

INTERNATIONAL YACHT TRAINING WORLDWIDE

FLOTILLA SKIPPER

COURSE SYLLABUS, FRAMEWORK AND DEPTH OF KNOWLEDGE

Overview

This is a certificate of excellence for those candidates who wish to be an active watchkeeper or responsible as a flotilla skipper on board a guided Yacht for their family vacation.

IYT Worldwide may accept prior learning from other recognised Yachting establishments for those who wish to apply for recognition towards the International Watchkeeper/Flotilla Skipper Certificate Examination.

The certificate covers being an active crew member and leader of a watch on board a Yacht up to a maximum length of 80 ft /24 metres (either auxiliary powered sailing vessels or a power vessels – per certificate endorsement), worldwide in all likely conditions at any time night or day, or,

Be a responsible flotilla skipper on a vessel up to a maximum length of 65 ft /18 metres (either auxiliary powered sailing vessels or a power vessels – per certificate endorsement) and its crew, with a flotilla leader, within sight of land, in fair weather (as guidance wind of less than force 6 and less than 3 metre waves) and daylight hours.

It is the level of competence that someone needs either when acting as watchkeeping crew on a yacht or when being skipper on a vessel as part of a flotilla charter, ie in the Mediterranean or West Indies where the flotilla is guided, there are restrictions in terms of cruising area and distance from the base and the vessel group has to be safely moored in a marina or anchored before dark.

Scope: A 5/6 day course, on board/in class, with practical assessment and examination incorporating subjects including basic understanding and application of navigation, tides and currents, international collision regulations, pilotage, weather and forecasting, anchoring and berthing, buoyage, safety, passage planning and seamanship.

Objective: The expected learning outcome is that the student understands the basic theory and practical applications of:

- Basic navigation, pilotage and passage planning
- Tides, Currents and Tidal calculations
- International and (Local) Collision Regulations and buoyage
- Weather and weather forecast information
- Safe boat handling and anchoring, berthing and seamanship
- Safety and contingencies

Entry Standard: **The Candidate should be 16 years of age or over.**
The Candidate should have completed the International Crew Certificate or equivalent, and/or have sufficient time on vessels including handling experience to have successfully completed the International Crew Certificate.

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Certificate and/or Documentation: To be issued after successful completion of all the modules:
The Internationally Recognised Bareboat
Watchkeeper/Flotilla Skipper Certificate.

Maximum Class Size: 5 for the on board practical, 16 to 1 in class subject to classroom size.

Candidate/Instructor Ratio: 5 to 1 for the on board practical.

Specific Staff Requirements: Instructors will be appropriately qualified to IYT Worldwide requirements.

Teaching Facilities and Equipment:

Facility: Approved by IYT Worldwide:
Member School's classrooms.
Member School's vessels.

Course Equipment: As needed and if part of the course is covered ashore
PowerPoint Projector and computer
Television and VCR
Whiteboard or Blackboard
Charts and nautical publications

Teaching Aids:

Visual Aids: PowerPoint presentation Slides and Videos

Textbook(s): IYT Worldwide Textbook
PowerPoint Presentations (To be prepared)

Reference Books: Admiralty or local versions of the following:

- 1 Sailing Directions
- 2 Tide Tables
- 3 Tidal Stream Atlases
- 4 International Code of Signals
- 5 List of Radio Signals
- 6 List of Lights
- 7 Notices to Mariners
- 8 Nautical Almanac
- 9 Navigational Tables
- 10 Mariners Hand Book

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Teaching Timetable

The modules for the Bareboat Skipper course should be taught using the “International Yachting Passport” as the Teaching Framework/Plan. The school can be flexible in the way and order the material is delivered. However the syllabus MUST be covered and the candidates assessed to the Depth of Knowledge outlined below.

Exam Policy

A written examination will be given on the sixth day of the course.

A grade of 75% or higher is required for a pass.

