

ON WATER TRAINING



PROGRAM MANUAL

BACKGROUND

Early in 2001 the United States Coast Guard (USCG) approved a new Auxiliary Program for *On Water Training* (OWT). This initiative will allow the Auxiliary to conduct Public Education (PE) classes on Operational Facility (OPFAC) vessels.

The approval of this program came after a national Test Phase. As part of this Test Phase, the United States Coast Guard Auxiliary (USCGAUX) designed and evaluated alternative operational strategies and tactics. One important objective of the Test Phase was to demonstrate that USCGAUX could manage the risk and produce an efficient, safe program that will further the Coast Guard's charge of promoting recreational boating safety.

The Test Phase proved that the Auxiliary can do that!

This OWT Program Manual, heavily based on what was learned in the Test Phase, outlines policies and procedures that will facilitate the introduction and ongoing operation of this new venture.

The future of OWT is contingent upon a demonstrated record of safety and effectiveness. The primary concern, in every action taken in the OWT program, will be to CONDUCT SAFE AND EFFECTIVE OWT EXERCISES.

OBJECTIVES

1. To increase the realism and effectiveness of boating **safety** education by supplementing formal classroom training with actual on water experience
2. To provide safety classes that are not only more effective, but also more interesting, thus increasing the number of students taught
3. To add a significant activity to the Auxiliary Boat Crew Program that will enhance interest, provide additional underway experience, and increase operational readiness
4. To increase the number of Operational Facilities and qualified crew members
5. To increase Auxiliary membership

Referring to objective 1 above, the key purpose of OWT is to provide safety-related education. Development of student proficiency is also desirable, but not the objective or focus of this training. Many commercial firms provide valuable “hands on” training designed to enhance student skills and proficiency and/or for certification purposes. The USCGAUX OWT program **is not** designed to be competitive with these commercial offerings.

PROGRAM MANAGEMENT

OWT is managed jointly by the USCGAUX Education Department and the Operations Department. This joint effort is reflected in the following management outline.

AT THE NATIONAL LEVEL

The National Review Board consists of the Department Chief – Education (or a nominee at the DVC level), the Department Chief – Operations (or a nominee at the DVC level) and the G-OCX-2. (or nominee).

The National Review Board is responsible for overall program development and change, monitoring of program results, keeping Auxiliary and Coast Guard senior management well informed on all aspects of the program, and recommending program changes and additions.

In the performance of these responsibilities the National Review Board will make use of the normal Auxiliary and Coast Guard chain-of-command.

AT THE DISTRICT LEVEL

It is recommended that the District OWT organization parallel the National organization. Thus, the District OWT Review Board will be composed of the District Commodore (or nominee), the DSO-PE, the DSO-OP, and other members at the discretion of the District Commodore. In addition, it is recommended that the District DirAux (or nominee) be added to the District Board.

It is the responsibility of the District to assist Flotillas in the establishment of their OWT programs, monitor ongoing activities and recommend necessary program changes. The goal is to ensure safe and effective practices, create and operate a reporting and suggestion system to the National Review Board and, in general, manage the OWT program in their Districts.

AT THE FLOTILLA LEVEL

The ultimate responsibility and authority rests with the Flotilla Commander (FC). It is recommended that each Flotilla establish an OWT Review Board. This Review Board to include the Flotilla Commander, the FSO-PE, the FSO-OP, and other members designated by the FC.

It is the duty of the Review Boards to select crews and operational facility vessels to participate in the OWT program. The FCs will certify this information, in writing, to their Districts.

In addition, it is the responsibility of the FC, with due assistance from the others on the Flotilla OWT Review Board, to plan, organize, activate and control all OWT activity.

PROCEDURES

STUDENT QUALIFICATIONS

Students eligible to participate in OWT activities:

- Are graduates of the Auxiliary Boating Safety Course, Sailing Fundamentals Course or the BS&S course (*at least the 'core' course, which is the first six chapters.*). The program is open to all such graduates regardless of graduation date.
- Are physically able and of an age to safely participate in an OWT exercise
- Will execute a Liability Waiver (*Appendix A*)
- Will complete a health statement (*Appendix A*)
- Will pay the Flotilla fee for the OWT exercise
- Must be approved by the OWT exercise Coxswain as having met and successfully completed the above requirements

AUXILIARY CREW QUALIFICATIONS

To participate in the OWT program Auxiliary crews must:

- Meet ALL present requirements outlined in the Auxiliary Operational Policy Manual
- Participate in an OWT practice exercise - This exercise, using Auxiliarists as students, will include the practice of all of the Tasks listed in the Tasks section of this Manual.
- Be certified as an OWT crewmember by the Flotilla Commander

OWT crews will be certified, not as individual certified crewmembers but as a complete OWT crew. They will then operate as a team. It is recommended that teams have more certified crewmembers than needed for an OWT exercise so that the absence of individual crewmember(s) will not cause the exercise to be cancelled.

