

Patriots Point Sea Scouts

Ship 510

Amore Operations and Safety Manual



December 5, 2006 Edition



Sail Training Program

Patriots Point Sea Scouts Ship 510

It is recommended that the sailing program be conducted on an 18' to 27' day sailing, sloop rigged keelboat with tiller steering, and with adequate equipment inventory to complete all required training outcomes. The Patriots Point Sea Scout training program is applicable to all member sea scouts, trainers, and adult leaders participating in sailing activities.

This sail training program consists of ground school (academic) training, and hands-on training on the keelboat. Prior to each training session, whether it be ground school or the hands-on training, each participant is expected to research and review the material, and come to the training prepared to discuss the lesson in a guided discussion setting or perform the tasks designated for that day's sail. A Sea Scout trainer will be designated in advance of each training session to facilitate the guided discussion or hands-on training for each training session. By designating the trainer in advance, this provides adequate preparation time for the trainer to prepare for the training, whether it is academic or hands-on training.

Included in the sail training package is a ground school and hands-on checklist used to schedule training lessons, and track completion of individual training. Once an individual completes a topic or hands-on activity, the person in charge of instruction/training initials and dates the completion of that module of training. Each individual participating in sail training will have a training folder containing a copy of this sail training program document, along with the checklist for ground school and for the hands-on training. Also included is a pre-sail checklist which can be used to confirm all necessary steps have been accomplished prior to departing the dock. This pre-sail checklist can be used in the reverse order when returning to the dock.

A sample lesson plan is provided as a tool to assist in organizing the training session. This sample lesson plan is not mandatory, but it can provide the trainer an outline of considerations when preparing for a training session. An important consideration is to ensure training aids are available and functioning as expected prior to the training.

The lesson material for sail training is found in the sea scout manual, Guide to Safe Scouting, as well as on-line at the following web sites: The US Sailing Keelboat Certification Manual (<http://www.sailingusa.info/keelboat.htm>) as well as the Naval War College Sail Training Program (http://www.nwc.navy.mil/chnyc/sail_training.htm). Two excellent reference books are: The Annapolis Book of Seamanship by John Rousmaniere, and The Handbook of Sailing by Bob Bond.

Additionally, for all adults and sea scout members, there is an on-line South Carolina boating safety program (<http://www.boat-ed.com/sc/course/index.htm>) which includes a post-course on-line examination. Once you successfully complete the on-line examination, you will be issued a certificate of completion. This on-line SC boating Safety Course reinforces the training presented in the Sea Scout Ship 510 sail training program.

BSA Safe Scouting Guide Water Activity Topics

The below listed sections extracted from the Safe Scouting Guide shall be included as part of the appropriate sail training ground school lesson and/or hands-on training. The applicable section of the safe scouting guide should always be kept in the forefront of all training and Sea Scout water related activities. Each trainer and adult scout leader should review the below sections of the Safe Scouting Guide and ensure compliance as it pertains to related training lessons and hands-on sailing activities.

The guide to safe scouting, section I, points out the BSA policy on youth protection and adult leadership. This policy is followed and applied in all aspects of the sail training program. This section is not noted in any particular lesson plan or hands-on sail training activity but should be addressed wherever applicable throughout the training or sailing activities. Review this section regularly.

The guide to safe scouting, section II, specifies the BSA policy regarding aquatics safety. Specific to the sail training is safety afloat. Of particular mention in the safety afloat policy is the following requirement: Before a BSA group may engage in an excursion, expedition, or trip on the water (canoe, raft, sailboat, motorboat, rowboat, tube, or other craft), adult leaders for such activity must complete Safety Afloat Training, No. 34159C, and have a commitment card, No. 43242A, with them and be dedicated to full compliance with all nine points of Safety Afloat. Point 4 of the safety afloat requires US Coast Guard approved personal floatation devices (PFDs) be worn by all persons engaged in activity on the open water (rowing, canoeing, sailing, boardsailing, motor boating, waterskiing, rafting, tubing, kayaking).

Although not specifically addressed as part of sail training; swimming, scuba diving, snorkeling, and kayaking can all be associated in one way or another to the sailing program. These safe scouting policies are therefore also taken into account as part of this sail training program.

Section V of the safe scouting guide addresses Emergency Preparedness. Developing and rehearsing emergency actions are included as an integral part of this training program.

Section VI of the safe scouting guide outlines the necessity of incorporating first-aid training and preparedness. In addition to the safe scouting requirement, the sail training program includes first aid as it relates to on the water activities.

Section VII of the safe scouting guide provides guidelines for dealing with chemical fuels, stoves, and lanterns, as well as the use of extinguishers. This topic is further reinforced in the sail training program.

The sweet 16 of BSA safety is outlined in Section IX of the safe scouting guide. These 16 safety points will be adhered to during all sail training activities, to include fund-raisers.

