



ACADEMY SAILING

FOLLOW YOUR ADVENTURE

Joining Instructions



Table of Contents

Welcome.....	4
Important Information.....	4
Insurance & Cancellation.....	4
Where and When	5
The Address	5
Your Arrival Time	5
Car Parking.....	6
The Meeting Point.....	6
What To Bring	8
Other Useful Information	9
Start Times, Finish Times & Locations.....	9
RYA Yachtmaster Scheme Syllabus and Logbook	9
Theory for Day Skipper and Above	10
Books.....	10
Navionics for Day Skipper and Above	10
Waterproofs.....	11
Lifejackets	11
Smoking and E-cigarettes	11
Toilets and Showers	11
Evening Drinks	12
Food On Board & Eating Out	12
Gratuities	12
Academy Sailing Emergency Contact	13
Lost Property	13
Footwear & Gloves	14
How to Find 'The Wetworks'	15
Required Theory Knowledge For RYA Day Skipper Course.....	16
Navigation Skills	18
Buoyage	22
Ropes.....	22

Collision Regulations	23
Weather	24
Parts of the Boat	24

Welcome

Thank you for your booking and we very much look forward to you coming aboard Academy Sailing's yacht Dream Odyssey. We make our courses and holidays fun as well as educational and safe. We've compiled this set of joining instructions to cover off what we think you need to know as well as answering many of the questions we get asked. We hope you find this guide useful.

If you haven't already done it, please complete your **Online Registration Form** as we need certain information to facilitate your safe participation in our courses and holidays. You can find the form online here:-

<https://forms.wix.com/r/7175417896812675894>

Important Information

Insurance & Cancellation

PLEASE ENSURE YOU HAVE INSURANCE TO COVER YOU IN THE EVENT YOU NEED TO CANCEL.

Academy Sailing cannot provide refunds outside of the terms and conditions - otherwise course fees would have to be much higher to accommodate this. We therefore **STRONGLY** advise all customers to take out holiday/travel insurance that covers sailing activity. Travel insurance through [Sports Cover Direct](#) (we have no affiliation) costs from around £12 and provides cover in the event you need to cancel, are unable to attend, or need to postpone / change to a later course because of illness, personal injury or bereavement. There are many other companies offering similar protection. Insurance covering you for sailing up to 12 nautical miles offshore should be more than sufficient.

Please be aware that asking to delay your course to a later date is the same thing as cancelling the course you have booked.

In the event you cancel your booking then refunds can only be given in accordance with our published Terms and Conditions. This means written cancellation with over 8 weeks' notice = loss of non-refundable deposit. Written cancellation at 8 weeks and less but more than 4 weeks = 50% of course fee refundable (less any card fees). Cancellation of 4 weeks and less = no refund.

So, **PLEASE TAKE OUT INSURANCE TO COVER YOU IN THE EVENT YOU NEED TO CANCEL.**

Your balance payment is due 9 weeks before the start date of your course or holiday. Payment must be made in order to retain your booking. Academy Sailing will contact you to ask for payment.

Full Terms and Conditions are accessible on our site [here](#).

Where and When

The Address

Your booking email will show your course or holiday start location.

If you are booked on a Burnham-on-Crouch sailing course or experience, your course will start from:-

Burnham Yacht Harbour, Foundry Lane, Burnham-on-Crouch, Essex, CM0 8BL.



Sailing Holidays

If you have booked on a sailing holiday, then these start in different places and the start location is as per the holiday leg you have booked and as shown on your booking email. And you will be contacted a couple of days before your start date to confirm exact berthing location.



Your Arrival Time



For Burnham-on-Crouch based **RYA Competent Crew** and **RYA Day Skipper** practical courses, please arrive at Burnham Yacht Harbour by **9.30am**.

If you are attending a Burnham-on-Crouch based **One-Day-Sailing-Taster** or a **Skills Refresher**, then please arrive by **9.10am**.

The above times will allow you to get parked in the upper car park. If travelling by train, then taxis will bring you the very short journey down to the marina from Burnham-on-Crouch Railway Station.

If you arrive early there are plenty of tea/coffee options close by. Please see details below for the meeting point and the time your instructor will collect you.



Sailing Holidays

The arrival time for your holiday will be shown on your booking email. This is typically 6pm on the Sunday.

Car Parking

For courses and experiences based at Burnham-on-Crouch, the marina provides on-site parking. The car park is on the left as you enter and is clearly marked.

Parking is free, provided **you register your vehicle** with Burnham Yacht Harbour's **ANPR parking system** for the full duration of your stay — otherwise, you must pay for parking.



To park for free, please give your vehicle details and parking dates to the **on-site Harbour Master**. If you can't locate them, your instructor can point you in the right direction — but **instructors cannot register vehicles** on your behalf.

Please note that non-compliance parking enforcement notices are issued to the **registered keeper** of the vehicle. It's a good idea to ensure your DVLA record is up to date, as this helps resolve any issues quickly if something does arise.

⚠ Important: Academy Sailing accepts no responsibility for any parking charges, fines, or court judgments resulting from any alleged non-compliance with Burnham Yacht Harbour's parking conditions.

The Meeting Point

For safety reasons we ask that you do not take yourself down to the boat without your instructor.

