



General Information

Welcome to Club Nautique's Coastal Passage Making (CPM) program! The following information will familiarize you with the requirements and expectations of the program. Through this program Club Nautique is training some of the most capable coastal skippers in the country. Club Nautique is the national leader in US SAILING Coastal Passage Making certification, certifying more students than all other schools in the country combined. In 2005 the Club received the esteemed Prosser Award for the design of this program.

The Coastal Passage Making program is an advanced level sailing class where **active student participation and initiative are expected**. Because of this, the Instructor and student roles differ from most other Club Nautique classes. Although the Instructor will coach and guide you and is the legal master of the vessel, the Student Skippers and Navigators are supposed to run the voyages. The class is structured to train and give you experience, as coastal skippers and navigators, which means that the decision-making has to come from you!

Students should take this certification seriously. Club Nautique's CPM certification significantly exceeds other CPM programs in the country. The Club only accepts Club Nautique CPM certification for chartering our boats offshore. A student meeting Club Nautique and US SAILING CPM criteria is deemed capable of safely skippering a boat off the California coast, and is permitted to sail Club Nautique offshore-equipped boats from Bodega Bay to San Diego.

Passing the Club Nautique CPM class is a rigorous process! Club Nautique's CPM instructors make up a select corps of professional sailors and they demand the highest-level performance from their students. Our instructors are vested with the responsibility of evaluating student abilities and the Club stands behind all instructor decisions.

Prerequisites

The prerequisites for Club Nautique's CPM program are US SAILING Bareboat Cruising (BBC) certification, US SAILING Coastal Navigation (CONAV) certification plus 3 days of practice (either charter or clinic) on BBC level boats. ***Club Nautique's CPM Information Seminar (CPMIS) is part of the CPM program, as described below, and must be completed before a student participates in any voyages.***

CPM Class Components

The Club Nautique CPM program has the following components:

- CPM Information Seminar (CPMIS)
- Individual Practice
- Instructed Voyages
- US SAILING Written Exam
- Tag Along Voyage

Students are required to complete all of the non-optional components above for certification. With few exceptions, the components must be completed in the listed order. *The Club has a Coastal Passage Making Passport booklet to help you keep track of your prerequisites and required practice charters and clinics.*

CPM Information Seminar

The CPM Information Seminar is a six-hour classroom seminar that prepares CPM students for the voyages that they will be taking. The seminar covers class expectations, suggested equipment, weather, seasickness and many other topics that are essential for the first time voyager. Taking the CPM Information Seminar prior to your first voyage prepares you for the trip and helps you to get the most out of the class.

Individual Practice

In much the same way that someone could not possibly expect to become proficient at playing a musical instrument without practicing between lessons, a Club Nautique CPM student's likelihood of success is seriously diminished without practice before and between Instructed Voyages. These practice sessions can be organized different ways: soliciting fellow CPM students to charter a boat through our Google group, creating a charter share with crewmates you've met in the CPM program or in other classes, or taking a Club Nautique skills clinic (such as Big Boat Motoring, Coastal Navigation Clinic, Anchoring Clinic or Radar/GPS clinic).

Instructed Voyages

The Club Nautique CPM student must complete multiple voyages in the coastal waters outside of San Francisco Bay. There are two types of CPM Voyages:

Type I Voyages typically consist of a Friday afternoon pre-board, anchoring Friday night in Richardson Bay, with a departure through the Golden Gate Saturday morning. You will anchor Saturday night at Drake's Bay or Half Moon Bay, and be back at the marina Sunday afternoon.

Type II Voyages are similar to Type I Voyages, but require sailing through the night on at least one night of the voyage.

Voyages can vary from the usual patterns due to weather and/or choices made by individual instructors. **Each student must complete each position before moving onto the next, and at least one of the instructed voyages must be a Type II Voyage.** Students must also pass the US SAILING CPM written exam and complete a Tag-Along Voyage prior to certification. *The CPM written exam must be passed before the Tag-Along Voyage.* Additionally, we recommend that students take a Standard First Aid course early in the program to prepare them for the curriculum and the written exam.

Scheduling and Student Priority

The best way to get on a voyage is to call the Club Nautique School or your membership representative. Have a list of your desired dates and expected positions ready when you call.