Maintenance of the boat and adherence to safety practices and requirements are referenced in Section X, Inspections, of the safe scouting guide with regards to boats. Maritime inspections can occur at any time, but can also be requested through the U.S. Coast Guard Auxiliary.

Section XI of the safe scouting guide references medical information recommendations to include; periodic physical examinations, immunizations, sun safety, prescriptions, etc. These medical recommendations and requirements are equally applicable to the sail training program.

Boating safety precautions are addressed in section XII, Transportation, of the safe scouting guide. These precautions are incorporated as part of the sail training program.

The appendix to the safe scouting guide provides several forms. One form in particular found on pages 69-70 is a consent form. This form should be completed for each Sea Scout, or guest that is under 21 years of age, and participates in any trip or activity.

Scheduling of Sail Time

It is highly encouraged that every member of Ship 510 schedule as much sailing time as possible in order to become comfortable and familiar with the vessel. To that end, the following sail scheduling policy is set for members of Sea Scout Ship 510.

- Sea Scouts desiring to schedule a sail must coordinate to have two adults present on the sail, one of which must be an experienced adult designated by the Skipper/First Mate.
- Adult leaders desiring to schedule a sail must coordinate to have two Sea Scouts on the sail. One of the adults must be sailing experienced and designated by the Skipper/First Mate.
- All sails will be scheduled through the First Mate, Admin (or designated representative) in order to avoid scheduling conflicts. Please provide as much notification in advance of the desired sail to ensure the vessel is available for your desired sail date/times.
- Scheduling can be done via email or telephonic coordination with the First Mate or designated representative. The First mate will maintain a master calendar for management of sail reservations.
- Scheduling of the Sea Scout Ship 510 sailboat for individual family outings is not permitted.

Sailing Ground School Program

Patriots Point Sea Scouts

Ship 510

NAME: _____

Rank: _____

Lesson 1: Sailing Concepts

Initials

Date Completed

Parts of a boat

How a sail works

Basic Sail Trim

Basic Sailing Directions

Changing Direction

Tacking

Jibing

Lesson 2: Sailing Preparation

Initials

Date Completed

Warm Weather Dress

Cold Weather Dress

Reading the Wind

Parts of a Sail

Sail Fittings

Rigging the Sails

Hoisting the Sails

Sail Controls

Lesson 3: The First Sail

Initials

Date Completed

Leaving the dock

Crew Position

Steering

Starting/Stopping

Jib & Main Sail Trim

Sailing Upwind in the Groove

Tacking Step-by-Step

Jibing Step-by-Step

Returning to the Dock

Tying up at the Dock

Lesson 4: After the First Sail	Initials	Date Completed
Radio Communications	_____	_____
Adjusting Sail Shape	_____	_____
De-powering Sails	_____	_____
Balance	_____	_____
Tacking Angles	_____	_____
Jibing Angles	_____	_____
Wind Shifts	_____	_____
Sailing Upwind in Wind Shifts	_____	_____
More Leaving & Returning Situations	_____	_____
Knots & Lines	_____	_____
Coiling a Line	_____	_____
Heaving a Line	_____	_____

Lesson 5: The Sailing Environment:	Initials	Date Completed
Weather	_____	_____
Onshore and Offshore Winds	_____	_____
Tides and Currents	_____	_____
Basic Navigation Rules	_____	_____
Sail vs Sail	_____	_____
Power vs Sail	_____	_____
Basic Navigation Aids	_____	_____
Reading a Chart	_____	_____
Planning with Chart & Compass	_____	_____
Compass Variation & Deviation	_____	_____
Plotting	_____	_____
Determining Your Position	_____	_____
Time, Speed, & Distance	_____	_____
Danger Bearings	_____	_____

Lesson 6: Health, Safety, & Emergencies	Initials	Date Completed
Hypothermia, Seasickness, & Heat Emergencies	_____	_____
On-Deck Safety	_____	_____
Overboard Recovery Methods	_____	_____
Quick-Stop Recovery	_____	_____
Lifesling-Type Recovery	_____	_____
Quick-Turn Recovery	_____	_____
Recovery Under Power	_____	_____
Running Aground	_____	_____
Fire Safety	_____	_____
Steering Failure	_____	_____
Towing	_____	_____
Flooding	_____	_____
Signaling for Help	_____	_____
Safety Equipment	_____	_____
Federal & Local Safety Requirements	_____	_____

Sailing Hands-On Program

Patriots Point Sea Scouts

Ship 510

NAME: _____

Rank: _____

Preparation to Sail:

	Initials	Date Completed
1. Demonstrate ability to recognize and plan for local weather	_____	_____
2. Demonstrate how to properly board a boat	_____	_____
3. Perform a pre-sail check of the boat's flotation integrity	_____	_____
4. Perform a pre-sail check of the safety and legally required equipment	_____	_____
5. Perform Crew Briefing/Indoctrination	_____	_____
6. Demonstrate the proper rigging of the sails, halyards, sheets, blocks, & winches	_____	_____
7. Check all other equipment specific to the boat not specifically addressed above	_____	_____

Crew Operation & Skills:

8. Demonstrate how to put on a Personal Flotation Device (PFD)	_____	_____
9. Demonstrate tying and use of knots: stopper knot, bowline, cleat hitch, and Sail lashing knot	_____	_____
10. Demonstrate the use of the sail controls: halyards, sheets, downhaul, & outhaul	_____	_____

Leaving the Dock or Mooring:

11. Demonstrate appropriate helmsman & crew coordination	_____	_____
12. Demonstrate skills for departure suitable for the conditions	_____	_____
13. Demonstrate raising sails, line handling casting off, & boat handling	_____	_____
14. Demonstrate radio communications	_____	_____

Boat Control in Confined Waters:

Initials Date Completed

15. Demonstrate in close quarters under sail:
Starting, stopping, speed control, tacking,
jibing, steering control, sail luffing,
the NO-GO zone, getting out of irons
backing the jib, crew coordination,
and communication

16. Demonstrate sailing a pre-determined
course

Navigation (Piloting):

17. Point out aids to navigation in the local
waters you are sailing, and respond
accordingly

Navigation Rules, International-Inland:

18. Demonstrate use of navigation rules
while sailing

Boat Control in Open Water:

19. Demonstrate proper sail trim with
accurate sheet adjustment of the main
and head sails. Identify points of sail

20. Perform a heave-to maneuver per the
prescribed method

21. Demonstrate sailing “by the lee” and
explain the inherent dangers involved

Heavy Weather Sailing:

22. Demonstrate how to reef and/or
de-power the sails

Overboard Recovery Methods:

Initials Date Completed

23. Properly demonstrate one of the overboard
recovery methods most appropriate for:
your sailing ability, boat type, crew
experience, wind & sea conditions, and
maintain constant visual contact with
the victim

Safety and Emergency Procedures:

- 24. Explain the proper procedure for using an approved distress signal _____

Returning to the Dock or Mooring:

- 25. Demonstrate appropriate helmsman and crew coordination, as well as skills for arrival under sail and/or power suitable for the conditions _____
- 26. Demonstrate radio communications _____
- 27. Demonstrate boat handling _____
- 28. Demonstrate lowering the sails _____
- 29. Demonstrate deploying fenders _____
- 30. Demonstrate stopping _____
- 31. Demonstrate tying up the boat _____
- 32. Explain at least two different approach plans based on differing conditions _____

Securing the Boat after the Sail:

- 33. Demonstrate stowing of sails, rigging, and equipment _____
- 34. Thoroughly clean the boat and install any covers _____
- 35. Check the bilge and electrical systems for dock operation, if required _____
- 36. Check the locks on companionway, lockers, and hatches _____
- 37. Make a final check of dock lines, spring lines, and fender placement _____

Pre-Sail Checklist

Pearson 26' - Amore

- ___ 1. Disconnect the shore power cord from the dock pedestal, as applicable.
- ___ 2. Perform a freshwater spray of the boat to remove all residue before getting aboard. Otherwise you may find that the deck will be covered in black footprints.
- ___ 3. Unlock the companionway and stow the panels in the forward v-berth.
- ___ 4. Check the weather channel on the VHF radio, obtain the coastal and harbor weather forecast (this will be a decision point on how you will proceed).
- ___ 5. Perform a general inspection of the boat to determine if there are any discrepancies that may prevent a safe sail.
- ___ 6. Disconnect the battery charger from the shore power cable.
- ___ 7. Stow the battery charger in the battery box located in the starboard sail locker.
- ___ 8. Disconnect the radio charger from the extension cord.
- ___ 9. Disconnect the extension cord from the shore power cable and stow the extension cord neatly in the plastic container beneath the stove.
- ___ 10. Neatly coil the shore power cable and stow in the starboard sail locker.
- ___ 11. Remove the gasoline tank, with hose, from the port side sail locker and stow in the compartment in the aft starboard side of the cockpit.
- ___ 12. Lower the motor to the normal running position.
- ___ 13. Place the throttle in the neutral position
- ___ 14. Connect the gas line to the motor, silver release latch to the port side.
- ___ 15. Ensure the vent on the gasoline tank is open – vent is the black knob on the center of the gasoline gage on tank.
- ___ 16. Pull out the choke on the motor.
- ___ 17. Prime the motor 3 times using the priming bulb.
- ___ 18. Start the motor and let it warm up.
- ___ 19. Bring out the Working Jib and black bungee cord from the cabin and bend it onto the forestay, first fastening the tack of the jib to the fitting at the bow of the boat.
- ___ 20. Stow the bag for the jib inside the cabin.
- ___ 21. Secure the jib at the bow pulpit with the black bungee cord.
- ___ 22. Attach the jib halyard shackle to the head of the jib. Secure the jib halyard to the mast cleat on the port side.
- ___ 23. If not already done, tie the jib sheets onto the clew of the jib using bowline knots.