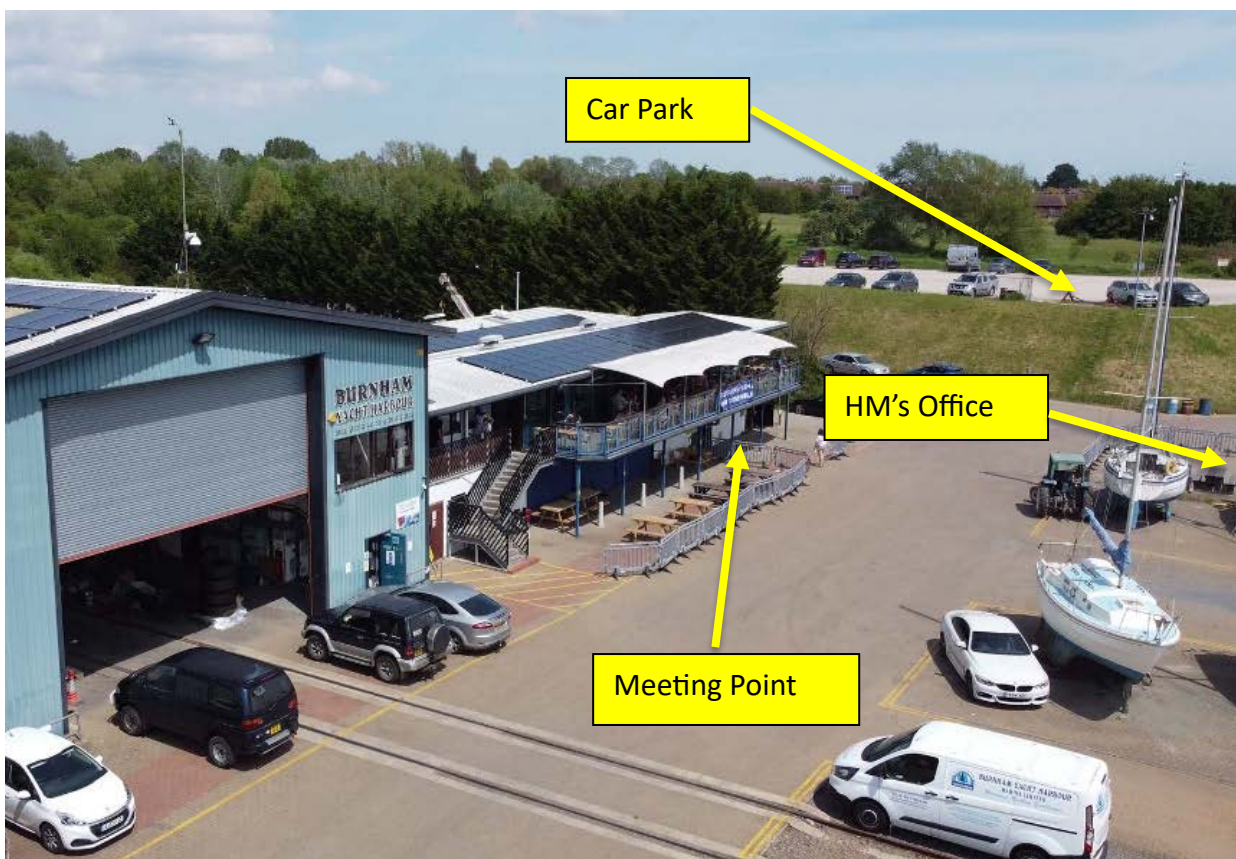
For Burnham-on-Crouch based **RYA Competent Crew or RYA Day Skipper** practical courses, your instructor will collect you at **9.45am**.

If you are attending a **One-Day-Sailing-Taster or a Skills Refresher**, then your instructor will collect you at **9.30am**.

The meeting / collection point is just outside the Swallowtail Restaurant which is in the marina – you can't miss it! If you have booked on a sailing holiday then your start location, finish location and meeting times will all be bespoke to your holiday and you will be given this information separately.



Burnham Yacht Harbour; Car Park, HM Office (Parking Info), & Meeting Point



What To Bring

It's good to pack light on a boat! You won't need as much clothing as you think. And please – no hard suitcases as these won't fit and can damage the boat. Below is a suggested list of things to bring.



- ✓ Sleeping bag & pillow-case (we provide pillows) – not needed for single day courses
- ✓ Suitable clothing for varied weather conditions including quick drying trousers (not jeans)
- ✓ Clothing for going ashore (not too many needed)
- ✓ Footwear – you either need soft non-marking flat trainers or deck shoes. Walking boots or shoes with any kind of heel will **NOT** be allowed on board as these damage the boat
- ✓ Sailing boots - available online or locally (no garden wellies as these damage the boat with marking soles) – see page 11 for more advice on whether to buy sailing boots
- ✓ Woolly hat or sun cap in summer
- ✓ Sailing gloves – very important (available online and locally not expensive*)
- ✓ If you have a red head torch then you can bring this but we have these on board
- ✓ Towel & wash kit / toiletries (when staying overnight)
- ✓ Earplugs if you are a light sleeper and not used to sleeping on a yacht
- ✓ Sun cream & sun block
- ✓ Sunglasses
- ✓ Refillable water bottle** or bottled water if you prefer bottled.
- ✓ Money for any drinks or food you want ashore
- ✓ Bring your favourite tipples - enough for a few evenings. What you don't use you can take home – remember there are no shops at anchor!
- ✓ All clothing must be in a soft-bag – no suitcases as these don't work on yachts
- ✓ Any personal medication you need
- ✓ Seasickness tablets if you think you might need it (e.g. Stugeron available over the counter at pharmacies)
- ✓ Passport-size photo for RYA certificate (but only for those doing Day Skipper/Coastal Skipper)

* Burnham-on-Crouch has a sailing shop. You can order online at www.thewetworks.co.uk. As your course starts at 9.45am, you do have time to call in at 9am when they open but phone in advance (01621 786413). This means you can try gloves and boots on for size. The store is located [here](#).

** As part of our effort to reduce single-use plastics we do not provide bottled water. Instead, our water supply is fresh and filtered at the tap.

Other Useful Information

Start Times, Finish Times & Locations

In terms of itinerary, you join the boat on day one as per your start time shown on your booking.

