changing weather conditions, including fog

Section C
Coastal - optional

Deploys practical application of Section A on coastal waters
Can use local tide tables
Understands rate of rise and fall - Tewfitt’s Rule
Is aware of tidal streams
Has a basic understanding of charts and important symbols

Instructor’s signature
Section D
For keel boat sailors

Desirable but not essential items
Understands the importance of:
  Inspection of slipway and overhead clearance
  Use of rope between trailer and vehicle
  Recovery, use of guide poles
  Use of crane/derrick including slings and weight distribution

Experienced sailor’s direct assessment
The candidate must present logged evidence of at least two season’s sailing experience. He will satisfactorily complete all of Section A and shall, afloat and ashore, satisfactorily answer questions on Section D. Ongoing/depth keeping assessment on coastal waters will demonstrate knowledge of Section C.

*Not necessarily applicable to keelboats
†Not necessarily applicable to multihulls

Instructor’s signature

Chief Instructor’s signature
Sailing with Spinnakers

On completion of this course the successful sailor will understand how to sail a dinghy/keelboat/multihull rigged with an asymmetric or symmetric spinnaker. It is assumed that every student starting this course has already mastered the practical skills and absorbed the background knowledge required for Basic Skills Level 2.

Tuition will be given by an Advanced Instructor, or by an Instructor with appropriate experience approved by the Principal, using appropriate supervision ratios with regard to the location and competence of the students.

Students will be kept informed of their individual progress throughout the course.

Section A
Practical

Rigging
Can rig boat including spinnaker, and furl where fitted

Launching and recovery
Understands how to launch boats with open transoms and/or racks*

Sailing techniques and manoeuvres
Can sail as crew or helm using equipment to good advantage
Can perform spinnaker hoist, gybe and drop as crew or helm
Understands and can sail best course downwind

Capsize recovery
Can perform capsize recovery including spinnaker
Knows how to recover from total inversion *

Section B
Sailing Background

Racing
Has knowledge of courses for type of boat

Sailing theory and background
Understands the concept of apparent wind sailing
Understands the effect of hull shape on performance
Can access sources of information and apply rig set-up for different conditions
Start Racing

This course is designed to give the confidence, skills and knowledge to take part in club racing in good conditions.

Confidence is essential if the sailor is to enjoy racing. The course involves the sailor in a range of enjoyable exercises designed to build confidence and to improve skills through practice.

It is assumed that every student starting this course has already mastered the practical skills and absorbed the background knowledge required for Basic Skills Level 2.

Tuition will be given by a Racing Instructor or a Club Racing Coach in dinghies, keelboats or multihulls.

Much or all of the work afloat will be done without an instructor on board, so the student to instructor ratio may be increased according to the conditions.

Students will be kept informed of their individual progress throughout the course.

Theory and background

General background
Insurance and measurement certificates
Choosing the right boat for you

Race organisation
Handicap and One Design racing, Portsmouth Yardsticks

The course and starting sequence
Simple sailing instructions for racing and typical courses
Starting systems 5-4-1-go, 10-5-go, 6-3-go
Flags, individual recall, general recall, shortened course

Boat preparation
How to rig a racing dinghy
The availability of class tuning guides
ISAF Learn to Sail Training Programme - Dinghy

Appendix 6

**Boat tuning**
How to alter sail controls around the course and in different conditions

**Boat handling**
How to make best use of the Five Essentials when racing, as helm or crew.
I how to round marks
Pre-start boat handling at slow speed including starting and stopping
How to right the boat after a capsize
Mutithulls only - how to apply the principles of crew weight, airflow, technique (C.A.T.)

**Starting**
Use of transits - where am I?
Choosing the right end of the line - reaching along line or head to wind
Clear wind with speed on the line at gun with gap to leeward
Involving the crew: the best effect

**Race strategy**
**Sailing upwind**
Clear air, gusts and lulls
Headers and lifts, use of telltales
The effect of geography around the course
The effect of tidal flow

**Sailing downwind**
Reaching and running, choosing the fastest course

**Finishing**
How to pick the right end of the line

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**Tactics**
When boats meet - boat on boat tactics

**Racing rules**
Introduction to the Racing Rules of Sailing, including the Fundamental Rules (Part 1).
Awareness of the definitions of keeping clear, proper course and room, with the aim of getting around the course and avoiding a collision while sailing fairly.
When boats meet:
- Part and starboard
- Windward boat
Two boat lengths at marks, including gybes
Overlaps
Penalties

**Practical exercises**
Training exercises should form a large part of the course. These should include:
- Starting practice
- Windward leeward courses
- Triangle courses
- Mark rounding
- Piggy in the middle
- Bungee on the tiller
- Holding position (before start)
- Tacking on the whistle
Sailors should be encouraged to practice informally following the course.

* Not necessarily applicable to keelboats
† Not necessarily applicable to multihulls
Performance Sailing

On completion of this course, the successful sailor will understand how to sail performance dinghies/keelboats/multihulls in all wind conditions that they can expect to encounter, sailing the boat to best advantage at all times.

The emphasis is on coaching to improve the candidate’s sailing performance. This will involve coaching from powerboats.

This course is intended primarily for two-person spinnaker boats. However, it may be delivered in performance singlehanders and the certificate endorsed accordingly.

Tuition will be given by an Advanced instructor for the type of boat, using appropriate supervision ratios with regard to the location and competence of the students and the need to provide continuous feedback on the water.

It is assumed that every student starting this course has already mastered the practical skills and absorbed the background knowledge required for Basic Skills Level 2. In practical terms, at least a full season’s sailing experience since learning to sail is advisable.

Students will be kept informed of their individual progress throughout the course.

Section A
Practical

Rigging
Can rig any type of boat, including spinnaker and trapeze (if fitted)

Sailing techniques and manoeuvres
Can make best possible use of crew and equipment to sail efficiently on all points of sailing in a variety of conditions, including asymmetric or asymmetric spinnaker
Can spot and use windshifts and gusts to effect best course up and down wind
Can perform capsizes recovery including spinnaker
Knows how to recover from total inversion*

Section B
Sailing Background

Sailing theory and background
Understands how to make use of wind variation and tidal eddies which occur due to geographical features and tidal conditions
Has an understanding of hull shapes and rig types, including their effect on performance
Understands planning and the effect of rails

Meteorology
Knows sources of information on weather patterns for the area. Understands main characteristics of high and low pressure systems and simple interpretation of synoptic charts. Has awareness of changing weather conditions

Experienced sailor’s direct assessment
The candidate must present logged evidence of at least two season’s sailing experience. The candidate will complete all of Section A, demonstrating a competent, purposeful and safe approach to sailing performance boats. He will answer questions on Section B afloat and ashore

* Not applicable to keelboats
### Personal Log

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<th>Type of Course or activity</th>
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Please note that no record of certificates is held by the RYA

Enquiries about lost certificates should be made to the centre where the course was taken.
**Day Sailing**

*Please attach your RYA certificate here*

Please note that no record of certificates is held by the RYA.

Enquiries about lost certificates should be made to the centre where the course was taken.

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**Sailing with Spinnakers**

*Please attach your RYA certificate here*

Please note that no record of certificates is held by the RYA.

Enquiries about lost certificates should be made to the centre where the course was taken.
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