

SKIPPER SMALL KEELBOAT **ANSI Practical Competency Assessment Rubrics**



Instructions for the Assessing Instructor

Assess your student using the following Practical Competency Assessment Rubrics on a keelboat on the water. You may pass the student for Skipper after you deem that, considering the skills required and their ability to perform them, you believe they could competently and safely skipper a sailboat (of similar size on which they are being assessed) with their friends and family. It is your discretion as to the pass or not given the evidence you have created from the rubrics.

As a general guide: If the student demonstrates below the expectation of critical skills that create a safety concern, then you should not pass them as Skipper. However, some demonstrations of below expectation for non-critical skills with demonstration of mild competence might lead you however to allow a pass as Skipper. More than several repeated demonstrations of below expectation performance should lead you to consider a pass as Qualified Crew practical competence only. A fail grade after several demonstrations in any skill should lead to either a fail or Qualified Crew only.

If the student gains a pass:

- Check the appropriate “Pass” boxes below and make as to further training or place restrictions considering their skills e.g. winds less than 12 knots
- ASK YOUR STUDENT FOR THEIR SECRET LOGBOOK CODE (not their password) AND THEIR SIGNIN EMAIL ADDRESS. Their logbook code is self assigned and is in their “myprofile” section. They must have this filled in before you can gain access.
- Login to NauticEd.org with your instructor signin ID and password.
- In the search box, enter the student’s email address and logbook code. Then check the Upgrade This Student’s Practical Competency box
- In the dropdown, check the appropriate Skipper or Qualified Crew Verified Practical Competency box. Make additional notes about the student’s competency in the appropriate fields. If using the Rubrics Assessment App, upload their Rubric results into their logbook
- Their Sailing Certificate and Sailing Resume will then be instantly updated with your name as the Verified Practical Competency Instructor along with your School.
- Your student will then be given the opportunity to rate their experience with you. Results of this are sent to you, the school principle and NauticEd Admin and posted online alongside your NauticEd Instructor profile.

Note:

Under NauticEd definition, Skipper competence is reserved for sailboats from 25 ft (7.6 m) to 60 ft (18 m) in length, whereas Skipper Small Keelboat competence is reserved for sailboats 25 ft (7.6 m) in length or less. Qualified Crew member spans across all sailboat sizes to 60 ft (18m).

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Instructions for the Student

You will need to give to your Assessor your NauticEd sign-in email address and your secret logbook code (not your password). Your logbook code is listed under your profile. You make it up and enter it. Your Assessor will need this to sign you off, should you pass.

To gain be recognized as a verified competent Skipper Small Keelboat, you must complete the following:

- Pass the NauticEd Skipper Small Keelboat Course online
- Be at least Level 1 with logged experience in your NauticEd electronic logbook

The practical assessment rubrics contained within this document are to be treated seriously. If you feel in anyway rusty, you should arrange a preparatory instruction day prior to the assessment day. Your instructor will be able to ascertain what areas need to be worked on prior to the assessment.

On assessment day, show up prepared in appropriate clothing for the weather, food, and drink. Be prepared to be tested on the practical sailing skills contained.

After completing the Assessment, if YOU do not feel confident and competent to skipper a small keelboat on your own including taking responsibility for others on the vessel, you should report this to the Assessor who will devise a further training plan to ensure your safety before signing you off for Skipper competence

Once you are deemed competent by the Assessor according to the attached skills and have completed the above AND YOU feel confident and competent, the above Verified Skipper Competence ANSI (American National Standards Institute) badge for demonstrated sailing knowledge and skills will be printed on your NauticEd certificate.

Good luck on your assessment.