The number and composition of crewmembers will be as outlined in the Auxiliary Operations Policy Manual, with the ADDITION of a currently qualified Auxiliary Instructor. This instructor must be Crew or Coxswain qualified and has taught BSC, SF or BS&S.

CREW DUTIES

The authorized crew that is required by the Auxiliary Operations Policy Manual is responsible for operating the boat in a safe and effective manner. They are NOT to assume the role of instructor.

The instructor is responsible for the teaching/demonstrating. The instructor may request crewmembers to assist in the demonstrations. Such assistance will be provided only at the discretion of the commanding Coxswain.

In addition to the responsibilities and authority granted the commanding Coxswain, the Coxswain has the authority to terminate or modify the instruction and/or exercise at any time due to safety considerations. The Coxswain and Instructor should remain in close communication before and during the exercise and be ready to modify procedures and practices when called for.

OPERATIONAL FACILITY VESSEL QUALIFICATIONS

For an Auxiliary Operations Vessel to become eligible for participation in the OWT program it must meet the following requirements:

- Meet all requirements for an OPFAC as outlined in the Auxiliary Operations Policy Manual
- Be of a size that will allow for a full crew (as outlined in the Auxiliary Operations Policy Manual) plus an OWT-certified instructor and one or more students
- The vessel owner will determine whether or not a vessel meets these criteria. In any event, the final authority as to the appropriate vessel size and number of students aboard rests with the FC and, on the day of the exercise, the on-board commanding Coxswain.
- Have aboard the necessary equipment to perform the Tasks required during the exercise

ORDERS

OWT exercises will be authorized under Non-Reimbursable Coast Guard orders only. The procedure for obtaining these orders will be the same as those for current patrol activity. Training or practice exercises in preparation for OWT may be covered by Reimbursable Coast Guard orders.

OWT MEMBER ACTIVITY REPORTING

Member OWT activity will be reported in the same manner as present Operations and PE activities.

- The boat crewmembers will record the activity on Form 7030, using box Number 01 Safety Patrol. The initials "OWT" should be entered in the Location Field. The balance of the form should be completed, as it would be in normal patrol activity reporting.
- The OWT Instructor's activity will be reported on a separate Form 7030. Box number 04 should be checked. The initials "OWT" should be added in the Location Field.
- Patrol Order form 5132 must also be submitted. Since the OWT orders are non-reimbursable only Section 1 - Authorization and the signature/date line need to be completed.

Both Form 5132 and Form 7030 should be submitted using the same routing as now used for Patrol and PE activity.

Since it is not possible to track OWT activity in the present AuxMis system it will be the responsibility of the Districts to create and administer a reporting system that will track OWT activity. While each District is free to create their own system it may be as simple as keeping an extra copy of the above forms in a separate file.

WAIVER OF LIABILITY *(Appendix A)*

This "Release, Hold Harmless, and Indemnification Agreement" must be understood and signed by every student prior to the OWT exercise. The Flotilla shall retain these forms in a safe file for a period of one year after the exercise. Upon request from the District Review Board, the Flotillas will release such forms to the Board.

MISHAP PROCEDURES

Mishaps are any action that causes property damage or injury to crewmembers or students. COMDTINST M16798.30. (Auxiliary Operations Manual, Chapter 2) and COMDTINST M16790.1 (Auxiliary Manual, Chapter 5) outline procedures for handling such mishaps.

These publications address in detail the question of property damage and personal injury liability.

Auxiliarists should be familiar with these procedures so that prompt, effective, and proscribed action can be taken. This is particularly important if a crewmember or student is injured.

HEALTH QUESTIONNAIRE *(Appendix A)*

Each student must be made aware of this form. If a student completes the form and checks the "No Strenuous Activity" box on the Sign-Up form the Coxswain will treat the student as an observer only and not require any Task practicing.

STUDENT EVALUATION *(Appendix A)*

Each student shall be asked to complete this form at the completion of the OWT exercise. The Flotilla Review Board will make use of the responses in their ongoing program evaluation. In addition the Flotilla should be prepared to submit whatever reports (including copies of the Evaluation Forms themselves) to the District Review Board if requested.

FEES

Flotillas are authorized to set fees for the OWT exercises in much the same manner as PE course fees are now established. The fee should be sufficient to compensate the boat owner (what constitutes "sufficient" is up to each Flotilla) for reasonable and actual mission costs, pay for any additional expense connected with the OWT program and, if desired, produce funds for use in other Flotilla activities commensurate with the guidelines in the Auxiliary Policy Manual.

Fees should be collected by the Flotilla (*checks made out to the Flotilla*), not to the boat owner. The Flotilla then disburses the funds to pay for whatever expenses the Flotilla plan calls for.

RECOMMENDED OWT EXERCISE SCENARIO

The following recommended schedule / scenario has been constructed from experience gained in the Test Phase. Flotillas are encouraged to follow this plan until experience indicates changes to better suit local conditions.