We are able to accommodate the vast majority of student requests for positions and voyage dates, allowing students to move smoothly through their positions. Club Nautique endeavors to be as fair as possible with regard to student scheduling on CPM voyages, but due to the popularity of the class and the complexity of making voyage assignments, there will be times when requested positions are already taken on a given voyage.

We apply the guidelines below to determine student priority when more students sign up for a position than can be accommodated on a particular voyage. These guidelines are generally intended to ensure that students who have been waiting the longest are given the highest priority for berths, but they are also designed to reward preparedness and discourage late cancellations. The guidelines are applied in order of precedence as listed.

- 1) Students who completed their last voyage at an earlier time go ahead of students who completed their last voyage at a later time (see exception for late cancellations below).
- 2) Students who attended their last voyage go ahead of students who late-cancelled from their last voyage.
- 3) Students who were “bumped” from their last voyage go ahead of students who were not “bumped”.
- 4) Students who are going out for a position for the first time go ahead of students who are retaking a position.
- 5) Students with earlier voyage signup dates go ahead of students with later signup dates.

In fairness to all students, and to discourage late cancellations, a confirmed student who cancels within ten days of a voyage will be assessed a late cancellation fee of \$325 and will be given the end-date of the missed voyage for determining priority on his/her next voyage.

Overview of Positions

All CPM students must complete each position before moving onto the next and it is not uncommon for students to repeat positions. Therefore, while the minimum number of voyages to graduate to a tag skipper is four voyages, in almost all cases, candidates participate in more voyages than this. There is no maximum, as a student will be required to continue participating in instructor-supervised voyages until the Instructor finds him/her to be proficient in all necessary skill areas. There is a direct correlation between student success on the voyages and the amount of independent practice (navigation, COBs, anchoring, sailing skills, etc.) done outside of class.

We strongly recommend getting sailing experience between CPM voyages.

The standard student positions on an Instructed Voyage are:

- Crew
- Junior Navigator
- Navigator
- Skipper

Most students make separate instructed voyages in each of the standard positions. Students must pass each position before advancing to the next position.

The Instructor will debrief each student at the end of a voyage. The debriefing is designed to inform the student of his/her strengths and areas for improvement so that the student can prepare for the next CPM voyage accordingly.

Instructors evaluate student skills in the following areas:

Command Skills	Shipboard Systems
Boat Preparation	Deck Work as Crew
Boat Handling, Steering and Sail Trim	Piloting
Below Deck Seamanship	Anchoring as Crew & Skipper
Navigation (Traditional & Electronic)	Safety

Please review the tracking sheet attached at the back of this document for a detailed list of skills.

Instructors also consider many other factors beyond mere mastery of sailing skills in judging whether a student is ready to be Tag-Along skipper. Preparation, organization, maturity and emotional steadiness are all critical attributes of a safe skipper. Instructors will use all available information to make as complete an evaluation as possible. This is an advanced program, and student safety is paramount.

In the event that there are insufficient students to cover all of the positions on the boat, the Club will invite CPM graduates to fill those positions or the Instructor will role model the position for the students.

The following sections summarize the four student positions on an instructed boat.

Crew

The Crew position is the entry-level position on a CPM voyage. It is a chance for the student to become familiar with how a CPM voyage is run, how to use the equipment that is required and what his/her reaction will be to sailing offshore. This may be the student's first encounter with seasickness.

The responsibilities of the Student Crew include helping with the provisioning, assisting with pre-cruising the boat, standing watch, preparing meals and any other general or specific duties as assigned by the Student Skipper. The demands and expectations on the Student Crew are less than the demands and expectations on the Student Navigator and Skipper. However, student Crew should be prepared to assume the role of Junior Navigator or Navigator in the event that the person in these roles becomes incapacitated.

Junior Navigator

The Junior Navigator position is typically performed on the student's second CPM Voyage. This position is an opportunity for the student to begin practicing navigation under the guidance and supervision of the Student Navigator and Skipper, but without the full weight of responsibility for the boat's navigation.

The Junior Navigator has responsibilities similar to the Student Crew, but should also be doing everything possible to learn the art of navigation on a boat that is underway. Like the Crew position, the demands and expectations at this level are less than the demands and expectations on the Student Navigator and Skipper. However, Junior Navigators should be prepared to assume the role of Navigator in the event that the person in this role becomes incapacitated.

