

# ON WATER TRAINING



# PROGRAM MANUAL

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## Goal

The primary goal of the On Water Training program will be to CONDUCT SAFE AND EFFECTIVE OWT EXERCISES.

## OBJECTIVES

1. To provide the novice boater with a safe on water experience.
2. To familiarize novice boaters with characteristics of local waters utilizing the experience of USCGAux trained members
3. To provide safety classes that are more effective and interesting, thus increasing the number of students taught
4. To add a significant activity to the Auxiliary Boat Crew Program that will enhance interest, provide additional underway experience, and increase operational readiness
5. To increase the number of Operational Facilities and qualified crew members
6. To increase Auxiliary membership and encourage retention of members

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 Director – Education, Director – Operations, and the BC-EMO. A special report will be submitted to the BC-EMO, who will keep the DIR-E and DIR-O well informed of all OWT activities.

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

## **AT THE FLOTILLA LEVEL**

The ultimate responsibility and authority rests with the Flotilla Commander (FC). It is recommended that each Flotilla Commander work closely with the FSO-PE to develop the program that best suits the needs of the students in their area.

It is the duty of the Flotilla Commander to select crews and operational facilities to participate in the OWT program. It is the duty of the FSO-PE to recommend currently qualified Instructors to work with selected Coxswains and crews.

In addition, it is the responsibility of the FC to plan, organize, activate and control all OWT activity.

# PROCEDURES

## STUDENT QUALIFICATIONS

Students eligible to participate in OWT activities:

- Are graduates of the Auxiliary *About Boating Safely* Course (ABS), *Boating Skills & Seamanship* (BS&S) or *Sailing Skills & Seamanship* (SS&S). Included in qualifying courses are the predecessor and future replacement courses for these enumerated classes. The program is open to all such graduates regardless of graduation date.
- Other **non- graduates** (such as spouses of graduates or potential students) are eligible with the approval of the Flotilla Commander.
- Students attending an abbreviated introductory course (2 – 4 hours) taught by a qualified Instructor prior to the OWT exercise.
- 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.

## AUXILIARY CREW QUALIFICATIONS

To participate in the OWT program Auxiliary crews must:

- Meet ALL present requirements outlined in the Auxiliary Operations Policy Manual COMDTINST M16798.3D.
- Must be currently certified as per the Auxiliary Boat Crew Training Manual COMDTINST16794.51
- Participate in an OWT practice exercise. This exercise, using Auxiliarists as students, will include the practice of all of the Tasks selected by the FC and FSO-PE in the On Water Tasks section of this manual.

The number and composition of crewmembers will be as outlined in the Auxiliary Operations Policy Manual and in compliance with District Policy, with the ADDITION of a currently qualified Auxiliary Instructor. This instructor must be Crew or Coxswain qualified and must have taught any course listed under Student Qualifications (see above).

## CREW DUTIES

The authorized crew that is required by the Auxiliary Operations Policy Manual and District Policy is responsible for operating the boat in a safe and effective manner. They are **NOT** to assume the role of instructor, but may interact with OWT participants.

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 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.

It is recommended that the Coxswain and the instructor develop routes and chart the proposed routes. Chart work should be available for students to see in an effort to encourage the use of the DR Plot. This is an excellent tool for encouraging students to take Basic Coastal Navigation.

## OPERATIONAL FACILITY QUALIFICATIONS

For an Auxiliary Operations Facility 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 Coxswain.
- Have aboard the necessary equipment to perform the Tasks required during the exercise.

## ORDERS

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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. The request for orders will state that the facility is **NOT available for SAR** during these missions. Training or practice exercises in preparation for OWT are 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.

- Patrol Order should be requested according normal procedures used by the District/Division.
- The Coxswain will record the activity on Form 7030, using box Number 01A. The initials "OWT" should be entered in Section VI "Remarks". The balance of the form should be completed, as it would be in normal patrol activity reporting.
- Since the OWT orders are non-reimbursable, only Section 1 - Authorization and the signature/date line need to be completed.
- The OWT Instructor's activity will be reported on a separate Form 7030. Box number 14 KG "Other" should be checked. The dropdown for **PE Course completion must also be completed**. The initials "OWT" should be added in Section VI "Remarks".
- Report to BC-EMO will be submitted following each OWT exercise. This form may be mailed or electronically submitted. The Report form for is available in Appendix A or on the National Web Page (Education Department).