Step 1:

During the BSC or BS&S class apprise the students of the optional OWT program. Furnish students with all the details such as When, Where, the Fee and what will be covered. A good idea would be to distribute a list of the Tasks to be accomplished during the Exercise. (*Appendix B*)

Note: Participation in OWT sessions is voluntary and not required for successful completion of the classroom course.

Step 2:

At the end of the school, or sometime thereafter, collect the fee, execute the Waiver of Liability form, complete the Health Questionnaire and set a firm date, time and place for the OWT exercise.

Urge the students to bring their own PFD and any food or beverages they may require.

Step 3:

Start the Task list at the OWT launch site. Following are time allocation guidelines for the activities, which were suggested by experience during the Test Phase. These may vary widely due to local conditions and crew expertise. As OWT crews gain experience and expertise, activity time allocations may become shorter.

00:30	Pre-exercise on land orientation and briefing.
00:15	Launching the Vessel (if applicable)
00:45	Pre-departure Tasks
02:30	Underway Tasks
00:15	Post Exercise Tasks

Step 4:

As soon as possible after the exercise, the crew should review and evaluate the session, review the Student Evaluations and make a report to the Flotilla OWT Review Board, if appropriate. The intent of this report is to provide lessons learned.

Step 5:

Complete the Auxiliary paper work.

OWT TASKS

	<u>BSC</u> <u>Chap./Page</u>	<u>BS&S</u> <u>Ch./Pg</u>
I. PRE-DEPARTURE TASKS		
A. WEATHER CHECK	4/21-22	10/1-3
B. LAUNCHING THE VESSEL	7/45	3/12-13
C. PRE-DEPARTURE BRIEFING		
D. SAFETY BRIEFING	4/21	2/9-13
E. PERSONAL FLOTATION DEVICES	3/10-12	2/10-14
F. PRE-DEPARTURE CHECKLIST	4/22	4/10-12
G. LINE DEPLOYMENT FOR UNDOCKING	4/19-20	4/12
H. UNDOCKING	4/20-21	4/13-14
 II. UNDERWAY TASKS		
A. PROPER LOOKOUT	5/31	6/4
B. MEETING, OVERTAKING & CROSSING SITUATIONS	5/33	6/5-7
C. BUOY AND CHANNEL MARKING RECOGNITION	5/27-30	5
D. SOUND SIGNALS	5/33-34	6/8-13
E. RADIO TECHNIQUES	6/40	11
F. FUELING THE VESSEL	4/18,21	4/1-4
G. MAN OVERBOARD (MOB)	6/38	4/15-16
H. EMERGENCY SITUATIONS	6/37-40	*
I. ANCHORING	4/23-24	4/18-22
J. PREPARATION FOR DOCKING	4/16-17	4/16-17
K. LINE DEPLOYMENT FOR DOCKING	4/18	4/18
L. DOCKING	4/21	4/16
M. SECURING THE VESSEL (LINES)	4/19-20	4
N. RECOVERING THE VESSEL	7/45	3/13
 III. POST-EXERCISE TASKS		
A. POST-EXERCISE CHECKLIST		
B. REVIEW OF THE DAY		

* **APPENDIX B** contains an OWT TASKS list that is cross-indexed to show the appropriate chapters and pages where each task is taught in the Boating Safely, Sailing Fundamentals or BS&S textbooks. This is an ideal handout to be given each student prior to an exercise.

WEATHER CHECK

PURPOSE: To familiarize the student with the procedure for determining weather conditions prior to a voyage

INSTRUCTION TOPICS:

1. Review the procedures this crew used to arrive at a go/no-go decision prior to this mission
2. Discuss and demonstrate (when applicable) the following methods of obtaining weather forecasts and current conditions
 - Newspapers
 - Television
 - Public and commercial radio
 - Demonstrate an AM Weather Alert Radio (*if available*)
 - Demonstrate the VHF marine weather radio
 - Computer (Web sites)
3. Review local weather conditions
4. Sky conditions (*eyeball*)
 - Water conditions (*eyeball*)

LAUNCHING THE VESSEL

PURPOSE: To demonstrate (ONLY) proper safe vessel launching procedures

(This task need only be demonstrated if the Vessel launching immediately precedes the OWT exercise and is at the same location. Obviously, this does not apply to vessels that are not launched.)

INSTRUCTION TOPICS:

1. Drain plug insertion
2. Disconnect trailer lights
3. Tie-down strap removal
4. Line attachment
5. Vehicle backing maneuver
6. Chocking the vehicle *(or having a person remain in vehicle)*
7. Releasing the crank stop and guiding Vessel into water
8. Duties of people on the dock and/or in the Vessel
 - Handle lines
 - Secure Vessel to dock

PRE-DEPARTURE BRIEFING

PURPOSE: To set the stage for the OWT exercise

INSTRUCTION TOPICS:

1. Welcome aboard
2. Introduce crew and their assignments
3. Today's purpose
 - Demonstrate some of the safety lessons learned in the classroom
 - Practice some of these lessons
4. Review the tasks that are going to be demonstrated/practiced (See *Underway Task List*)
5. Students are to observe, ask questions and participate ONLY when directed to do so
6. Discuss with students the importance of two-way communication while on board a Vessel. Establish a means by which a participant will acknowledge any instruction or assignment given to them while on board. For example, suggest to participants that if they are instructed to do something or asked to do something they may reply simply with, "understood" or clearly state, "I don't understand". Also suggest they observe the way communications are accomplished among the Auxiliary crew.

