

## WSA SKIPPER CHECKLIST

### WELCOME ABOARD

- Introductions and hellos
- Circulate list for emergency contact info (collect a phone number of someone on shore for each crew member)
- Quick assessment of each person's sailing experience
- Gear stow and ready the boat for departure
  - Give quick rundown of rigging including:
    - Halyards, Sheets, Winches, etc.
    - Lazyjack or Dutchman, etc.

### SAFETY BRIEFING

- Designate a first mate that will take over if you are incapacitated
  - Briefly discuss MOB or Skipper Down procedure
- Go over safety gear and boat operation
  - Life jacket fitting and location
  - Fire extinguisher location
  - Flare and horn location
  - First aid location
  - Bilge pump location
  - How to operate the radio and hail assistance
    - Particulars of the boat
    - Name
    - Length
    - Draft
    - Determining your position
  - How to operate the head
- Preparing to leave the dock
  - Starting and stopping the engine including:
    - Forward, Neutral and Reverse
  - Stepping on and off the boat when leaving/returning to the dock
  - Dock line release and tie up preferences
  - Assign cast off positions
- Cast off



WSA Skippers Checklist from the original by Inaugural Day Sail Chair, Lindalee Fromm; amended  
January 2004 for federal requirements for recreational boats by Fran Weber-Melville;  
Feb 2004 for current practices by Julia Westerling, DaySail co-chair;  
December 2014 for current practices by Melody Kanschat, Fleet Captain

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