Finish Times

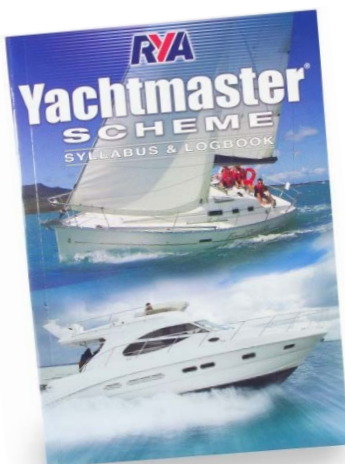
On one or two-day sailing activities (e.g. One-Day-Tasters, RYA Start Yachting, Skills Refreshers) you will finish somewhere around 5pm – but this time is not precise.

On split-weekend courses such as RYA Competent Crew or RYA Day Skipper, you will finish around 4pm on the first weekend (day 2). The final day of the whole course (day 5) you will finish by 2pm. This is because the course hours are distributed differently over the days, with day 3 being a very long day finishing late at night after the night pilotage exercise (lots of fun!).

Locations

Courses are residential meaning you sleep on board – all meals are provided. For the Burnham-on-Crouch courses, typically, some nights are spent at anchor and others in a marina. Whilst we sometimes head round to the Blackwater area, we have a large area on the Crouch and Roach to use to be able to complete all of the syllabus meaning you don't need to worry about heading far out to sea in any bad weather. We make sure you are comfortable and able to enjoy your course, completing everything without having to worry about weather.

RYA Yachtmaster Scheme Syllabus and Logbook



We recommend that if students don't already have it, that they purchase a copy of the RYA Yachtmaster Scheme Syllabus and Logbook (G15) which covers Start Yachting right the way through to Yachtmaster. This can be purchased direct from the RYA using the below link:-

<https://www.rya.org.uk/shop/p/rya-yachtmaster-scheme-syllabus-and-logbook>

Alternatively, you can purchase from other online retailers – just compare the ISBN code to make sure you have the current version.

Theory for Day Skipper and Above

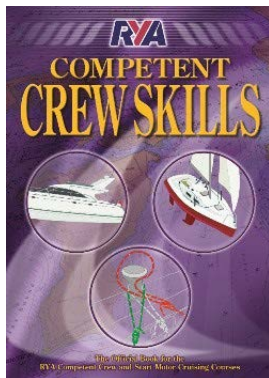


Please ensure that you are up-to-date with your sailing theory. Whilst your instructor will help refresh your memory, there is insufficient time on the practical course to teach theory from scratch. Please take a look at the theory section at the end of this document and seek advice from us if in doubt about your theory level.

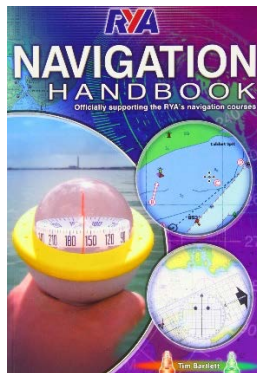
Books

Whilst not essential, some people like to purchase books for reference and these can make for an enjoyable read. We recommend the following books:-

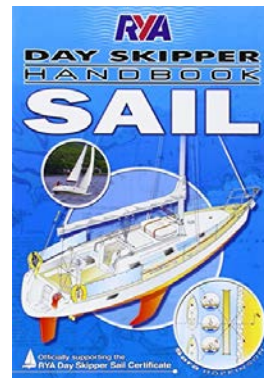
RYA Competent
Crew Skills



RYA Navigation Handbook
(2nd Edition)



RYA Day Skipper
Handbook Sail



Navionics for Day Skipper and Above

If you want to learn how to use the excellent Navionics navigation app on your phone or tablet, download it before you arrive and sign up for a 2-week free trial where you get all the chart downloads for free. It will work all through your course and it's a matter for you whether you keep it after that. We do like to teach you how to use this app as it's most likely what you will end up using in the future.



Waterproofs

Remember we will supply you with waterproof sailing jacket and salopettes for use on the course. These are made of very high-quality Gore-Tex material which makes them both breathable and completely waterproof.

You are of course welcome to bring your own if you already have these.



Lifejackets



We supply state-of-the-art lifejackets suitable for your use on the course.

Please do not bring your own lifejacket as for safety reasons, only our certificated lifejackets can be used aboard Dream Odyssey.

Smoking and E-cigarettes

We have a strict non-smoking policy that includes e-cigarettes. This helps us comply with UK legislation as well as ensuring the comfort, safety and welfare of the crew and the vessel. The no-smoking / no-vaping policy cannot be waived by crew "consent".



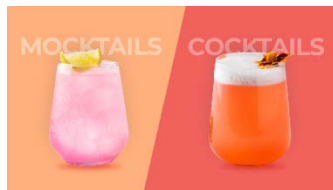
Toilets and Showers



Dream Odyssey is equipped with a fully functioning toilet. There are full toilet and hot shower facilities at Burnham Yacht Harbour. This is the same for any other marinas that we visit.

If staying at anchor overnight then a sink wash in the bathroom is the norm, with your hot shower being available to you later in the day when arriving back at a marina.

Evening Drinks



Please do feel free to bring your favourite beverages.

What you don't use you can take home – remember there are no shops out on the water!

Food On Board & Eating Out

We provide meals on-board Dream Odyssey. It is essential that you have completed your online course registration form (use this link <https://forms.wix.com/r/7175417896812675894>) as this covers allergies and dietary requirements. If you haven't told us about these then we will cater assuming you have no specific dietary requirements.



For single day courses (such as the one-day-tasters) we provide a full lunch. When staying on board overnight, we also provide breakfast and an evening meal. We pride ourselves on nice food so you will be well-fed! We do also have snacks and biscuits for you to enjoy.

For the courses operating out of Burnham-on-Crouch, groups often want to celebrate their course ashore on the last evening and so we often help make groups a booking of their choice. A meal is available on board and so eating ashore is not expected or required by us! There are many nice pubs and restaurants in Burnham-on-Crouch for you to enjoy.