SAFETY BRIEFING *(On Facility Vessel)*

PURPOSE: To acquaint the student with the safety features and equipment on this particular vessel

INSTRUCTION TOPICS:

1. The student's station (*where they sit or stand*) on the Vessel
2. Fire extinguisher(s), type and locations
3. PFDs, type and locations
4. Distress signals, type and location
5. Means for dewatering
6. Fuel shut-off valves
7. Other relevant safety equipment (*e.g., life raft*) if applicable
8. Procedures during an emergency
9. Explain the concept of a "Sterile environment" when called for by the Coxswain. (*The Coxswain may call for a "Sterile Environment" in any time of high stress, such as docking in high winds or an on-board emergency. When this environment is called for, all activity, including chatter, is to cease so that the crew can concentrate on boat operations.*)

PERSONAL FLOTATION DEVICES

PURPOSE: To acquaint the student with various types of PFDs and assign one for their personal use during the OWT exercise

INSTRUCTION TOPICS:

1. Review the usage and check the serviceability of the PFDs on board
(including throwables)
2. Provide each student with an appropriate PFD
3. Assist the student in donning and adjusting the PFD
4. Make sure the student knows that **THEY MUST WEAR THE PFD FOR THE ENTIRE LENGTH OF THE OWT EXERCISE**
5. Demonstrate/practice the use of PFD attachments *(if available)*
 - Light
 - Strobe
 - Whistle
 - EPIRB *(simulate only)*
 - Mirror
 - Pyrotechnic visual distress signals *(simulate only)*
 - Dye markers *(simulate only)*

PRE-DEPARTURE CHECK LIST

PURPOSE: To impress upon the student the importance of a checklist to assure that all necessary actions have been performed prior to departure

INSTRUCTION TOPICS:

1. Have a written departure checklist appropriate to the vessel
2. Verbally go through the checklist with the crew
3. The checklist should include the following checks: (*Other items, appropriate to the vessel being used and the local environment, may be added.*)
 - Float plan filed (*show the actual plan in use for this exercise*)
 - All required and supplementary safety equipment, appropriate to this exercise, is on board
 - All required documentation is on board
 - Fuel check
 - Radio check
 - Blower operation
 - Bilge pump check
 - Engine starting procedures
 - Engine water pump operative
 - Instruments operative and “in the green”
 - Throttle operative
 - Clutch operative

LINE DEPLOYMENT FOR UNDOCKING

PURPOSE: To emphasize the importance of pre-planned and practiced line deployment

INSTRUCTION TOPICS:

1. Demonstrate/practice proper line deployment for the current situation
2. Demonstrate/practice crew coordination required for successful undocking

UNDOCKING

PURPOSE: To emphasize the importance of pre-planning and crew coordination

INSTRUCTION TOPICS:

1. Describe to the student what is going to happen and what each crew member is going to do
2. Review the give way/stand-on rules, which apply to this undocking
3. Demonstrate/practice the undocking
 - Sound signals
4. During the exercise the crew may want to continue student practice using simulated docks

PROPER LOOKOUT

PURPOSE: To reinforce the need for maintaining a lookout and the proper technique for establishing and continuing the activity throughout the exercise

INSTRUCTION TOPICS:

- Give a brief tutorial of the activity
 - Emphasize the importance of a lookout (*Their **only** duty for the assigned time period*)
- 1. List the duties of a lookout
 - Scan the assigned sector.
 - Report potential danger situations (*as coached by the Coxswain*)
- 2. Demonstrate / practice the following activities:
 - How to scan a sector
 - How to report a sighting (*using the "clock method" of reporting the position of a sighting*)
 - How to point to the sighting and give details, such as
 - What it is (*vessel, rock, etc.*)
 - Clock position
 - Direction of travel (*paralleling our course, approaching*)
 - Speed of sighting (*fast or slow*)
 - The correct use of binoculars
- 4. Have the students, on a rotational basis; serve as lookouts during the exercise

MEETING, OVERTAKING, & CROSSING SITUATIONS

PURPOSE: To review the rules and demonstrate/practice the maneuvers required for these three situations

INSTRUCTION TOPICS:

1. Review hierarchy of vessel types relative to stand-on/give way
2. Demonstrate / practice each situation coordinating with another Vessel, if possible
3. Review and demonstrate
 - The vessel's "Danger Zone"
 - The stand-on/give way rules
 - Sound signals
 - Running light significance
 - The General Responsibility Rule (*NAV Rule 2*)