Navigator

The Student Navigator is responsible for the planning and safe navigation of the vessel. This includes posting the Navigational Standard Operating Procedures (SOPs). These are the procedures and labeling that he/she wants to use on the chart. The Navigator determines, in conjunction with the Skipper, the estimated times to depart from and return to the Golden Gate with respect to the currents. Navigators are responsible for having all necessary charts, navigation tools, and navigational aids necessary for a successful cruise. Regardless of who is navigating, the Navigator is responsible for the chart work and log so that they are up-to-date and agree.

DRs should be plotted as needed per the conditions. DO NOT rely solely on electronic navigation; electronic navigation should be used only for confirmation. The Navigator is expected to know the weather forecast and the tides and currents for the entire trip. The Navigator must log VTS (Vessel Traffic Service) reports on the quarter and three quarter hour when appropriate, such as when entering or departing the Golden Gate, crossing shipping lanes, times of fog or restricted visibility, etc. He/She must also monitor any radio calls from Tag-Along boats and note their position, course, speed, wind and sea conditions, sail combination, and physical condition of the crew and ETA at the next buoy or recognizable waypoint when applicable.

During the course of the cruise the Navigator should demonstrate the use of the following techniques in a manner that is appropriate to the conditions and times that they should be applied: running fix, two- and three-bearing fixes, danger bearing, set/drift, radar fix, GPS fix and a controlled depth reading.

The Navigator is also responsible for advising the Skipper when the vessel is near a shipping channel, and if commercial traffic is traversing the lanes. He/She should ensure that the position of the vessel is known at all times and with special regards to any emergency situation, such as a COB, or abandon ship.

Skipper

The Student Skipper is expected to take charge of the safety of the boat and its crew. This includes providing safety briefings before leaving the dock, posting watch schedules and duties, staying on top of the navigation, operation of the boat underway, anchoring, anchor watches, operation of safety equipment and rotation of the crew (off-going watch should notify on-coming watch at least 15 minutes in advance of rotation). The Student Skipper should keep the Instructor informed of all safety issues and decision-making.

The Student Skipper is responsible for the boat being sailed in trim at all times. The Skipper must be alert and oversee all crew activities to ensure that crewmembers are performing their assigned duties, e.g., overseeing the Navigator to be sure that each crewmember assigned to navigation duties is using the proper navigational procedures.

The Student Skipper must stay alert to any lapses in crew safety procedures, such as crew not having harnesses hooked in, sitting on the cabin top or gunnels rather than the cockpit, standing up on the cockpit seats, or going on deck without proper attire.

The Student Skipper must also be vigilant that the Navigator is following required procedures, such as noting all VTS transmissions in the log and notifying crew on deck of traffic sightings, course crossings with ship traffic, ETAs and ETDs (Estimated Time of Departure) at edges of the main ship channel, etc. The Skipper should also ensure that the Navigator is logging radio transmissions from any Tag-Along boats. If a Tag-Along boat doesn't check in on time the Student Skipper should notify the Instructor.

The Student Skipper is responsible for the management of his/her crew. The Student Skipper should brief the crew and be able to coach the more junior crewmembers in advance on all aspects of any maneuver requiring crew coordination. This is especially so anytime that crewmembers have to leave the cockpit. The Student Skipper must inform the Instructor whenever any crew member must leave the cockpit. The Skipper is responsible for directing the crew during these operations. Just because the crewmembers are all CPM students does not mean that they won't make mistakes or that they know how to do something. It is the Skipper's job to ensure that crewmembers follow proper procedures and it is prudent for the Skipper to brief the crew before the procedure. This does not mean that the Skipper should try and do everything himself/herself! Attempting to do so is a formula for fatigue. Instead, the Skipper should delegate responsibilities by communicating in a clear and concise manner. The Instructor will be evaluating the Student Skipper on how well they manage their crew, including how well they delegate.

The Instructor will be evaluating the Skipper's safety awareness, decision-making skills, boat preparation, crew organization, navigation with and without electronic aids, understanding of boat systems, sail handling and maneuvering knowledge, and handling of emergencies.