For the '*summer south coast sailing holidays*', the crew eat ashore on two evenings at own cost. We provide a meal on Sunday evening and then on three other evenings during the week. The crew collectively chooses which two evenings they wish to eat ashore. Eating ashore on the holidays is popular given the lovely seaside destinations that are visited.

Gratuities

We get asked about this on a regular basis. Our instructors do not expect tips at all. If you really want to treat your instructor to say thank you then feel free to buy them a pint on the last night or if you go out for a bite to eat then maybe the group can treat them but absolutely no tips are required!

Academy Sailing Emergency Contact



Any problems or emergencies then please feel free to ring Academy Sailing on 01268 944017.

Lost Property

People do occasionally unintentionally leave items of their property on board Dream Odyssey. Unfortunately, we don't have the boxes or the packaging for couriering items and it's simply something we don't have the capacity to start doing. We are more than happy to retain items awaiting collection by you, a friend, or a courier. If paying for a courier to collect, you will either need to find a 'pack & collect' service, or send us any packing materials in advance and we will do this for you without charge.



Footwear & Gloves

Under **no circumstances** can walking boots, ‘wellies’ or shoes with heels be allowed on board as these will damage the boat. The only permitted footwear are deck shoes, non-marking trainers (no black soled converse etc.), or proper sailing boots.



It’s up to you whether you purchase sailing boots for your sailing course. We sometimes get rain in the UK! If there is rain and you wear salopettes to keep you dry, the rain will run down to your feet so anything other than sailing boots will mean wet shoes and wet feet. You can’t then wear your shoes and socks inside the boat either as these will be wet! So, in terms of boots, you don’t need anything top-end – go for budget if just starting out.

You **will** need sailing gloves and these aren’t expensive either.

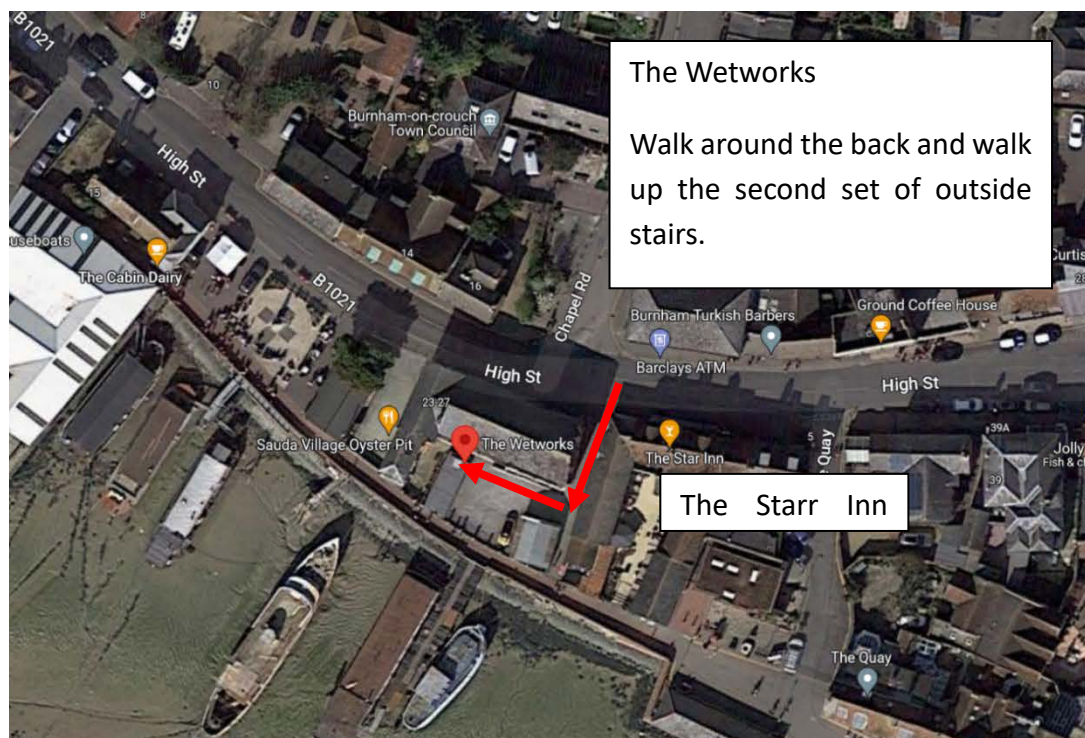
You can buy boots and gloves online, but there is a shop (The Wetworks) in Burnham-on-Crouch. Contact them in advance to discuss size and to make sure you can meet Dave the shop-owner at 9am or even before this on the day of your course. You can try things on for size which is good to make sure things fit! Let Dave know that you are on a course with us and he will always go out of his way to help you.



How to Find 'The Wetworks'

The Wetworks is a local chandlery selling sailing boots and gloves. We have no link to them but are happy to let you know of this local shop where you can try things on. There are two images and some written instructions below to help you find your way!

1. Head down the High Street and park nearby (often 100m short of this location).
2. Walk down the alleyway called Buckingham Square and around the back of the building immediately on your right.
3. Walk up the second staircase on your right and it will take you up into The Wetworks shop.



Required Theory Knowledge For RYA Day Skipper Course

If you have booked on a 1-day sailing taster, a skills refresher, the RYA Competent Crew course, or a sailing holiday then you do not need to do any sailing theory. We cover all you need to know on the course.