BUOY AND CHANNEL MARKER RECOGNITION

PURPOSE: To point out and identify the actions necessary relative to buoys and other markers encountered in the exercise

INSTRUCTION TOPICS:

1. Review the U.S. "returning from sea" convention (*US Aids to Navigation System*) as it applies to the local situation
2. If the following buoys and marks are present during the exercise, point out and demonstrate the required action relative to:
 - Buoy color, shape, and number
 - Meaning of informational signage
 - Lateral and non-lateral marks
 - Preferred channel marks
 - Beacons
 - Ranges
3. Modify this task so that it is focused on the LOCAL rules and situation (*i.e. Western River System and/or state systems*)
4. Demonstrate / practice proper channel navigation relative to the buoys and markers encountered

During the pilot phase of OWT, it was learned that students are particularly interested in this knowledge. Sufficient time should be taken by the instructors to familiarize participants with local hazards and the relationship of local landmarks and ATONS to local charts.

SOUND SIGNALS

PURPOSE: To review and demonstrate / practice the correct use of sound signals

INSTRUCTION TOPICS:

1. This task may be demonstrated at a set time during the exercise and/or throughout the exercise, as situations develop
2. Sound signals to be explained and demonstrated/practiced are:
 - Short & prolonged blast
 - Danger or doubt signal
 - Action or intention signals (*i.e.*, *One short blast = I am turning the wheel to right or I intend to leave you on my port side*) and when each used
 - Meeting, overtaking and crossing situations
 - Bend situations
 - Restricted visibility
3. Have the students give the proper signals during the exercise

RADIO TECHNIQUES

PURPOSE: To review the importance of and demonstrate/practice correct use of the VHF marine radio

INSTRUCTION TOPICS:

1. Review VHF channels and their uses
2. Demonstrate/practice
3. Hailing and emergency channels
4. How to switch channels (*physically and verbally*)
 - Proper language
 - Meeting, overtaking and crossing messages
 - Ship to ship
 - Ship to shore
 - Weather channels
5. Highlight prohibited uses (*profanity, false alarms, idle chatter*)
6. If the Flotilla has a Radio Facility, this might be used for coordinated radio demonstration/practice.
7. If the Vessel is equipped with GPS and/or Loran, have participants practice giving their location during radio transmissions.
8. In addition to VHF radio demonstration/practice, if the local area relies on other means of communications (*such as cell phones, etc.*) the instructor may want to demonstrate/practice these.

FUELING THE VESSEL

PURPOSE: To review the dangers and demonstrate/practice proper safe techniques in vessel refueling, as well as fuel management

INSTRUCTION TOPICS:

1. Demonstrate/practice a SIMULATED refueling operation - DO NOT ALLOW STUDENTS TO PRACTICE AN ACTUAL REFUELING!
2. Prepare and use a refueling checklist that includes the following refueling steps (*Add more steps to address local situations*)
 - Electrics off
 - Engine off
 - Blowers off
 - Hatches and ports closed
 - No smoking
 - Instructions to crew and passengers
 - Ground the refueling nozzle
 - Don't overfill tank
 - Wipe up any fuel spill
 - Ventilate the vessel (*open hatches and ports*)
 - Run blowers
 - Give vessel the 'sniff' test
 - Start engine (*use the pre-start checklist*)
3. Review safe fuel management guidelines
 - 1/3rd rule
 - The importance of developing a vessel-specific, speed/fuel burn table
 - Difference between total fuel and usable fuel aboard

NOTE: If the Vessel requires fueling before the OWT exercise begins or at the conclusion of the exercise, OWT participants may observe the procedure.

MAN OVERBOARD (MOB)

PURPOSE: To review the importance of a pre-planned and practiced, vessel-specific, MOB procedure

INSTRUCTION TOPICS:

1. Review "lookout" duties
2. Demonstrate/practice crew coordination in locating and re-boarding the MOB
 - Use a floatation device (*not a person*) for the MOB
 - Slow and make a proper turn
 - Throw a floatation device (*with line*) to MOB
 - Engine shut-off prior to re-boarding
 - Recover MOB (*do not enter the water*)
3. Call spontaneous MOB drills during the cruise

EMERGENCY SITUATIONS

PURPOSE: To review certain on-water emergencies and demonstrate / practice corrective actions

INSTRUCTION TOPICS:

1. Simulate and show corrective action in the following emergency situations:
 - Fire
 - Taking on water
 - Sickness
 - A passenger with motion sickness
 - A passenger suffering from post-immersion hypothermia
 - Carbon monoxide poisoning signs/symptoms and treatment
 - Becoming lost
 - Caught in bad weather
 - Mechanical trouble (*limited to what actions to take if the problem cannot be fixed*)
2. These emergencies can be demonstrated / practiced, randomly, during the exercise.