- ___ 24. Pass the jib sheets on the outside of the lifelines and shrouds, through the fairleads, and secure to a cleat toward the aft of the cockpit. ** Be sure to tie a stopper knot on each of the jib sheets after passing them through the fairleads.
- ___ 25. Bring out the Main Sail, bungee cords, and battens (2 short-white, and 2 long-green) from the cabin.
- ___ 26. Remove the cotter pin from the mast slide bracket, and main sail tack retainer pin from the gooseneck, put these two items in your pocket or a safe place where you won't lose them.
- ___ 27. Feed the foot of the main sail onto the boom, secure with the main sail tack retainer pin.
- ___ 28. Feed the luff of the main sail onto the mast by inserting the slides at the mast slide bracket, and pulling them as far down as they will go until all of the slides are inserted. Secure the mast slide bracket with the cotter pin.
- ___ 29. Snug up the outhaul at the aft end of the boom.

- ___ 30. Attach the main sail halyard shackle to the head of the main sail. Secure the halyard to the mast cleat on the starboard side.
- ___ 31. Insert the battens into the main sail. Starting from the head of the sail, the sequence for inserting the battens is short, long, long, short.
- ___ 32. At this point, push in the choke on the motor, as it should be sufficiently warmed up.
- ___ 33. Review your sail/float plan, and confirm the currents and winds.
- ___ 34. Review your procedure for backing away from the dock.
- ___ 35. Position the crew at their stations for departure (i.e. helmsman, dock line person, safety person(s)).
- ___ 36. ** If assistance is required departing the dock, call the marina on VHF channel 16 for departure. The radio call would be something like "Charleston Harbor Marina, Charleston Harbor Marina, this is sailing vessel Amore". They would respond with "go to channel 11" (or channel of their choosing). Once on the alternate channel, report, "Charleston Harbor Marina, Amore will be departing dock <dock #> at this time, request departure assistance". The marina will respond and provide departure assistance.
- ___ 37. Signal verbally to the dock line person to release the applicable dock lines for the departure and come aboard.
- ___ 38. Place throttle on motor in either forward or reverse (based on the situation) and prepare to depart the slip (this is a very controlled event)
- ___ 39. Depart the slip at a speed appropriate for the conditions. The slower the better, as long as you can maintain control.
- ___ 40. Once at a position where you can turn the bow of the boat toward the departure path, straighten the tiller and turn the throttle to the forward position. Give enough throttle to stop your rearward movement.

- ____ 41. Adjust the tiller as required to move the bow to the direction of the departure and increase the throttle to get the bow moving in the desired direction.
- ____ 42. Once you are moving out of the marina at a controlled speed and maintaining clearance from the other boats, the dock line person and safety person(s) can begin bringing the fenders aboard and stowing them. Additionally, this is a good time to tidy up the dock lines, etc. A clean, organized deck is a safe deck to work about (keep things tidy and organized).

Post-Sail (Returning to the Dock) Checklist

Pearson 26' - *Amore*

- ___ 1. If not already, lower the motor to the normal running position.
- ___ 2. Ensure the vent on the gasoline tank is open – vent is the black knob on the center of the gasoline gage on tank.
- ___ 3. Place the throttle in the neutral position
- ___ 4. Start the motor and let it warm up. Pull out the choke if need be, but push it back in once the motor is running for a minute or so.
- ___ 5. Get the main sail and jib bungee cords from the cabin and secure the main sail bungee cords topside in the vicinity of the mainsail. Secure the jib bungee cord(s) near the jib.
- ___ 6. Head the boat directly into the wind.
- ___ 7. Let the jib down, gather the jib and secure it to the bow pulpit with the jib bungee cord(s).
- ___ 8. Attach the topping lift to the shackle on the aft end of the boom.
- ___ 9. Let the main sail down, flaking it to the boom as it is brought down. Secure the main sail to the boom with the main sail bungee cords.
- ___ 10. Coil the main sail halyard and secure to the mast cleat.
- ___ 11. Position the crew at their stations for arrival at the marina and docking (i.e. helmsman, dock line person, safety person(s)).
- ___ 12. Once you are moving toward the marina at a controlled speed and maintaining clearance from the other boats, the dock line person and safety person(s) can begin setting the fenders on the appropriate side of the boat for docking. Additionally, this is a good time to prepare the dock lines on the appropriate side of the boat for docking (as a minimum, cleat one spring line at the beam cleat, and one dock line aft). As a reminder - a clean, organized deck is a safe deck to work about (keep things tidy and organized).
- ___ 13. If docking assistance is required, call the marina on VHF channel 16 for arrival. The radio call would be something like “Charleston Harbor Marina, Charleston Harbor Marina, this is sailing vessel *Amore*, over”. They would respond with “go to channel 11” (or channel of their choosing). Once on the alternate channel, report “Charleston Harbor Marina, *Amore* is approaching the marina entrance, requesting docking assistance at < slip # >, over”. (Currently post 7 on the breakwater) The marina will respond and advise of time to expect docking assistance.
- ___ 14. Motor into the marina at a speed appropriate for conditions. As you get into the marina, keep the speed as slow as possible while still maintaining steering control with the tiller.
- ___ 15. Once at a position where you can turn the bow of the boat toward the dock, put the throttle of the motor in neutral and adjust the tiller as required to ease