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

## **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 Director of Auxiliary, the Flotillas will release such forms to the Director.

## **MISHAP PROCEDURES**

Mishaps are any action, which causes property damage or injury to crewmembers or students. COMDTINST M16798.3D. (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 indicating a limitation or checks the "No Strenuous Activity" box on the Sign-Up form the Coxswain will treat the student as an observer only and may not permit any Task participation.

## **STUDENT EVALUATION** (*Appendix A*)

Each student shall be asked to complete this form at the end of the OWT exercise. The Flotilla Commander and FSO-PE will make use of the responses in their ongoing program evaluation.

## **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.

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



## On Water Tasks

The following On Water Tasks are designed to allow the Flotilla Commander and the FSO-PE the flexibility to develop a course to meet the local needs and waters. Selection of tasks may include all or only those that pertain to the design agreed upon by the FC and FSO-PE. The amount of time allocated will vary depending upon the number of tasks included in the OWT Exercise. Additional tasks may be included with prior written approval from BC-EMO.

The Flotilla Commander and the FSO-PE may conduct an abbreviated Boating Course prior to OWT Exercise for students who have not attended a formal class. This may include a plan such as a 2-4 hour classroom session followed by OWT Exercise.

All tasks should be practiced at least once to provide a professional exercise for the students.

# OWT TASKS

	ABS 2 <sup>nd</sup> ED <u>Chap./Page</u>	BS&S 13 <sup>th</sup> ED <u>Ch./Pg</u>	SS&S 6 <sup>th</sup> ED <u>Ch/Pg</u>
<b>I. PRE-DEPARTURE TASKS</b>			
A. WEATHER CHECK	6/59	4/96; 8/213-214 12/316	4/84 10/242-3 15/362
B. LAUNCHING THE VESSEL	2/10	3/73-76	4/75-77 6/144-5
C. PRE-DEPARTURE BRIEFING	2/8	4/96	4/84
D. SAFETY BRIEFING	2/8	4/96	10/228
E. PERSONAL FLOTATION DEVICES	5/41	2/43-47	5/112-116
F. PRE-DEPARTURE CHECKLIST	2/8	4/97	4/84 6/143
G. LINE DEPLOYMENT FOR UNDOCKING	4/30	4/97-101	4/86
H. UNDOCKING	4/30	4/99-101	4/83-86
<b>II. UNDERWAY TASKS</b>			
<b>OWT Tasks may be sequenced to meet the needs of the local area</b>			
A. PROPER LOOKOUT	3/14; 6/51, 54	6/149	8/179 11/258
B. MEETING, OVERTAKING & CROSSING SITUATIONS	3/14-16	6/150-157	8/183-187
C. BUOY AND CHANNEL MARKING RECOGNITION	3/20-23	5	7
D. SOUND SIGNALS	3/19	6/156-159	8/184-187
E. RADIO TECHNIQUES	6/61	13	16
F. FUELING THE VESSEL	2/12	4/83-85	10/238-40
G. MAN OVERBOARD (MOB)	6/53	4/104-105	10/231-36
H. EMERGENCY SITUATIONS	6/51-60	4/104 6/164 8/211-212	5/108-111 10/234-237 10/240
I. ANCHORING	4/32-33	4/108-112	4/91-97
J. PREPARATION FOR DOCKING	4/30	4/105	4/87
K. LINE DEPLOYMENT FOR DOCKING	4/30	4/105-106	4/87-89
L. DOCKING	4/31	4/105-107	4/18-89
M. SECURING THE VESSEL (LINES)	4/31	4/98	14/354-357
N. RECOVERING THE VESSEL	2/11	3/76	6/146
<b>III. POST-EXERCISE TASKS</b>			
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 About Boating Safely (ABS) 2<sup>nd</sup> Edition and BS&S 13<sup>th</sup> & SS&S 6<sup>th</sup> Editions. 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. Check Tides (if applicable)
5. 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. Review chart and intended route
6. Students are to observe, ask questions and participate ONLY when directed to do so
7. 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
  - Review chart of intended routes
  - 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  
To familiarize students with local charts and locate ATONS that will be encountered during 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. Charting
  - ATONS to look for and the chart symbols for these ATONS
  - Discuss possible indicated problem areas
  - Point out water depths and areas to avoid
3. 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
4. Modify this task so that it is focused on the LOCAL rules and situation (*i.e. Western River System and/or state systems*)
5. 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*)
  - Electronics off
  - Engine off
  - Blowers off
  - Hatches and ports closed
  - No smoking
  - Instructions to crew and passengers – remove all passengers and crew (except person fueling the vessel)
    - 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
    - Allow passengers and crew to return to the vessel
    - 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 proper sound signals
3. Demonstrate MOB feature on GPS
4. 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*)
5. 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 to accomplish 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. Complete and collect the Student Evaluation Form **or** provide students with self-addressed stamped envelope to return the form to the FSO-PE