ANCHORING

PURPOSE: To emphasize the safety aspects of anchoring

INSTRUCTION TOPICS:

1. Review the components of an anchoring system
2. Review how to match the anchor system to boat size and cruising areas
3. Demonstrate/practice deploying the anchor
4. Demonstrate/practice recovering the anchor
5. Review the advantages of team effort in the anchoring process

PREPARATION FOR DOCKING

PURPOSE: To emphasize the importance of a pre-planned and practiced docking maneuver

INSTRUCTION TOPICS:

1. Lie off a dock (*or simulate one*) and observe
 - Current
 - Winds
 - Traffic
 - Docked vessels
 - Enough space?
 - Maneuvering room?
 - Any help available on the dock?
2. Determine the correct docking procedure for the situation
 - Bow in?
 - Stern in?
 - 45-degree approach?
 - Direction of entry
 - Deployment of crew

LINE DEPLOYMENT FOR DOCKING

PURPOSE: To emphasize the importance of a pre-planned line deployment

INSTRUCTION TOPICS:

1. Review the uses of the following as they relate to docking:
 - Spring lines
 - Bow lines
 - Stern lines
 - Anchor line (*as it relates to docking*)
 - Boat hook
 - Adequate number, length, strength and type of lines
 - Fenders
2. Demonstrate / practice proper line deployment for the current situation
3. Demonstrate / practice proper fender deployment

DOCKING

PURPOSE: To emphasize the importance of a pre-planned docking maneuver and the crew coordination required accomplishing a professional docking operation

INSTRUCTION TOPICS:

1. Review why we are using this particular docking technique
2. Identify what each crewmember will be doing
3. Demonstrate/practice the docking (*a simulated dock may be used by deploying buoys or PFDs to serve as a dock*)

SECURING THE VESSEL (Lines)

PURPOSE: To emphasize the importance of securing the vessel and the actions needed to do so

INSTRUCTION TOPICS:

1. Demonstrate/practice line use as conditions warrant
 - Winds and currents
 - Tides
2. If basic line deployment of bow, stern and spring lines have not been demonstrated/practiced, this may be a good time to provide such a demonstration.
3. Demonstrate the deployment of fenders and the best location for their deployment

RECOVERING THE VESSEL

PURPOSE: To demonstrate (ONLY) proper safe vessel recovery

(This task need only be demonstrated if the recovery site (boat ramp) is close to the dock used as the termination point of the OWT exercise)

INSTRUCTION TOPICS:

1. Place the trailer in the water *(follow same procedures used to launch)*
2. Raise vessel engine
3. Properly align the trailer and vessel
4. Attach winch cable and crank vessel onto trailer
5. Secure winch cable and attach safety chain
6. Remove trailer/vessel from water
7. Drain Vessel
8. Attach trailer straps
9. Plug in and check trailer lights
10. Secure all objects in vessel

POST-EXERCISE CHECKLIST

PURPOSE: To emphasize the importance of a properly secured Vessel and the actions required for accomplishment

INSTRUCTION TOPICS:

1. Prepare and use a post-exercise checklist to include
 - Closing the Float Plan
 - Electrical hookups
 - Automatic bilge pump
 - Close and lock Vessel
 - Clean boat and lines (*probably not appropriate to have the students practice this*)
 - Stow lines
 - Leave contact instructions with marina

REVIEW OF THE DAY

PURPOSE: To re-visit the major topics covered during the exercise, clarify any areas of confusion, and determine whether or not the learning expected actually took place

INSTRUCTION TOPICS:

1. Review the tasks and answer questions
2. Explain the Vessel Safety Check program and **MAKE AN APPOINTMENT**
3. Invite the students to our more advanced courses and **GIVE THEM YOUR FLOTILLA'S CLASS SCHEDULE**
4. Explain the Coast Guard Auxiliary, its local role and activities and invite participants to the next local Flotilla meeting
5. Thank participants for their participation and feedback
6. Encourage the students to complete the Student Evaluation Form

APPENDIX A

The following pages contain forms necessary for OWT activities. These forms are:

- Waiver of Liability (“Release, Hold Harmless, and Indemnification Agreement”) - for adults ages 18 and above
- Waiver of Liability (“Minor Child’s Release, Hold Harmless, and Indemnification Agreement”) - for those under age 18
- Health Questionnaire
- Student Evaluation
- Sign-Up letter *(This letter may be modified to suit local conditions. However the letter MUST contain the No Strenuous Activity check box.)*

All of these forms may be reproduced.

**RELEASE, HOLD HARMLESS, AND INDEMNIFICATION
AGREEMENT for "ON WATER TRAINING" COURSE**

I, _____, waive my right to bring a lawsuit against the United States or any of its divisions or agents, including the United States Coast Guard Auxiliary, for any injury to my person or property resulting from participation in the On Water Training course. This waiver of my right to sue extends to my legal representatives, assigns, and heirs. I waive my right in return for permission to participate in the On Water Training course.