the boat into the slip alongside the dock. If necessary, use reverse or forward throttle (as required) to facilitate docking.

- ___ 16. Signal verbally to the safety person to step (not jump) off and secure the dock spring line to the bow cleat, and dock line person to step (not jump) off and secure the beam cleat spring line to the dock cleat.
- ___ 17. The helmsman can then maneuver the boat alongside the dock using the tiller and motor as required.
- ___ 18. The crewmember holding the dock line cleated to the stern cleat can now step off and secure this dock line to the dock.
- ___ 19. Once the boat is initially secured to the dock, the remaining dock lines can be uncoiled and cleated to fully secure the boat.
- ___ 20. Bring out the main and jib sail bags from the cabin and secure on deck where they will be used for stuffing the sails.
- ___ 21. Remove the battens from the main sail and put the battens in their designated storage area in the cabin.
- ___ 22. Remove the main sail halyard shackle from the head of the main sail. Temporarily secure the main halyard while the main sail is being taken in.
- ___ 23. Untie the outhaul at the aft end of the boom.
- ___ 24. Remove the cotter pin from the mast slide bracket, and main sail tack retainer pin from the gooseneck, put these two items in your pocket or a safe place where you won't lose them.
- ___ 25. Begin removing the main sail from the mast by unseating the slides at the mast slide bracket, and pulling them out one by one. As you are doing this, stuff the main sail into the main sail bag
- ___ 26. Slide the foot of the main sail from the boom and into the main sail bag.
- ___ 27. Remove the cotter pin and main sail tack retainer pin for the gooseneck from your pocket and re-install them where they belong. (Don't take these two items home with you, or the next sail crew will not be pleased).
- ___ 28. If not already done, store the Main Sail, bungee cords, and battens (2 short-white, and 2 long-green) in their designated place in the cabin.
- ___ 29. Untie the stopper knot on each of the jib sheets and pull them forward through the fairleads. Neatly coil each jib sheet and set them on the deck near the clew.
- ___ 30. Disconnect the jib halyard shackle from the head of the jib. Secure the jib halyard on the port side and secure the end of the halyard to the mast cleat.
- ___ 31. Begin stuffing the jib into the jib bag starting with the jib sheets first, then work your way stuffing the jib toward the forestay.
- ___ 32. Begin disconnecting the hanks on the Working Jib from the forestay, and continue stuffing the jib into the bag as you unfasten each hank from the forestay.

- ___ 33. Disconnect the gas line from the motor by pressing the silver release latch to the port side.
- ___ 34. Remove the gasoline tank, with hose, from the compartment in the aft starboard side of the cockpit, and stow in the port side sail locker.
- ___ 35. Once the motor stops running, tilt the motor up (be sure the throttle handle is upward before tilting the motor).
- ___ 36. Perform a freshwater spray of the boat to remove all residue and use boat soap and brush, as required. Washing the salt spray off from a day's sail will keep the boat in good condition, and looking presentable to the next crew to sail her.
- ___ 37. Check to ensure the forward hatch is secured.
- ___ 38. Gather all your belongings and any trash that may have accumulated from the sail and close up the companionway.
- ___ 39. Lock the companionway and celebrate your enjoyable sail.

Amore Sail Crew

Qualifications:

To Sail:

- Scout in Good Standing
- Adult Scout Leader
- Complete Safety Afloat
- Complete Swim Test
- PFD (Personal Floatation Device)

To Passenger:

- Scout in Good Standing
- PFD (Personal Floatation Device)
- Adult (Scout Parent w/completed BSA Form)

Date _____

Captain _____

Safety Officer _____

- Crew:
1. Crew Leader _____
 2. _____
 3. _____
 4. _____

Date _____

Captain _____

Safety Officer _____

- Crew:
1. Crew Leader _____
 2. _____
 3. _____
 4. _____

Lesson Plan Format

I. Content: This is a statement that relates to the subject-matter content. The content may be a concept or a skill. Phrase this as follows: I want my students to: (be able to [name the skill]) OR (I want my students to understand [a description of the [concept](#)]). Often times, this content is predetermined or strongly suggested by the specific [curriculum](#) you are implementing through your teaching.