## 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.)*
- Report to BC-EMO – This form may be mailed or electronically submitted.

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 me 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 prevent me from participating 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
- Any other condition(s) that limits your participation in strenuous activities.

If you checked any of the above, please check the "NO STRENUOUS ACTIVITY" box on the sign-up form.

None of the above apply, and to my knowledge, I have no condition (s) that would limit my participation in strenuous activities.



## 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Report to BC-EMO

This form is intended to track the progress of On Water Training Program. Please complete all items. This form is available on the National Web Page – Education Department and may be submitted electronically.

Flotilla Number: District \_\_\_\_\_ Division \_\_\_\_\_ Flotilla \_\_\_\_\_

Date OWT conducted \_\_\_\_\_

Location of OWT (lake, bay, etc.) \_\_\_\_\_

Number of Operational Facilities involved in OWT \_\_\_\_\_

Number of Students participating \_\_\_\_\_

Number of positive evaluations \_\_\_\_\_

Number of negative evaluations \_\_\_\_\_

Do you plan additional OWT Exercises? Yes ( ) No ( )

Comments:

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Submitted by: \_\_\_\_\_ Auxiliary Office \_\_\_\_\_

If mailing, please mail to:

**Anne R. Lockwood, BC-EMO**

**1821 Bay Shore Drive**

**Rockport, TX 78382**

## APPENDIX B

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

- *On Water Training* Tasks cross referenced to *About Boating Safely* 2<sup>nd</sup> Edition
- *On Water Training* Tasks cross referenced to *Boating Skills and Seamanship* 13<sup>th</sup> Edition
- *On Water Training* Tasks cross referenced to *Sailing Skills and Seamanship* 6<sup>th</sup> Edition

# ON WATER TRAINING TASKS

Cross Referenced to  
*Boating Skills and Seamanship (BS&S) 13<sup>th</sup> Edition*

## I. PRE-DEPARTURE TASKS

- A. WEATHER CHECK – Chapter 4, page 96; Chapter 8, pages 213-214; Chapter 12, page 316
- B. LAUNCHING THE VESSEL - Chapter 3, pages 73-76
- C. PRE-DEPARTURE BRIEFING – Chapter 4 page 96
- D. SAFETY BRIEFING – Chapter 4, page 96
- E. PERSONAL FLOTATION DEVICES – Chapter 2, pages 43-47
- F. PRE-DEPARTURE CHECKLIST – Chapter 4, page 97
- G. LINE DEPLOYMENT FOR UNDOCKING – Chapter 4, page 97-101
- H. UNDOCKING – Chapter 4, pages 99-101

## II. UNDERWAY TASKS

- A. PROPER LOOKOUT – Chapter 6, page 149
- B. MEETING, OVERTAKING & CROSSING SITUATIONS: Chapter 6, pages 150-157
- C. BUOY AND CHANNEL MARKING RECOGNITION – Chapter 5
- D. SOUND SIGNALS – Chapter 6, pages 156-159
- E. RADIO TECHNIQUES – Chapter 13
- F. FUELING THE VESSEL – Chapter 4, pages 83-85
- G. MAN OVERBOARD (MOB) – Chapter 4, pages 104-105
- H. EMERGENCY SITUATIONS – Chapter 4, page 104; Chapter 6, page 164; Chapter 8, pages 211-212
- I. ANCHORING - Chapter 4, pages 108-112
- J. PREPARATION FOR DOCKING – Chapter 4, pages 105
- K. LINE DEPLOYMENT FOR DOCKING – Chapter 4, page 18
- L. DOCKING – Chapter 4, pages 105-107
- M. SECURING THE VESSEL (LINES) – Chapter 4, page 98
- N. RECOVERING THE VESSEL - Chapter 3, page 76