I assume full responsibility for the risk of bodily injury, death, or property damage caused by the United States or any of its divisions or agents, including the United States Coast Guard Auxiliary, by participation in this program.

I agree to reimburse the United States or any of its divisions or agents, including the United States Coast Guard Auxiliary, for any loss or damage they may incur due to my participation in the On Water Training course.

I intend this waiver to be as broad as the law allows. I also intend that if any part of this agreement is held to be invalid, the remaining portion of the agreement shall continue to bind me.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A BINDING CONTRACT. I SIGN OF MY OWN FREE WILL. I UNDERSTAND THAT I AM GIVING UP LEGAL RIGHTS THAT I MAY HAVE, INCLUDING THE RIGHT TO SUE FOR PERSONAL INJURIES OR PROPERTY DAMAGE.

Executed on _____, by _____,
Date Name

of _____, _____,
Street Address City State

Executed at _____.
Location

Signature: _____

Date: _____

Witness: _____
United States Coast Guard Auxiliary

**MINOR CHILD
RELEASE, HOLD HARMLESS, AND INDEMNIFICATION
AGREEMENT for "ON WATER TRAINING" COURSE**

I, _____, the legal parent or guardian of _____ ("my child"), waive the right to bring a lawsuit against the United States or any of its divisions or agents, including the United States Coast Guard Auxiliary, for any injury to person or property resulting from participation in the On Water Training course. This waiver of the right to sue extends to my and my child's legal representatives, assigns, and heirs. I waive this right in return for permission for my child to participate in the On Water Training course.

I assume full responsibility for the risk of bodily injury or death to my child or property damage caused by the United States or any of its divisions or agents, including the United States Coast Guard Auxiliary, by participation in this program.

I agree to reimburse the United States or any of its divisions or agents, including the United States Coast Guard Auxiliary, for any loss or damage they may incur due to my child's participation in the On Water Training course.

I intend this waiver to be as broad as the law allows. I also intend that if any part of this agreement is held to be invalid, the remaining portion of the agreement shall continue to bind me.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A BINDING CONTRACT. I SIGN OF MY OWN FREE WILL. I UNDERSTAND THAT I AM GIVING UP LEGAL RIGHTS THAT MY CHILD OR I MAY HAVE, INCLUDING THE RIGHT TO SUE FOR PERSONAL INJURIES OR PROPERTY DAMAGE.

Executed on _____, by _____
Date Name

of _____, _____
Street Address City State

Executed at _____.
Location

Signature: _____

Date: _____

Witness: _____
United States Coast Guard Auxiliary

HEALTH QUESTIONNAIRE

The United States Coast Guard Auxiliary On Water Training program may involve some strenuous activity. A normal heart, lungs and musculoskeletal system are essential to assure that you encounter no significant risk in any of the activities in which you will be involved in On Water Training.

Please check the list below for any problems that you are aware of that might limit your activities while engaging in On Water Training. If you check any of the conditions shown, please indicate on the sign-up form that you do not wish to engage in any strenuous activities. If that box is checked on your sign-up form, the commanding officer of the Auxiliary facility, the Coxswain, will assure that you participate as an observer only.

I know that I have the following condition(s) that will make it necessary for me NOT to participate in any strenuous activities (PLEASE CHECK ALL THAT APPLY):

Heart trouble Heart Surgery Angina

Asthma or severe respiratory disease such as chronic bronchitis or emphysema

Chronic back problems Spinal surgery

Unstable hernia

Unstable motion sickness

Physical disability that may limit your activity

Please check the "NO STRENUOUS ACTIVITY" box on the sign-up form.

SIGN-UP LETTER

“On-Water Training” with The U.S. Coast Guard Auxiliary

When: _____

Where: _____

Vessel: _____

Time: _____

For further information or directions, call (____) ____-_____

Tear off form below and mail with payment

Name(s): _____

Mailing Address: _____

City/State/Zip: _____

Daytime phone: _____ Evening phone: _____

Check if applicable [] **NO STRENUOUS ACTIVITY** (See Health Questionnaire)

Enclose check or money order payment of \$_____ per person and payable to
“Flotilla ____ – US Coast Guard Auxiliary”

Mail form and payment to: _____

APPENDIX B

The following pages are *On Water Training* tasks cross referenced to Auxiliary texts:

- *On Water Training* Tasks cross referenced to *Boating Safely*
- *On Water Training* Tasks cross referenced to *Boating Skills and Seamanship*
- *On Water Training* Tasks cross referenced to *Sailing Fundamentals*

ON WATER TRAINING TASKS

Cross Referenced to *Boating Skills and Seamanship (BS&S)*

I. PRE-DEPARTURE TASKS

- A. WEATHER CHECK – Chapter 10, pages 1-3
- B. LAUNCHING THE VESSEL - Chapter 3, pages 12-13
- C. PRE-DEPARTURE BRIEFING
- D. SAFETY BRIEFING – Chapter 2, pages 9-13
- E. PERSONAL FLOTATION DEVICES – Chapter 2, pages 10-14
- F. PRE-DEPARTURE CHECKLIST – Chapter 4, pages 10-12
- G. LINE DEPLOYMENT FOR UNDOCKING – Chapter 4, page 12
- H. UNDOCKING – Chapter 4, pages 13-14