Written Examination

You must take and pass your US SAILING written examination before going on your Tag-Along Voyage. The material on this exam goes well beyond what is covered in the US SAILING Coastal Passage Making textbook.

Preparing for and taking your exam early in the program will provide you with valuable background for your voyages.

The Club has a CPM Study Hall presentation to help you prepare. We also recommend getting a copy of *The Annapolis Book of Seamanship* and reading it thoroughly.

NOTE: Club Nautique requires students to wait seven (7) day before retaking written exams that were not passed.

Tag-Along Voyage

After passing the four positions on your CPM Instructed Voyages and passing your written exam, you will qualify to do your Tag-Along Voyage. Again, we suggest you take your time and gain as much experience as possible. Participate in a number of CPMs during various times of the year in varying conditions. For example, sail during one of the spring storms, learn to navigate the ocean during the foggy season and enjoy an Indian summer weekend during the fall. We ask that you schedule your Tag-Along Voyage within six months of passing as Skipper, *otherwise you will be asked to sail another instructed CPM weekend to ensure you are ready for the Tag-Along.*

You are responsible for contacting the school with your intentions of a Tag-Along, reserving the boat, taking your exam, and finding capable crew.

You must sail on a scheduled CPM weekend so that an instructor can evaluate your skills as a skipper. The Instructor will do a pre-check with you to ensure that you, your crew and the boat are safe to depart for the ocean. There will not be an instructor onboard while you are underway. You are responsible for radio contact and sailing to the destination of the CPM class boat so that charts and logs can be reviewed by the Instructor Saturday night and again at the end of the cruise on Sunday.

We don't suggest taking friends who have never sailed on the ocean. Taking inexperienced crew may be a sign of poor judgment and will be a consideration in your instructor's evaluation.

Philosophy of Student/Instructor Roles Onboard

The CPM Instructor is at all times the legal captain of the vessel.

The basic philosophy of offshore safety is: safety of the crew first, boat second and personal convenience third. Student actions are carefully evaluated regarding whether there is requisite concern and forethought given to peer safety. However, all students are responsible for their own safety and responsible for not putting other's safety in jeopardy. At no time should any student expect or believe that by virtue of the Instructor's presence on board that they will automatically be safe and that the Instructor will somehow "save them" if they make mistakes.

A CPM class is not a casual sail among friends out for a day on the Bay or ocean. It is a floating classroom where students are actively sailing and managing the onboard operations. The "lesson plan" for a given day is often determined by what that day presents: strong winds, fog, a difficult anchoring situation, shipping traffic or a seasick crew are all likely to occur at some point in the program. Students will have the opportunity to experience and demonstrate their skills in handling these situations as they arise.

Although not normally taking an active, overt role in directing activities onboard, *the Instructor has complete say over any decisions or actions taken by the student crew* when the Instructor so chooses to exercise it. Generally, the Instructor will only step in if the situation is about to become unsafe or there is no clear direction being taken by the students.

Students are expected to demonstrate comprehensive expertise in the operation of the vessel. Students should know and demonstrate all skills learned from Basic Keelboat through Coastal Navigation including procedures, operation of all above-deck equipment, making judgment calls in a timely and seamanlike fashion, below-decks knowledge of systems, safety, cooking, navigation, etc. Furthermore, students are expected to be proactive sailors while participating in the CPM class. This means taking the initiative when off-watch to enhance their skills by volunteering to do tasks, navigation exercises, reading up on systems and electronics etc.

All students will be doing navigation during the time they stand watch. Usually, one chart is selected and used by the crew for the weekend DR track. However, if students have brought their own charts and plotting tools, there is ample opportunity to practice running fixes, set and drift problems, following a depth contour etc. Students are encouraged to show initiative in practicing navigation exercises while underway and off-watch, provided they do not interfere with the on-watch crew.

Preparation

The following are lists of required and recommended items for the Coastal Passage Making Class. You must provide all of your own personal required equipment and clothing. You should bring your gear in a duffel or soft-sided sea bag. DO NOT bring your gear in hard luggage. To be considerate of your fellow crew you should keep your gear stowed and organized. Gear adrift is also a safety issue underway.