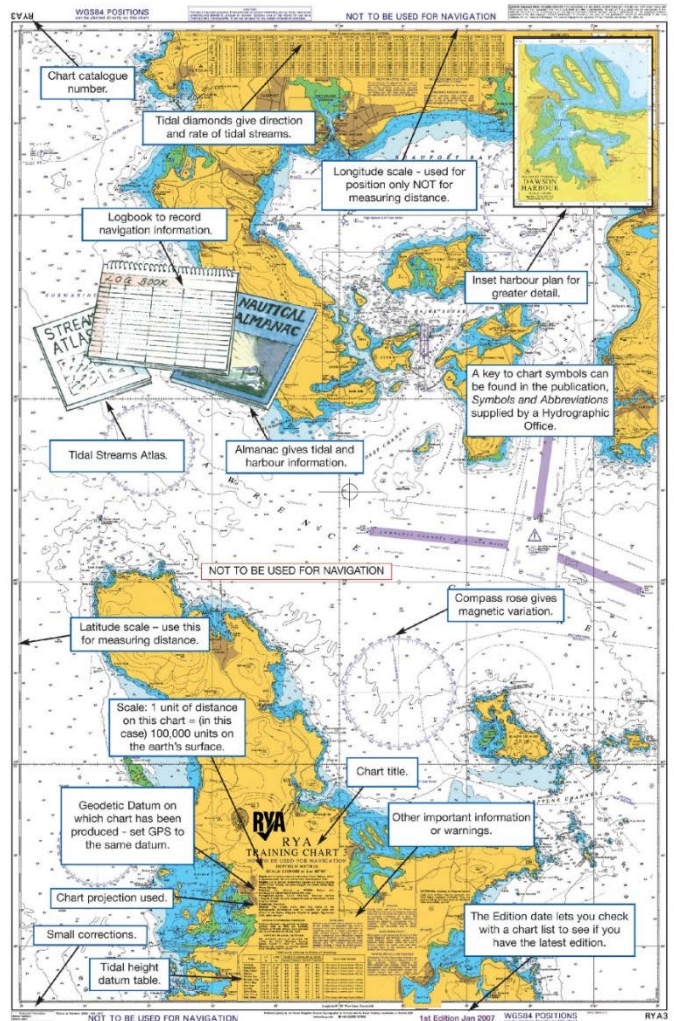
If you have booked to do your RYA Day Skipper practical sailing course or above then you will already have made sure that you have the required sailing practical experience sailing aboard a cruising yacht (please note that dinghy sailing does not count towards the required experience).

As a reminder the practical sailing experience required for RYA Day Skipper practical is that you already hold the RYA Competent Crew qualification – or you are competent to this level on sailing yachts (not dinghies). You will also have sailed a cruising yacht (not dinghy) over 5 days having covered 100 nautical miles, and have sailed a total of 4 or more hours at night.

You must also ensure that your theory knowledge is at RYA Day Skipper level. If it isn't then we won't be able to issue an RYA Day Skipper practical qualification. If you have any doubts about your theory knowledge then please speak to us so we can offer you advice.

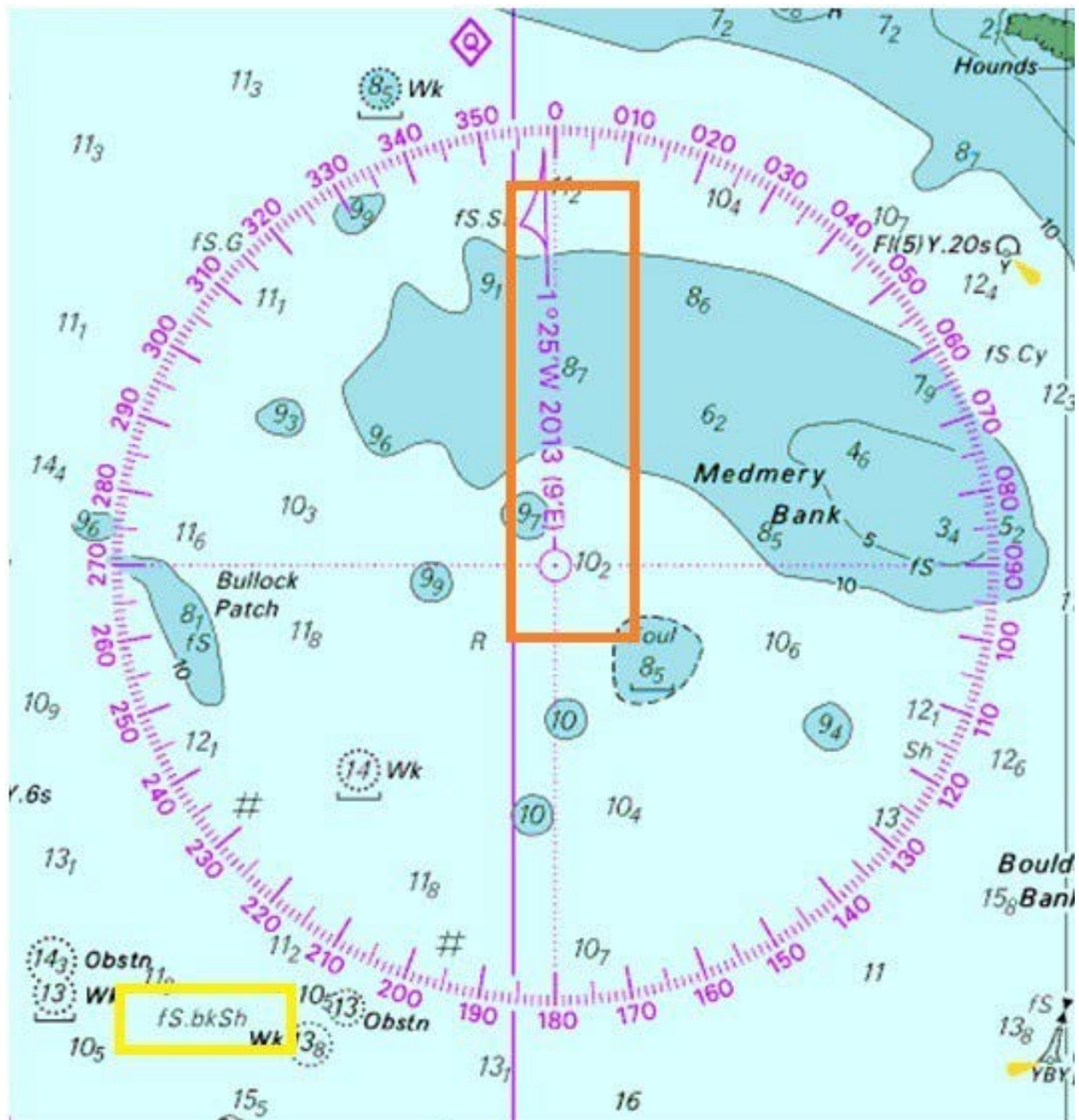
So as a reminder for those coming on the RYA Day Skipper practical course, please make sure you brush up on your theory. There are also some great resources online including YouTube.