There is no formal Practical assessment for the Bareboat Skipper Course. Candidates should however be assessed during the practical modules and meet the minimum competencies defined in the Depth of Knowledge section below and in the International Yachting Passport.

Re-Testing Policy

Where a candidate fails an examination, that candidate will be allowed to retake the theory and practical examination after further experience and training.

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Syllabus

Module 8 –Theory Subjects

1. Introduction

Aims and objectives of the module

2. Responsibilities of a Watchkeeper

Discuss the need to be rested and alert

Navigational duties

When to call the Captain

3. Charts And Chartwork

Types of charts, chart symbols, dangers, heights, navigational marks and buoyage

Navigational techniques, position lines, transits, plotting, DR, EP,

Outline of the effects of tide, currents and leeway

Position fixing, 3 Bearing fix, accuracy of fixing, depth contours

GPS, DGPS and electronic aids to navigation

4. Compasses and Magnetism

Compass types and use

Variation, deviation and applying error

Courses True and Magnetic

1. Buoyage

Pilotage

IALA areas A & B

Cardinal buoyage system

Module 9 –Practical Subjects

1. Introduction

Aims and objectives of the module

1. Safety Brief

Charts and publications

Meteorology information sources

2. Galley

Provisioning and housekeeping considerations

Propane

Cooking underway

A balanced diet

3. Power Boat Handling Skills

Vessel handling skills

Engine failure

Single engine handling

Picking up mooring buoy

Coming alongside

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4. Sailing Boat Handling Skills

- Slab reefing
- Storm sails
- Spinnaker (if available), MPS, and poling out
- Roller reefing
- Short handed sailing
- Tacking and gybing
- Coming alongside under power
- Picking up mooring buoy under power and sail

Module 10 –Theory Subjects

1. Introduction

Aims and objectives of the module

2. Basic First Aid

The material covered should be a brief overview of the following items, the commonsense application of 1st Aid and an introduction to the 1st aid Book on board the vessel.

- Basic 1st Aid Box
- Cuts, wounds, burns, breaks etc
- Control of bleeding
- Shock
- Dangers of heat and cold
- Heart attack, strokes
- Unconscious patient
- Radio for help

3. Collision Regulations

- International obligations, collision regulations and other (local) regulations
- Responsibility, definitions
- Signals, lights and shapes
- Outline of steering and sailing rules numbers 4-19 of the International Regulations for the Prevention of Collision at Sea

4. Customs, Manners and Legal Requirements

- Registration, insurance, salvage and duty of care
- Customs, immigration, crew lists etc
- Use of ensigns, burgees and other practices
- Good practice – prevention of noise and courtesy to other water users, pollution control and consideration of wash effects on other vessels in marina, alongside and anchorages.

Module 11 –Practical Subjects

1. Introduction

Aims and objectives of the module

2. Passage Plan

Prepare a short passage plan, selecting an anchorage, navigation on short passages

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Delegation of responsibilities to crew

3. Short Passages

Heavy weather preparation, Line squalls

Heavy weather tactics

Action in restricted visibility

Negotiating a harbour entrance

Collision regulations on passage

4. Boat Handling Skills

Anchoring, Multiple anchors, Kedging

Running aground, Problems, Solutions

Module 12 – Theory and Practical Subjects/Assessment

1. Introduction

Aims and objectives of the module

2. Review

General revision of module materials

3. Theory/ Practical Assessment

Assessment of all theory components

Practical vessel handling assessment

Either Power Boat Handling Skills, or Sail Boat Handling Skills

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Depth of Knowledge

One of 4 levels of Depth of Knowledge will be required for every subject within each training level, these levels are Introductory, Outline, Working and Complete, and the level for each is defined below:

Introductory

The material is introduced to the candidate without the knowledge having to be retained. The candidate is shown how to carry out certain tasks or exercises, and is made aware of the correct and safe way of carrying these out.

Outline

The candidate will need to demonstrate an outline knowledge of the syllabus and should be able to carry out basic tasks the correct and safe way with some supervision.