# ON WATER TRAINING TASKS

Cross Referenced to  
*About Boating Safely (ABS) 2<sup>nd</sup> Edition*

## I. PRE-DEPARTURE TASKS

- A. WEATHER CHECK – Chapter 6, page 59
- B. LAUNCHING THE VESSEL – Chapter 2, page 10
- C. PRE-DEPARTURE BRIEFING – Chapter 2, page 8
- D. SAFETY BRIEFING – Chapter 2, page 8
- E. PERSONAL FLOTATION DEVICES – Chapter 5, page 41
- F. PRE-DEPARTURE CHECKLIST – Chapter 2, page 8
- G. LINE DEPLOYMENT FOR UNDOCKING – Chapter 4, page 30
- H. UNDOCKING – Chapter 4, page 30

## II. UNDERWAY TASKS

- A. PROPER LOOKOUT – Chapter 3, page 14; Chapter 6, page 51 & 54
- B. MEETING, OVERTAKING & CROSSING SITUATIONS – Chapter 3, Pages 14-16
- C. BUOY AND CHANNEL MARKING RECOGNITION - Chapter 3, pages 20-23
- D. SOUND SIGNALS – Chapter 3, pages 19
- E. RADIO TECHNIQUES – Chapter 6, page 61
- F. FUELING THE VESSEL – Chapter 2, page 12
- G. MAN OVERBOARD (MOB) – Chapter 6, page 53
- H. EMERGENCY SITUATIONS – Chapter 6, pages 51-60
- I. ANCHORING – Chapter 4, pages 32-33
- J. PREPARATION FOR DOCKING – Chapter 4, page 30
- K. LINE DEPLOYMENT FOR DOCKING – Chapter 4, page 30
- L. DOCKING - Chapter 4, pages 31-31
- M. SECURING THE VESSEL (LINES) – Chapter 4, page 31
- N. RECOVERING THE VESSEL – Chapter 2, page 11

**ON WATER TRAINING TASKS**  
**Cross Referenced to**  
***Sailing Skills & Seamanship (SS&S) 6<sup>th</sup> Edition***

**I. PRE-DEPARTURE TASKS**

- A. WEATHER CHECK – Chapter 4, page 84; Chapter 10, pages 242-243; Chapter 15, page 362
- B. LAUNCHING THE VESSEL – Chapter 4, pages 75- 77; Chapter 6 pages 144-145
- C. PRE-DEPARTURE BRIEFING – Chapter 4, page 84
- D. SAFETY BRIEFING – Chapter 10, page 228
- E. PERSONAL FLOTATION DEVICES – Chapter 5, pages 112-116
- F. PRE-DEPARTURE CHECKLIST – Chapter 4, page 84; Chapter 6, page 143
- G. LINE DEPLOYMENT FOR UNDOCKING – Chapter 4, page 86
- H. UNDOCKING
  - SAILING AWAY - Chapter 4, page 83
  - LEAVING A MOORING -Chapter 4, page 84
  - LEAVING A DOCK - Chapter 4, page 86

**II. UNDERWAY TASKS**

- A. PROPER LOOKOUT – Chapter 8, page 179; Chapter 11, page 258
- B. MEETING, OVERTAKING & CROSSING SITUATIONS – Chapter 8, pages 183 – 187
- C. BUOY AND CHANNEL MARKING RECOGNITION – Chapter 7
- D. SOUND SIGNALS – Chapter 8, pages 184-187
- E. RADIO TECHNIQUES – Chapter 16, pages 388-406
- F. FUELING THE VESSEL – Chapter 10, pages 238-240
- G. MAN OVERBOARD (MOB) – Chapter 10, pages 231-236
- H. EMERGENCY SITUATIONS – Chapter 5, pages 108-111; Chapter 10, pages 234-237; Chapter 10, page 240
- I. ANCHORING – Chapter 4, pages 91-97
- J. DOCKING
  - RETURNING TO PORT Chapter 4, page 87
  - RETURNING TO A MOORING Chapter 4, page 87
  - RETURNING TO A PIER Chapter 4, page 88
  - RETURNING TO A BEACH Chapter 4, page 89
- K. SECURING THE VESSEL (LINES) Chapter 14, pages 354-357
- L. RECOVERING THE VESSEL - Chapter 6, page 146

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