Required Equipment

Safety Gear

1. Personal Safety Harness with tether, water-activated strobe and whistle
2. Knife or multi-tool

Navigation Tools

1. Navigation Tools (pencils, dividers, plotter/parallel rule, hand bearing compass)
2. Charts: 18645, 18682, 18649, 18647
 - a. 18643, 18685 (possibly needed for 5-day voyages)
3. Headlamp and/or penlight with red lens

Clothing/Personal Equipment

1. Full set of offshore rated foul weather gear, regardless of forecast
2. Proper sea boots
3. Warm cap – polypropylene is preferred over wool
4. Sailing gloves – ski mittens during winter CPMs
5. Sleeping bag or blanket
6. Two changes of clothing – cotton is not recommended because it stays wet
7. Polypropylene socks and long underwear
8. Polypropylene pullover or wool sweater; turtlenecks
9. Sunglasses with lanyard
10. Deck shoes
11. Personal seasickness remedy

Ditch Bag (Skippers and Tag Skippers only)

1. Dry Bag or Ditch Bag with floatation
2. All recommended items (consult your instructor)

Recommended Items

1. Polypropylene lined squall jacket
2. Kneepads
3. Sunhat
4. Sunscreen

5. Pillow
6. Reading material
7. Camera

Medication

Alert the Instructor if you have any health problems that may impair the safe operation of the vessel. For example: if you are hard of hearing, have poor uncorrected vision, are diabetic, have life-threatening allergies, etc. Bring medication for these known contingencies and show/tell your instructor how to administer it if you believe that necessity could arise.

Bring your own seasickness medication! DO NOT ASSUME THAT IF YOU'VE NEVER BEEN SICK BEFORE THAT YOU WON'T GET SICK. Discuss the various possible medications with your doctor and have your chosen one with you. Taking your seasickness medication the evening before you leave will reduce the odds of you getting sick. Consider your responsibilities while in this class as well as your responsibility to the other students when deciding whether or not to take medication.

It is unfair to your fellow students if you are unable to do your job because you came unprepared.

A large part of seasickness can be psychological, but there are physical factors that you can control to put the odds on your side. These include:

- Avoiding greasy or acidic foods, carbonated beverages and alcohol
- Avoiding spicy foods
- Drinking plenty of water
- Getting plenty of rest

Some natural cures for seasickness include: ginger capsules, wristbands, bland breads or crackers, taking the helm or even standing on the centerline of the vessel. Other remedies include: Bonine[®], Dramamine[®], Marazine[®], Relief Bands[®], Gravol[®], and Scopolamine[®]. Watch for signs of dehydration, drowsiness and hallucinations (Scopolamine[®]). Whatever your choice, be sure to discuss it with your doctor and to test for side effects before going offshore!

Food

Your skipper will make the assignments for meal planning, provisioning and cooking. Sometimes crews will be asked to choose specific meals to prepare in advance. Other times the Skipper will send the crew to the grocery store Friday afternoon, and then divide the cost evenly after all of the food is purchased.

Typically, there will be two breakfasts, two lunches, two dinners, snacks, drinks, water and ice.

Students should include the Instructor in their provisioning plans. Except when eating ashore, it is normal CPM etiquette for students to pay for their instructor's food.

Destinations

The Student Skipper or the Instructor (if no Student Skipper is onboard) will decide on the navigation plan for the weekend depending on the weather and type of CPM assigned. Generally, the weekend consists of sailing to Half Moon Bay or Drakes Bay with one of the two days sailing around the Farallon Islands. The Navigator will be responsible for having the necessary charts on board. The weather figures heavily in the choice of the route and the destination and sometimes the Instructor will ask for input from either the Navigator or Skipper to evaluate their decision-making skills, although the Instructor has the final decision. If the weather is extremely heavy in the ocean, the CPM may be held inside the Bay and may or may not count toward certification.

Conclusion

We hope that this document has answered your questions pertaining to our Coastal Passage Making program and that it has prepared you for a successful experience. If you still have questions or if you are ready to sign up for a voyage, please contact the Sailing School at (510) 865-4700.

See you on the high seas!

Karen McDonald

Karen McDonald
School Director
Club Nautique
510.865.4700 x315
kmcdonald@clubnautique.net