Working

The candidate will need to demonstrate a working knowledge of the syllabus and be able to carry out tasks without prompting, in a correct and safe way.

Complete

The candidate will need to demonstrate a thorough and complete knowledge of the syllabus and be able to carry out all the tasks without prompting or hesitation in a safe and correct way.

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Competency requirements

The candidate must be able:

To demonstrate an outline knowledge of the theory syllabus outlined above, and;

To demonstrate the ability to perform the required practical skills safely and correctly whilst in command of a vessel and crew in light to moderate winds and sea conditions during daylight hours, under the supervision of a competent flotilla leader within the stated geographical range and weather conditions.

The candidate should be aware of their limitations for operation of a vessel outside the expected level of geographical and weather conditions.

Theory Component

This may take the form of both written and oral assessments

The candidate is required to demonstrate an outline knowledge and understanding of the following:

Housekeeping

Describes a basic provisioning plan for a flotilla vacation with crew, showing a balanced diet

Demonstrates the correct use of galley stove and is aware of the dangers and problems of cooking underway

Describes the importance of a proper diet to counteract the effects of heat, cold and seasickness

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Responsibilities of Watchkeeper

Describes the duties of a watchkeeper, look out, updating navigational plot, fixing position, when to call the captain

Understands the need for regular rest and to be alert

Pilotage and Passage Planning

Describes the appropriate charts and publications needed for a typical flotilla week of short voyages

Describes the selection of safe anchorages with reasons

Navigation and Chartwork

Demonstrates the use of compasses for bearings and steering, and can describe the effects of variation and deviation and how to apply error

Demonstrates an outline knowledge of charts, different chart scales and their uses

Demonstrates an outline knowledge of common chart symbols, dangers to navigation, depths and heights, navigational marks and buoyage, include IALA A and B and Cardinal system

Demonstrates an outline knowledge of position lines, transits, DR and EP and basic plotting, 3 bearing fix and depth contours

Understands the effects of tides and currents, and leeway on a vessel

Tides and Currents

Describes the basic concepts of tides and currents and the effects of these and wind on a vessel

Electronic Navigation Aids

Describes the functions of Echo sounder, Log, GPS and Radar as aids to navigation

Meteorology and Weather

Demonstrates obtaining a weather forecast and tidal information and an outline interpretation of a synoptic weather chart

Seamanship and Nautical Knowledge

Tie the following: Round turn and two half hitches, clove hitch, figure of eight, bowline, reef knot, rolling hitch and sheet bend

Describes the various types of ropes and their uses

Demonstrates a working knowledge of Duty of Care, Vessel registration, insurance and salvage/towing

Describes the basic requirements to have a crew list, and the roles of Customs and Immigration in general

Demonstrates outline knowledge of use of ensigns, burgees and other nautical etiquette

Describes manners and courtesies of mariners in Marinas, anchorages, alongside, and consideration of wake, and pollution control

Collision Regulations

Demonstrates an outline knowledge of steering/sailing rules 4 - 19

Demonstrates an outline knowledge of responsibility and definitions in the Collision regulations

Demonstrates working knowledge of lights, shapes and buoyage, keeping right in channels

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Anchors and anchoring

Describes how to choose an anchorage, anchoring procedures and an demonstrates outline knowledge of the advantages and disadvantages of various types of anchor, the scope of anchor rode for rope/ chain

Explains the concept of a lee shore

Safety and Survival at Sea

Demonstrates an outline knowledge of basic First Aid, to include;

Contents of a typical First Aid Box, treatment of cuts and wounds, burns, basic management of bleeding, shock, exposure to heat and cold, heart attack and stroke, and to Radio for help

Demonstrates a working knowledge of the appropriate MOB methods and recovery methods and need for constant visual contact with the victim

Sail Endorsement

Identify the parts of a sailing vessel, and describe the rig, controls and their functions

Can describe with reasons the selection of an appropriate sail wardrobe for the proposed voyage

Can demonstrate an outline understanding of sails and how they work, describes the dynamics of CE and CLR

Describe the effects of lee and weather helm

Describes the difference between true and apparent wind

Power Endorsement

Can identify the parts of a power vessel, trim tabs, controls, fuel consumption and the factors which may affect performance and fuel consumption

Practical Component

This will take the form of both practical demonstrations of skills and oral assessment.