Please go through the following self-evaluation to make sure you can answer yes to the questions. Please be assured that if you are struggling with one or two points then we will help on the practical course. But we cannot teach the theory course as there isn't time to do this.



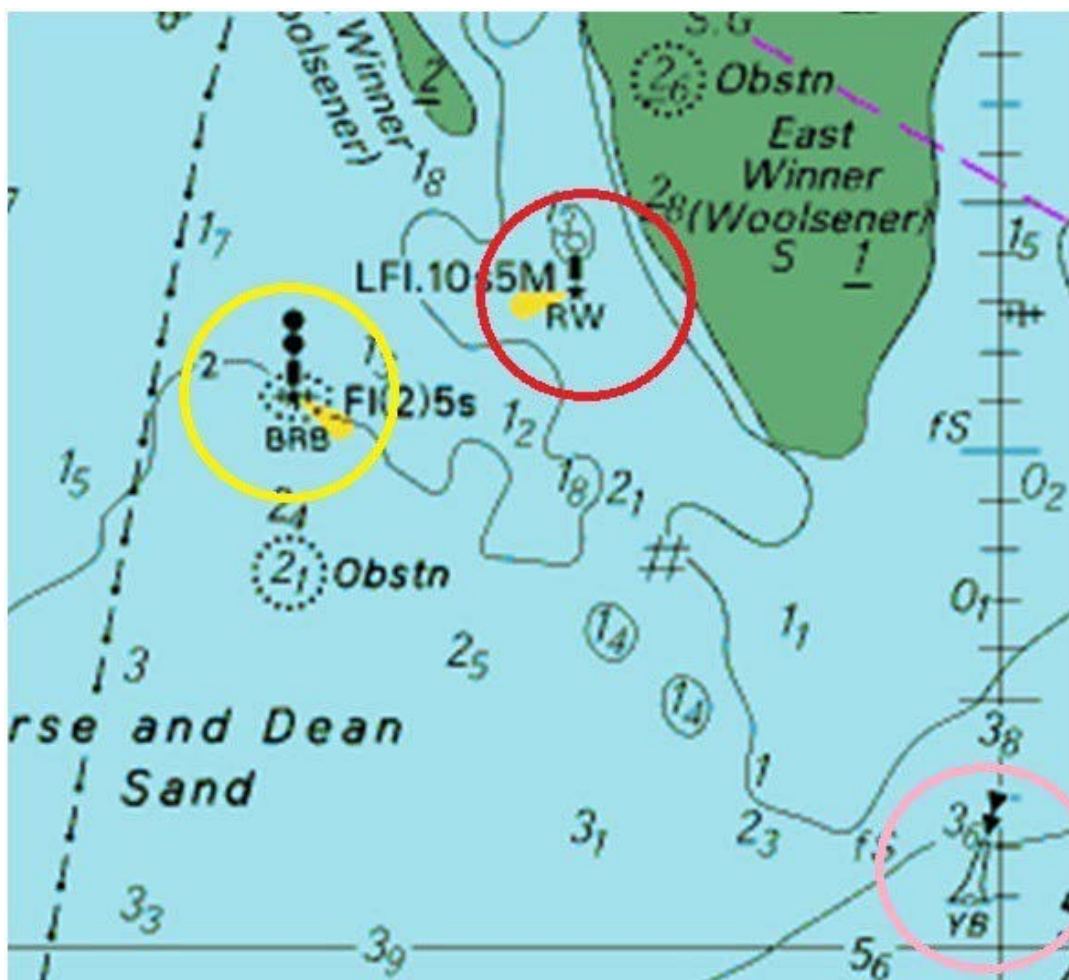
9. In the chart below showing the compass rose, each rectangle contains some useful information.

- Can you say what information is in the orange rectangle?
- Can you say what information is in the yellow rectangle?