II. Prerequisites: Indicate what the student must already know or be able to do in order to be successful with this lesson. (You would want to list one or two specific behaviors necessary to begin this lesson). Some research indicates that up to 70% of what a student learns is dependent on his or her possessing the appropriate prerequisites.

III. Instructional Objective: Indicate what is to be learned - this must be a [complete](#) objective. Write this objective in terms of what an individual student will do, not what a group will do. Limit your objective to one behavioral verb. Make sure your objective relates to the content statement above.

IV. Instructional Procedures: Description of what you will do in teaching the lesson, and, as appropriate, includes a description of how you will introduce the lesson to the students, what actual instructional techniques you will use, and how you will bring closure to the lesson. Include what specific things students will actually do during the lesson. In most cases, you will provide some sort of summary for the students.

V. Materials and Equipment: List all materials and equipment to be used by both the teacher and learner and how they will be used..

VI. Assessment/Evaluation: Describe [how](#) you will determine the extent to which students have attained the instructional objective. Be sure this part is directly connected to the behavior called for in the instructional objective.

VII. Follow-up Activities: Indicate how other activities/materials will be used to reinforce and extend this lesson. Include homework, assignments, and projects.

VIII. Self-Assessment (to be completed after the lesson is presented): Address the major components of the lesson plan, focusing on both the strengths, and areas of needed improvement. Determine here how you plan to collect information that will be useful for planning future lessons. A good idea is to analyze the difference between what you wanted (the objective) and what was attained (the results of the assessment).



BOY SCOUTS OF AMERICA

National Office
1325 West Walnut Hill Lane
P.O. Box 152079, Irving, Texas 75015-2079
214-580-2000
November 28, 1994

SUBJECT: New BSA Safe Boating/Sailing Standards for vessels owned and operated by the Boy Scouts of America.

FROM: Don Winston, Director, Exploring Division

THROUGH: Parvin L. Bishop, National Program Director

TO: Scout Executives and All Professional Staff Members

When the new *Passenger Vessel Safety Act of 1993* was signed into law, it cleared up the confusion for recreational boat owners over who is a "guest" on board and who is a "passenger for hire." This being the determination for compliance to either commercial vessel or recreational vessel standards of the U. S. Coast Guard.

Under the new law, a "passenger for hire" is defined for the first time as someone who has contributed "consideration" to the owner, operator, or agent of the vessel as a condition of being taken out on the boat.

The new definition of "consideration" does not include nominal gifts such as food, drink, or any other small item. The seven dollar annual registration fee has not been determined to be "consideration" under the new law. Voluntary sharing of expenses for food, fuel, bait or other supplies for the outing does not constitute "consideration." Thus, BSA owned vessels **are not** considered "small passenger vessels" or "passenger vessels" regardless of the number of Scouts or Venturers on board, and therefore **not** subject to U.S. Coast Guard operator's licensing and inspection. (USCG letter of 10/06/94 and the USCG publication titled *Federal Requirements and Safety Tips for Recreational Boats* are attached)

Action: The following new *Safe Boating/Sailing Standards* will become effective immediately, except for exempt boats, and applies to the operations of boating and sailing activities at the unit, district, and council level.

NATIONAL COUNCIL BOY SCOUTS OF AMERICA

NEW SAFE BOATING/SAILING STANDARDS

(For Vessels Owned and Operated by the Boy Scouts of America)

EXEMPT BOATS

Row Boats, Canoes, Open Cockpit Sailboats, Small Vessels Propelled Solely by Oars or Paddles.

Safety Standards:

BSA Aquatic Safety Standards as published in "Safety Afloat," Guide to Safe Scouting, No. 34410.

BOATS 30' and UNDER

Three New Safety Standards:

1. These boats shall display a current USCG Auxiliary "Seal of Safety" decal obtained through a free "Courtesy Marine Examination" by a member of the USCG Auxiliary within the council territory.
2. Adult leaders operating BSA boats shall complete the basic boating safety course from one of the following local organizations:
 - U.S. Coast Guard Auxiliary
 - U.S. Power Squadrons
 - U.S. Sailing
 - American Red Cross
 - Boating safety course qualified by your State Boating Law Administrator.
 - Equivalent training or experience gained from participating in sailing or small boat programs i.e., U.S. Navy, U.S. Coast guard, or Merchant Marine Academies
 - USCG Operator's License.

To find a conveniently-located boating safety course, call the BOAT/U.S. Foundation for Boating Safety's toll-free Course Line, 1-800-336-BOAT.