II. UNDERWAY TASKS

- A. PROPER LOOKOUT – Chapter 6, page 4
- B. MEETING, OVERTAKING & CROSSING SITUATIONS: Chapter 6, pages 5-7
- C. BUOY AND CHANNEL MARKING RECOGNITION – Chapter 5
- D. SOUND SIGNALS – Chapter 6, pages 8-13
- E. RADIO TECHNIQUES – Chapter 11
- F. FUELING THE VESSEL – Chapter 4, pages 1-4
- G. MAN OVERBOARD (MOB) – Chapter 4, pages 15-16
- H. EMERGENCY SITUATIONS – Chapter 2, page 9; Chapter 13, page 3; Chapter 10, page 14
- I. ANCHORING - Chapter 4, pages 18-22
- J. PREPARATION FOR DOCKING – Chapter 4, pages 16-17
- K. LINE DEPLOYMENT FOR DOCKING – Chapter 4, page 18
- L. DOCKING – Chapter 4, page 16
- M. SECURING THE VESSEL (LINES) – Chapter 4
- N. RECOVERING THE VESSEL - Chapter 3, page 13

ON WATER TRAINING TASKS

**Cross Referenced to
*Boating Safely (BSC)***

I. PRE-DEPARTURE TASKS

- A. WEATHER CHECK – Chapter 4, pages 21-22
- B. LAUNCHING THE VESSEL – Chapter 7, page 45
- C. PRE-DEPARTURE BRIEFING D. SAFETY BRIEFING – Chapter 4, page 21
- D. PERSONAL FLOTATION DEVICES – Chapter 3, pages 10-12
- E. PRE-DEPARTURE CHECKLIST – Chapter 4, page 22
- F. LINE DEPLOYMENT FOR UNDOCKING – Chapter 4, pages 19-20
- G. UNDOCKING – Chapter 4, pages 20-21

II. UNDERWAY TASKS

- A. PROPER LOOKOUT – Chapter 5, page 31
- B. MEETING, OVERTAKING & CROSSING SITUATIONS – Chapter 5, pages 33
- C. BUOY AND CHANNEL MARKING RECOGNITION - Chapter 5, pages 27-30
- D. SOUND SIGNALS – Chapter 5, pages 33-34
- E. RADIO TECHNIQUES – Chapter 6, page 40
- F. FUELING THE VESSEL – Chapter 4, page 18 & page 21
- G. MAN OVERBOARD (MOB) – Chapter 6, page 38
- H. EMERGENCY SITUATIONS – Chapter 6, pages 37-40
- I. ANCHORING – Chapter 4, pages 23-24
- J. PREPARATION FOR DOCKING – Chapter 4, page 16-17
- K. LINE DEPLOYMENT FOR DOCKING – Chapter 4, page 18
- L. DOCKING - Chapter 4, page 21
- M. SECURING THE VESSEL (LINES) – Chapter 4, pages 19-20
- N. RECOVERING THE VESSEL – Chapter 7, page 45

ON WATER TRAINING TASKS

**Cross Referenced to
*Sailing Fundamentals (SF)***

I. PRE-DEPARTURE TASKS

- A. WEATHER CHECK – pp 111-112; 166-171
- B. LAUNCHING THE VESSEL – pp 199-200
- C. PRE-DEPARTURE BRIEFING D. SAFETY BRIEFING – p 204
- D. PERSONAL FLOTATION DEVICES – p 144
- E. PRE-DEPARTURE CHECKLIST – pp 37, 185
- F. LINE DEPLOYMENT FOR UNDOCKING – pp 156-158
- G. UNDOCKING – p 124; pp 156-158

II. UNDERWAY TASKS

- A. PROPER LOOKOUT – pp 77-78; 168-169
- B. MEETING, OVERTAKING & CROSSING SITUATIONS – pp 77-78; 143
- C. BUOY AND CHANNEL MARKING RECOGNITION – pp 112-118
- D. SOUND SIGNALS – p 143
- E. RADIO TECHNIQUES – None other than brief mention on p 178
- F. FUELING THE VESSEL – p 27-30
- G. MAN OVERBOARD (MOB) – pp 104, 105, 185
- H. EMERGENCY SITUATIONS – pp 27; 93-99; 145-147; 166-171; 177; 155-156; 178
- I. ANCHORING – pp 119-123; 127-129
- J. PREPARATION FOR DOCKING – p 137
- K. LINE DEPLOYMENT FOR DOCKING – pp 123-124
- L. DOCKING – pp 63; 159-160
- M. SECURING THE VESSEL (LINES) – pp 133, 185
- N. RECOVERING THE VESSEL – NONE