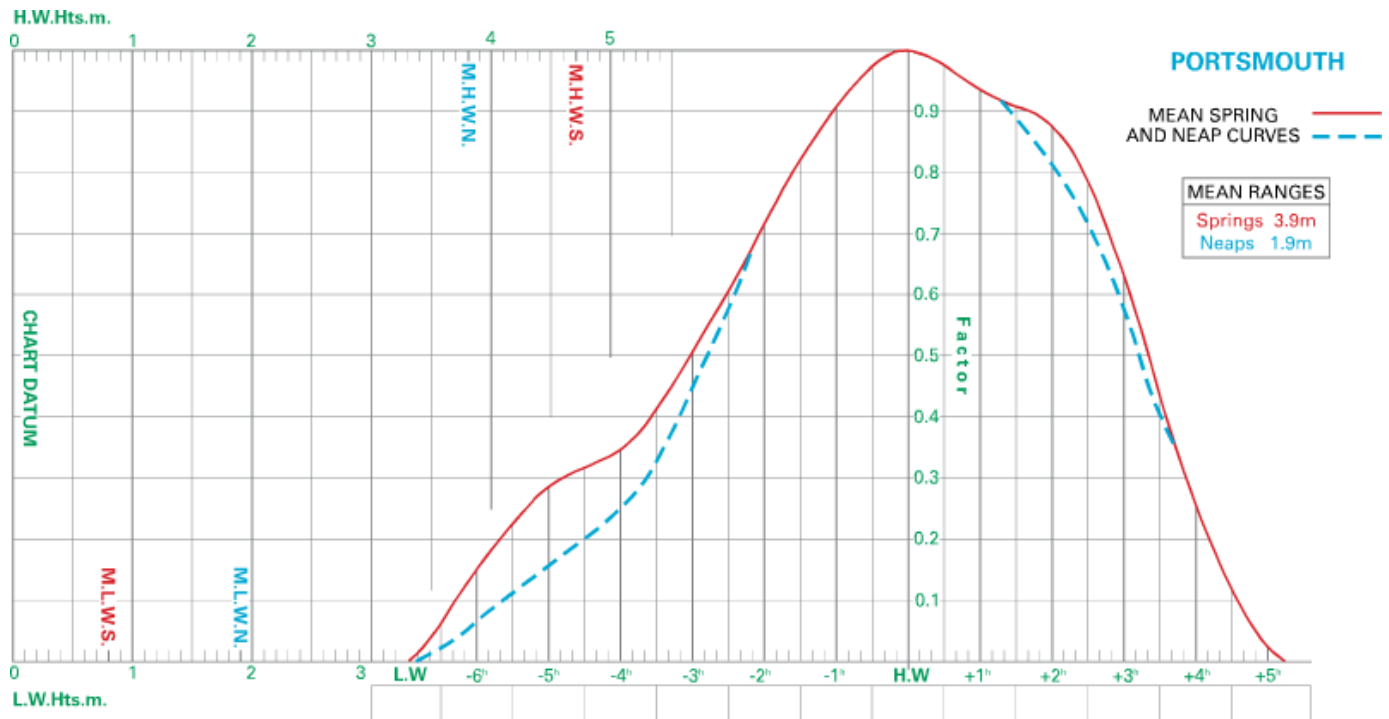


10. In this chart shown below, each circle contains some useful information about buoyage. Can you say what type of buoy is shown in each of the following, what colour is it, and what does it have as its top mark:

- a) The red circle:
 - I. Type?
 - II. Colours?
 - III. Top Mark?
- b) The yellow circle
 - I. Type?
 - II. Colours?
 - III. Top Mark?
- c) The pink circle
 - I. Type?
 - II. Colours?
 - III. Top Mark?



11. Using the tidal curve and tidal times opposite, see if you can find out what the rise of tide will be at Portsmouth at 11am BST on Sunday 1st July 2018. Pinpoint accuracy is not essential.



JUL 2018

Portsmouth

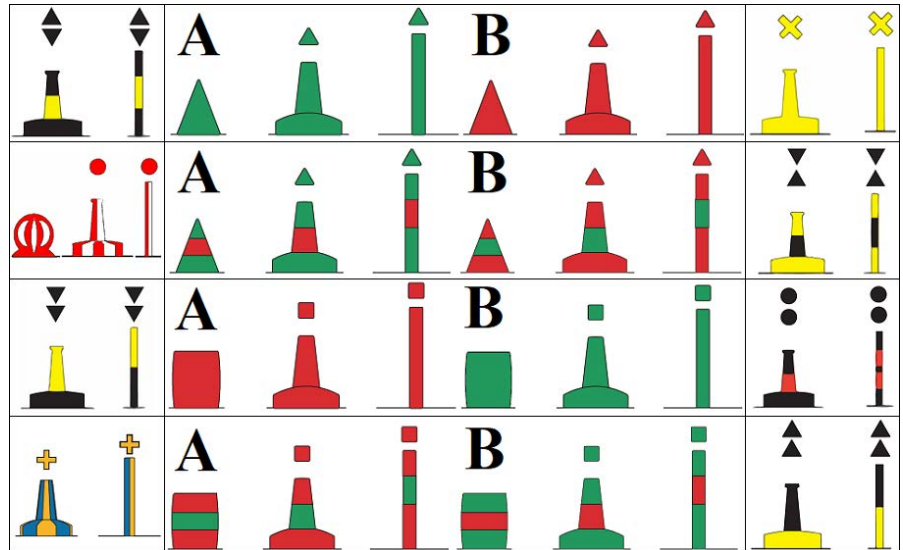
GMT

Add 1 hour for BST
End of Mar to end of Oct

01 Sun	01:05 4.38m 06:26 1.11m 13:36 4.38m 18:44 1.40m	02 Mon	01:42 4.31m 07:03 1.18m 14:14 4.33m 19:23 1.49m	03 Tue	02:20 4.23m 07:43 1.27m 14:53 4.27m 20:05 1.59m	04 Wed	03:00 4.13m 08:26 1.38m 15:34 4.19m 20:51 1.69m
05 Thu	03:44 4.03m 09:12 1.49m 16:20 4.12m 21:42 1.77m	06 Fri	04:34 3.94m 10:05 1.58m 17:13 4.08m 22:39 1.80m	07 Sat	05:33 3.90m 11:04 1.63m 18:12 4.08m 23:41 1.77m	08 Sun	06:38 3.92m 12:06 1.61m 19:15 4.15m

Buoyage

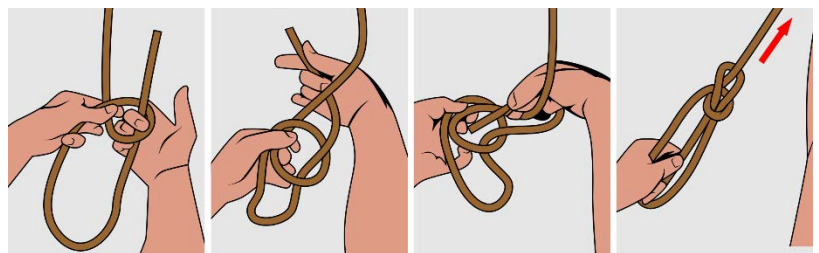
12. Do you know what these buoys are and what they mean?