3. An annual Boat Safety Check List completed and filed with local council thirty days after charter renewal by a member from the council Health and Safety Committee or other council committee as designated by the Scout Executive. (Boat Safety Check List and sample Council Authorization Certificate are attached and should be reproduced locally.)

BOATS OVER 30'

Four New Safety Standards:

(1.), (2.), and (3.) as above.

4. Operators of these boats shall obtain every four (4) years a "Condition Survey" (i.e., statement or letter indicating the condition of the vessel and suitability for the service intended) from a recognized or certified Marine Surveyor and filed with local council.

BOATS CARRYING PASSENGERS FOR HIRE

New Safety Standards:

1. In all cases, the operator must have a U.S. Coast Guard operator's license.

Under the Passenger Vessel Safety Act of 1993, a "passenger for hire" is defined for the first time as someone who has contributed "consideration" to the owner, operator, or agent of the vessel as a condition of being taken out on the boat. In such cases, the operator must have a U.S. Coast Guard operator's license and retain or seek a U.S. Coast Guard Certificate of Inspection for the vessel.

2. The other major change in the law that may affect some BSA owned boats is in the use of the vessel as a charterboat. Under the new law, a bareboat charter vessel carrying more than 12 "passengers for hire" must now be inspected by the U.S. Coast Guard.

A vessel measuring less than 100 gross tons can carry up to 6 "passengers for hire" and does not need to be inspected. It is now called an "uninspected small passenger vessel."

A vessel measuring more than 100 gross tons can carry up to 12 "passengers for hire" and does not need to be inspected. It is now called an "uninspected passenger vessel."

ANNUAL BOAT SAFETY CHECK LIST

(For Council Authorization to Operate BSA Vessels)

Unit Number: _____ Council Name: _____

Boat Name: _____

Boat Make/Model/Manufacturer/or Style: _____
Include the year built if known

State Registration Number and/or Hull Number: _____
Serial numbers do not take the place of this information.

Length: _____ Measure the uppermost continuous deck between the
inside of the stern post to the inside of the stem post (USCG
specifications)

Kind of Propulsion: ___ Gas/diesel powered ___ Sailboat
___ Power supplemented sailboat

Over 50' classification, indicate where the boat is docked (name of
pier and city): _____

CHECK:

- ___ 1. In compliance with an annual USCG Auxiliary Courtesy Marine Examination and "Seal of Safety" decal displayed on boat.
- ___ 2. In compliance with minimum and maximum number of persons carried aboard (See Guidelines on Back).
- ___ 3. Have determined which additional equipment is appropriate for this boat as outlined on page **33** of the USCG publication titled *Federal Requirements and Safety Tips for Recreational Boats* and/or other items as described on page **5-83**, under *Boating Safety* in the *Sea Scout Manual*, No. 33239. USCG Boating Safety Hotline is 800-368-5647 for literature and questions.
- ___ 4. Vessels over 30' in compliance with a "Condition Survey" every four years by a recognized or certified Marine Surveyor.
Date of Survey: _____
- ___ 5. Adult leader (Name): _____
operating BSA vessel has completed the basic boating safety course from:
_____ Date _____
(Organization/USCG Licensed)

APPROVAL:

Signature: _____ Date: _____
(Council Designee)

Signature: _____ Date: _____
(Adult Boat Operator or Unit Leader)

GUIDELINES FOR MAXIMUM PERSONS CARRIED ABOARD

Use the information contained on the capacity plate attached to the boat, or if capacity plate is missing, use the formula below to determine the maximum number of persons to be carried:

$$\frac{(\text{Length X Width})}{15}$$

15

GUIDELINES FOR MINIMUM PERSONS CARRIED ABOARD

1- Sailing vessels under 26 feet LOA:

- 1 Operator
- 1 Experienced person
- 1 Other crew member

2- Sailing vessels 26 feet and longer:

- 1 Operator
- 1 Experienced person
- 2 Other crew members

3- Power vessels under 26 feet LOA:

- 1 Operator
- 1 Experienced person

4- Power vessels 26 feet and longer:

- 1 Operator
- 1 Experienced person
- 1 Other crew member

5- Power vessels not having engine controls at the steering station shall require at least one additional crew member to provide for engine control.

6- When a vessel is cruising for more than 12 hours of continuous operation, these minimum crew guidelines will be doubled to provide two (2) watches.

7- The actual evaluation for minimum and maximum crew will consider the number of persons carried, the waters being cruised, and the general arrangement, and size of the vessel.



**BOY SCOUTS OF AMERICA
LOCAL COUNCIL AUTHORIZATION**

(Unit Number)

(Chartered Organization)

(Adult Boat Operator)

IS AUTHORIZED TO OPERATE BSA VESSELS IN

(Council)

(Levels of Qualification)

ON THE WATERS OF

Date

Chartered Organization Representative Scout Executive

CERTIFICATE EXPLANATIONS

(LOCAL COUNCIL AUTHORIZATION)

Levels of Qualifications:

1. Exempt Boats
2. Boats 30'and Under
3. Boats Over 30'

On the Waters of:

Unlimited waters, Coastal Waters, Bays, Lakes, Sounds, or Restricted Bodies of Water, etc. The body of water that is appropriate for the maturity, training, and experience of an individual.