The candidate is required to demonstrate successfully the skills, outline knowledge and understanding of the following:

Command, Crew Functions and Crew Briefing

Demonstrates the responsibility of the skipper and his/her authority

Can deliver a crew briefing for all vessel evolutions

Demonstrates delegation of tasks to crew in a competent manner

Can issue proper commands and correctly responds to commands

Check lists and preparation for sea

Can demonstrate a comprehensive set of pre departure vessel checks to include:

Life Jackets, Flares, Liferaft, First Aid Kit, Fire Extinguishers, Safety Harnesses and heads, bilge pumps, water pumps (manual and pressurized), cooker and propane gas, battery selector switch, cabin lights

Basic Engine checks, fuel, mechanics, instrumentation, and electrical systems check

Inspection of Hull fittings, Hull and decks,

Rigging checks (sail boats) – emergency steering equipment

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Stowage for sea, above and below deck
Dinghy outboard engine care and maintenance
Demonstrates safe fuelling practices

Navigation and Pilotage

Prepares a passage plan for the days
Plans course to steer, and maintains a regular navigational log and plotting using, DR and EP, basic fixing, ETA
Demonstrates safe departure and arrival at a harbour

Weather and Tide information

Obtains appropriate weather and tide information for the voyage

Vessel Handling Sail and Power Vessels

Demonstrates turn in restricted space,
Describes steps to be taken for heavy weather preparation, and an outline the tactics that may be employed
Demonstrates safe approach and pick up of a mooring as helmsman and crew
Demonstrates Docking, alongside in varying situations, cross wind and currents
Introduced to the problems and solutions when vessel runs aground
Demonstrate vessel and crew control for coming alongside, correct use of springs, fenders and lines

Anchors and anchoring

Demonstrates selection of safe anchorage, correct approach, consideration of weather and other vessels, coordination of crew, correct scope, monitoring vessel at anchor
Describes the use of 2 anchors and the situations when required

Collision Regulations

Demonstrates the correct application of the rules while underway on passage
Can describe actions in poor visibility

Distress and Emergency

Basic demonstration of appropriate MOB methods and recovery methods allowing for constant visual contact with the victim, and victim recovery

Sail Endorsement

Selection of appropriate sails to suit conditions,
Hoist the sails, set appropriate luff tensions, coil and hang halyards and other lines
Demonstrate the correct use of halyards, sheets, cunningham/downhaul and outhaul, kicking strap/vang, furling headsails, reefing
Can describe use of storm sails, demonstrate use of spinnaker, MPS and Poling out techniques (if available)
Act as helmsman on a sailing vessel using proper commands, responses and coordination while sailing under various wind directions
Demonstrate basic competence in all points of sail while performing tacks and gybes

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Demonstrate proper sail trim on all points of sail and use of “tell tails”

Sail an ordered compass course for 5 minutes without varying more than 10 degrees from the ordered heading

Pick up mooring under sail and power

Power Endorsement

Steer an ordered compass course for 5 minutes without varying more than 10 degrees from the ordered heading

Demonstrate confident handling with twin engines, under one engine alone

Demonstrate use of Bow thrusters

Demonstrate high speed and slow speed turns and the use and effect of trim tabs

Demonstrate Crash stops and Williamson turns

End of Voyage

Demonstrate stowing of all equipment (sails and rigging), thoroughly clean the vessel.

Check the electrical system, main battery switch etc.

Check the bilge pump system

Check the head systems, valves, seacocks, pumps and holding tanks

Correctly adjust the lines, springs and fenders and lock all hatches lockers etc.