Sincerely,

Grant Headifen

Global Director of Education



SKIPPER - Practical Competency Assessment Rubrics

KEY

- NA: Not Assessed/ Not Applicable for the vessel
- Fail: The student did not have enough ability to complete this skill
- Qual Crew: The student could complete the skill in a satisfactory manner as Qualified Crew but not as a competent Skipper
- Skipper: The student could complete the skill in a satisfactory manner as a competent Skipper
- Excl: The student has excelled in the demonstration of this skill as a competent Skipper

Instructor name:

Student Name	Signin Email	Logbook Code
I recognize that I am being assessed according to the American National Standard rubrics for on-water recreational sailing skills standard.		
Sig _____ Date / /		
<input type="checkbox"/> Passed	<input type="checkbox"/> Qualified Crew	Performance and improvements notes <input type="checkbox"/> Restrictions
<input type="checkbox"/> Not passed	<input type="checkbox"/> Skipper Small Keelboat	
	<input type="checkbox"/> Skipper (Large Keelboat)	

Student Name	Signin Email	Logbook Code
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SKIPPER - Practical Competency Assessment Rubrics

Student 1	Student 2	Student 3	Student 4	Student 5
Name				
Skill Set 1. Prepare to Depart				
1.1 Determine suitability for departure				
BY: using information gathered about weather conditions, hazards to navigation and other environmental factors relative to departure time and duration of trip.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
1.2 Put on a life jacket				
BY: ensuring it is appropriate for the boat/activity, sized correctly, serviceable, and adjusted to fit properly and meets local regulations (USCG approved for USA, MCA for Uk etc).				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
1.3 Confirm that all crew and passengers put on their life jackets				
BY: ensuring the life jackets are appropriate for the boat/activity, sized correctly, serviceable, and adjusted to fit properly and meets local regulations.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
1.4 Board and move about the sailboat				
BY: maintaining balance while keeping boat reasonably stable (e.g., minimal rocking) while boarding and distributing persons/gear appropriately.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
1.5 Inspect the sailboat				
BY: using a pre-departure checklist to confirm a safe platform and verify required equipment and supplies (food, water, fuel) is on board.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
1.6 Rig sails and lines				
BY: understand running rigging and rigging procedures for specific boat, ensuring sail controls are operational, and using proper knots.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
1.7 Communicate safety-related information to others on board				
BY: briefing passengers and crew prior to departure (e.g., location of safety items, key safety concerns, anticipated weather and water conditions, expected behaviors, rescue procedures, etc.).				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
1.8 Ready the sailboat (and crew if applicable) for departure				
BY: positioning boat properly using lines/fenders (if applicable), considering wind and current and communicating departure plan.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl

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Student 1	Student 2	Student 3	Student 4	Student 5
Skill Set 2. Leave Point of Departure				
2.1 Engine Operation and Checks				
BY: Understanding the engine controls and starting/stopping procedure. Check fuel, oil, coolant for appropriate range of trip.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
2.2 Secure positions of Rudder and Keel - Leave the dock safely				
BY: announcing a departure plan considering wind and current directions, adjusting rudder and keel for departure (if applicable) ensuring neither or the keel comes in contact with the ground or objects in the water, managing dock lines, issuing proper commands to crew, starting engine, check for traffic, engaging gear and clearing the dock.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
2.3 Spring off lee wall (optional as appropriate)				
BY: positioning spring lines to lever vessel off a lee wall using fenders appropriately.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
2.4 Raise the sails				
BY: positioning boat correctly relative to the wind and conditions (e.g., current), using appropriate sail raising techniques, and maintaining control of the boat and sails throughout.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
2.5 Get underway and start sailing				
BY: checking for clear traffic, pushing or turning boat in appropriate direction and coordinating sails and tiller/wheel adjustments to get boat under control.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl

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Student 1					Student 2					Student 3					Student 4					Student 5				
Skill Set 3. Maneuver Under Sail in Close Quarters																								
3.1 Turn the sailboat in a 360-degree circle																								
BY: using proper tiller/wheel, sail, and weight positioning, and turning within a distance of four boat lengths.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl
3.2 Turn the sailboat out of a head-to-wind position (i.e., get out of irons)																								
BY: getting boat sailing again on intended tack, properly adjusting sails and tiller/wheel.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl

SKIPPER - Practical Competency Assessment Rubrics

Student 1	Student 2	Student 3	Student 4	Student 5
Skill Set 4. Operate in Open Water				
4.1 Steer the sailboat in a straight line (hold a steady course)				
BY: using sail trim and tiller/wheel and adjusting the boat's heading for changes in the wind (speed or direction) to maintain course within +/- 10 degrees for 10 boat lengths.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
4.2 Place the boat in the safety position (or heave to for boats with two sails) and then resume sailing on a specific tack				
BY: using proper control of sails and tiller/wheel.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
4.3 Turn the sailboat away from the wind to a specific direction				
BY: adjusting sails and tiller/wheel and communicating to crew if appropriate. With out continuous overshoot and undershoot.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
4.4 Turn the sailboat toward the wind to a specific direction				
BY: adjusting sails and tiller/wheel and communicating to crew if appropriate. With out continuous overshoot and undershoot.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
4.5 Slow and then accelerate the sailboat maintaining constant heading				
BY: adjusting sails and tiller/wheel.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
4.6 Tack the sailboat				
BY: using proper sail control, tiller/wheel movement, and body movement; and communicating to crew (e.g., 2-part command), if appropriate.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
4.7 Sail the boat upwind (i.e., close-hauled or on a shallow close reach)				
BY: using proper sail trim and tiller/wheel control.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
4.8 Sail the boat on a reach (across the wind; i.e., deep close reach, beam reach or shallow broad reach)				
BY: using proper sail trim and tiller/wheel control.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
4.9 Sail the boat downwind (i.e. on a deep broad reach or run)				
BY: using proper sail trim and tiller/wheel control.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl

Student 1		Student 2		Student 3		Student 4		Student 5																
Skill Set 4. Operate in Open Water - continued																								
4.10 Sail directly downwind																								
BY: avoiding an unintentional Gybe for 10 boat lengths.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl
4.11 Gybe the sailboat																								
BY: using proper sail control, tiller/wheel movement, and body movement; and communicating to crew (e.g., 2-part command), if appropriate. Can explain the dangers of gybing.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl
4.12 Operate safely at all times																								
BY: maintaining a proper lookout through out all maneuvers.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl
4.13 Sail the boat around a triangular course																								
BY: properly and appropriately tacking and gybing, using correct sail trim, proper commands to the crew. One leg is direct into wind whereby several tacking maneuvers must be done.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl
4.14 Reefing the sails																								
BY: use of appropriate reefing lines. Proper commands to the crew. Performing under an appropriate heading for the vessel.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl
4.15 Awareness of wind direction																								
BY: being able to point to the wind direction through out the maneuvers																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl

This Practical Competency Assessment Rubrics complies with On-Water Recreational Boating Skills Standard – Sail, the American National Standard for on-water instruction in entry-level recreational sailboat operation

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Student 1	Student 2	Student 3	Student 4	Student 5
Skill Set 5. Perform General Safety and Emergency Procedures and Maneuvers				
5.1 Depower the sailboat quickly By: adjusting sails and tiller/wheel appropriately to control the boat.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
5.2 Avoid collisions BY: maintaining a proper lookout, assessing potential risk of collision and taking early and substantial action. Correctly identify who is give-way and stand-on for all traffic and give explanations of proper actions.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
5.3 Navigation Rules BY: Correctly explaining giveaway rules for: port vs starboard boat, leeward boat, overtaking, power boats, traffic lanes, pecking order				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
5.4 Accept a tow line and maneuvering behind under tow BY: making an appropriate length tow line and tossing or accepting, attaching to the vessel appropriately, and readying the boat for safe towing including securing sails, boom, and sheets. Demonstrates awareness of centerboard if applicable and rudder. Describe safe maneuvering under tow. (See Skill Set 8 regarding actual towing)				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
5.5 Return to man overboard (MOB) BY: using a suitable method to maneuver boat (e.g., Engine on, Figure-8, Heave to, Quick Stop, or Quick Turn) and stopping the boat at a reasonable distance from MOB (e.g., 1/2 boat length for keelboat) in a reasonable period of time for the situation considering boat size/configuration, wind/water conditions.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
5.6 Maneuver the boat under power in a confined area BY: stopping and adjusting engine speed for momentum, turning in 360 circles forward and backward, figure 8's forward backward, backing in a straight line for 20 boat lengths, backing up to a buoy and stopping within 1 meter.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
5.7 Identify Day Markers BY: correctly explaining port and starboard day markers with appropriate shapes and colors and meanings.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
5.8 If applicable, recover a capsized boat (Dinghies only) BY: using proper techniques to return the boat to an upright position, re-enter boat, and ready boat for sailing.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl

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Student 1	Student 2	Student 3	Student 4	Student 5
Skill Set 6. Arrive at Destination				
6.1 Ready the sailboat for arrival				
By: announcing an appropriate docking plan taking wind and current into consideration and inclusive of sail configurations, docklines/fenders, crew tasks, engine, sail control lines stowed.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
6.2 Final Approach				
By: ensuring everything is ready; crew briefed and ready, docklines and fenders, gear stowed, lines coiled and out of way.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
6.3 Secure positions of rudder (and centerboard if applicable)				
By: adjusting centerboard and rudder for arrival, ensuring neither comes in contact with the ground or objects in the water.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
6.4 Bring the sailboat to a stop at a specified location				
By: checking for a clear approach, turning boat in the appropriate direction and using proper control of tiller/wheel and sails (if applicable) to arrive smoothly. Using appropriate speeds throughout.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
6.5 Lower the sails				
By: positioning boat correctly relative to the wind using appropriate sail lowering techniques and maintaining control of the boat and sails throughout.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
6.6 Moor the sailboat (optional as appropriate)				
BY: selecting an appropriate mooring ball, understand ball colors, maneuvering to it with appropriate speeds, setting up warp line, successfully capturing the ball, releasing the ball and getting back underway. All with appropriate crew commands and hand signals.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl
6.7 Anchor the sailboat (optional as appropriate)				
BY: selecting an appropriate spot and maneuvering to it, properly deploying the anchor, paying out an appropriate amount of rode, successfully retrieving the anchor, and getting back underway. All with appropriate crew commands and hand signals.				
NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl	NA Fail Crew Skip Excl

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Student 1					Student 2					Student 3					Student 4					Student 5				
Skill Set 7. Secure the Boat																								
7.1 Secure the sailboat																								
By: using appropriate lines, knots, and proper fender positioning (if applicable), allowing for possible changes in wind, current and tide.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl
7.2 Ready the sailboat to be left unattended																								
By: stowing properly all equipment/gear, lines, and sails. Tending to electrical hookup requirements.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl
7.3 Get off the sailboat																								
By: keeping the boat reasonably stable (e.g., minimal rocking) while offloading persons and gear.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl

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To precisely complete the requirements for the American National Standards for a keelboat under 26 feet, the student must be assessed for competency under tow. This requirement has been moved to this section so as not to detract from the requirements of the previous sections 1-7. Until this section 8 is complete however, (along with sections 1-7), the student can not be signed off for American National Standards On-The-Water Skills SAIL.

Student 1		Student 2		Student 3		Student 4		Student 5																
Skill Set 8. Under Tow																								
8.1 Accept a tow line and maneuvering behind under tow																								
BY: making an appropriate length tow line and tossing or accepting, attaching to the vessel appropriately, and readying the boat for safe towing including securing sails, boom, and sheets. Demonstrates awareness of centerboard if applicable and rudder. Maneuvering the boat safely under tow for 20 boat lengths staying inline behind the tow boat's stern.																								
NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl	NA	Fail	Crew	Skip	Excl