Approval Signatures Required:

Chartered Organization Representative

Local Council Scout Executive



BOY SCOUTS OF AMERICA

National Office

1325 West Walnut Hill Lane

P.O. Box 152079, Irving, Texas 75015-2079

214-580-2000

April 2, 1996

SUBJECT: Cruise Plan for Sea Scout Ships and Venturing units

FROM: Don Winston, Director, Exploring Division

TO: Scout Executives, Skippers, and Advisors

The following policies are recommended in regards to Cruise Plans and Tour Permits by all Ship/Post personnel.

1. **LOCAL DAY SAILING**-- within sight of the departure point **does not require a Cruise Plan** to be filed with a designated safety officer for boats under 26 feet or under 40 horsepower prior to leaving. A cruise plan should be filed for boats over 26 feet or over 40 horsepower (see Designated Safety Officer definition in paragraph 2)
2. **LOCAL WATERS CRUISING**-- for boats traveling beyond visual observation from the departure point but less than 500 miles distance and less than five days duration **requires a Cruise Plan** to be filed with a designated safety officer prior to leaving.

The **DESIGNATED SAFETY OFFICER** could be the council Sea Base watchstander, Sea Base OD (Officer of the Day), or a Ship/Post responsible person (parent/adult) who can be contacted by radio or telephone should problems develop.

3. **EXTENDED CRUISING**-- for boats traveling beyond 500 miles or for more than five days **requires a Cruise Plan and National Tour Permit** to be filed thru the Local Council Service Center at least two weeks in advance. This Cruise Plan should also be posted on a vessel bulletin board at the departure base if such is available.

ACTION: This recommended Cruise Plan is provided for council use.

NATIONAL EXPLORING DIVISION BOY SCOUTS OF AMERICA

CRUISE PLAN

For Sea Scout Ships and Venturing units

Skippers/Advisors: If your boat is leaving the vicinity of your home base (dock, yacht club, etc.) so as to be out of sight of another Venturing leader, you should file this Cruise Plan before departure and cancel it when you return. If you are overdue, this is our only way of starting search procedures. If you are delayed or have a problem and have a radio, call via the marine operator so that we don't start searching needlessly.

SHIP or POST IDENTIFICATION

SHIP/POST NO. _____ DISTRICT: _____

CHARTERED ORGANIZATION : _____

VESSEL IDENTIFICATION

BOAT # _____ VESSEL NAME _____

TYPE OF VESSEL _____ LENGTH _____ HULL COLOR _____

DECK COLOR _____ TYPE OF RADIO _____ CALL SIGN _____

CRUISE DESCRIPTION

DEPARTURE: DATE _____ TIME _____ RETURN: DATE _____ TIME _____

TYPE OF CRUISE: 1 DAY ___ MORE THAN 2 DAYS ___ NO. OF OVERNIGHTS ___

CRUISE DESTINATION

- 1. ___ Marine/Bay (Inside Jetty) 2. ___ Harbor (Inside Breakwater)
3. ___ Open Sea 4. ___ Scout Cove
5. ___ Inland Water 6. ___ Other Local Destination _____

IF OVERNIGHT LIST ANCHORAGES and DATES: _____

PURPOSE and ROUTE OF CRUISE: _____

NAVIGATIONAL LIMITS: Inland and coastal waters of the United States of America, the Bahamas, Mexico, and Canada not exceeding 100 miles offshore. Approval from the local Council must be received and additional insurance must be purchased for any exceptions.

CREW and PASSENGER INFORMATION

The Boy Scouts of America Policy requires two adult leaders on all trips and tours. For Venturing both leaders must be at least 21 years of age and the leader in charge have safe swim defense certification. Each coed crew must have coed adult leaders.

LIST ALL PERSONNEL ABOARD THE VESSEL INDICATING:

A-Adult C-Crew G-Guest Y-Youth Protection S-Safe Swim Defense

- | | |
|----------|-----------|
| 1. _____ | 10. _____ |
| 2. _____ | 11. _____ |
| 3. _____ | 12. _____ |
| 4. _____ | 13. _____ |
| 5. _____ | 14. _____ |
| 6. _____ | 15. _____ |
| 7. _____ | 16. _____ |
| 8. _____ | 17. _____ |
| 9. _____ | 18. _____ |

APPROVALS

Approval of Parents or Guardians and Medical Release for each Venturer.

CRUISE PLAN ACCEPTED BY: _____ Date: _____