Ropes

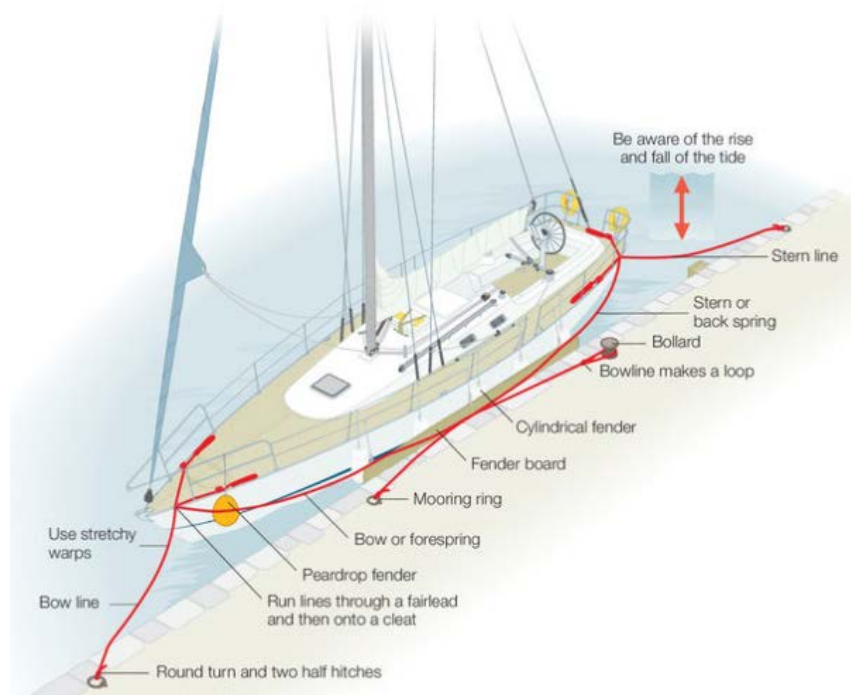
13. Do you understand the basics of anchoring and mooring?
14. Can you OXOooooo?
15. Can you rig a line to slip?
16. Do you know how to rig a stern or forward spring?
17. Can you tie a:-

- a) bowline?
- b) clove hitch?
- c) round turn and 2 half hitches?
- d) reef knot?
- e) sheet bend?
- f) double sheet bend?
- g) rolling hitch?



18. Do you know your halyards from your topping lift from your sheets, from your kicker from your reefs from your furling line?

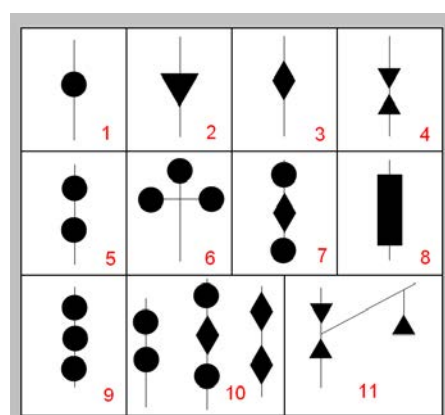
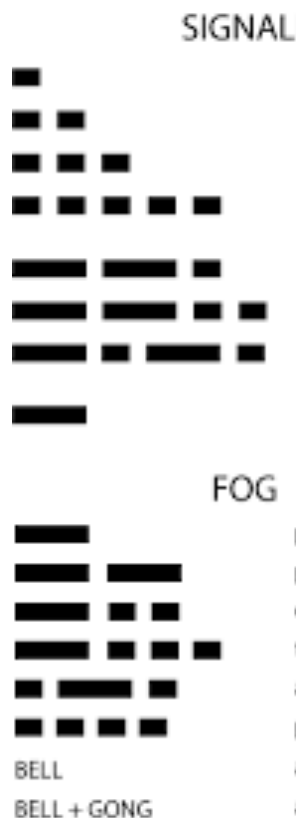
19. Can you correctly rig a line for lassoing a mooring buoy?



Collision Regulations

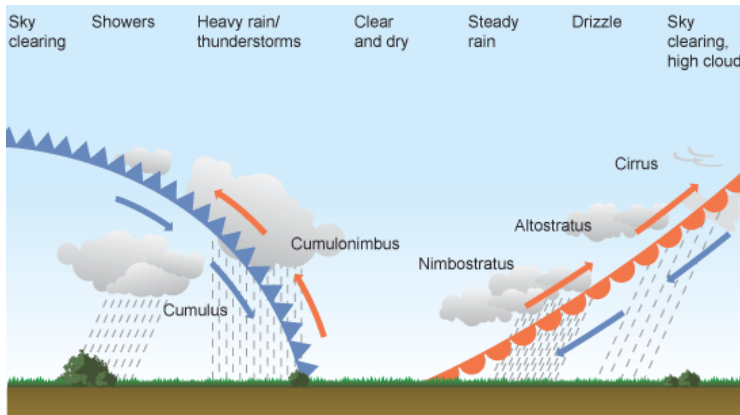
15. Do you know who has right of way when two yachts are sailing on the same tack?

16. Do you recognise each of these day shapes, navigation lights and sound signals?



Weather

Make sure you brush up on basic weather knowledge, including how to read weather forecasts and weather maps.



Parts of the Boat

17. Are you familiar with what the following are?

- a) Genoa
- b) Mainsail?
- c) Points of a sail; Leech, luff, tack, clew, head, and foot?
- d) Kicker
- e) Snubber
- f) Jackstays
- g) Pushpit & Pulpit
- h) Dan buoy