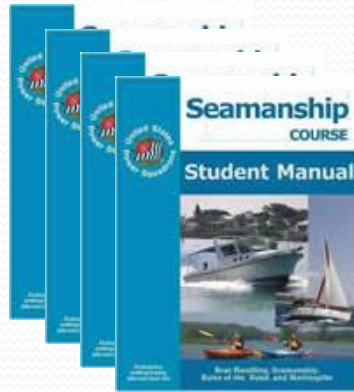
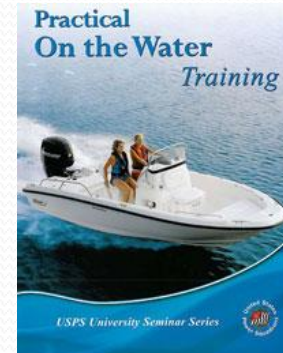


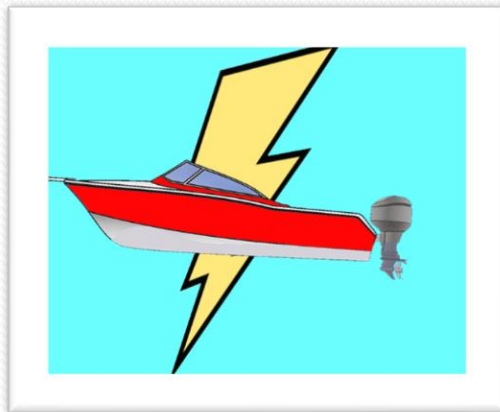
Four On-the-Water Programs



**On-the-Water
Guides**



**Hands-On
Training**



Jump Start



**Boat Operator
Certification**

Program Comparison

Program	Objective	Instructor	Boat	Student	Price (to Squadrons)
Flexible Programs - <i>Modify these to fit your on-the-water training needs</i>					
Jump Start Program	One-on-one training for the new boat owner	Anyone	Student's Boat	Everyone	Free
On-the-Water Guides	Extend classroom training to on-the-water exercises	Anyone	Any boat	Everyone	Free
Credentialed Programs - <i>Teaching and certifying on-the-water standards</i>					
Hands-On Training					
Basic Powerboat	Teaches basic powerboat handling, no experience required (formerly POTW)	BOC Certifier	Power boat 16'-26'	Everyone	\$40 (free to members)
Large Powerboat	Teacher large powerboat handling (formerly Large Boat POTW)	BOC Certifier	Power boat > 26'	Everyone	\$40 (free to members)
Boat Operator Certification					
Inland Navigator	Certify skills for basic boat handling	BOC Certifier	Power boat 16'-26'	Member	\$44 (+ classes & seminars)
Coastal Navigator	Certify skills for basic coastal navigation	BOC Certifier	Any boat	Member	\$44 (+ classes & seminars)
Advanced Coastal Navigator	Certify skills for advanced coastal navigation	BOC Certifier	Any boat	Member	\$44 (+ classes & seminars)
Offshore Navigator	Certify skills for offshore navigation	BOC Certifier	Any boat	Member	\$44 (+ classes & seminars)

Hands-On Training

Formerly known as **Practical On-the-Water Training (POTW)**

- Boat handling skills for new and experienced boaters
- Covers the ANSI standards for powerboat
- Includes 4 hours in the classroom + 4 hours on the water
- Two versions of Hands-On Training:
 - Basic Powerboat – Boats under 26'
 - Large Powerboat – Boats over 26'
- Instruction requires a BOC-IN or Basic Powerboat Certifier



HOT Policy - 2019

The Hands-On Training (HOT) program was developed by USPS titled Practical On-The Water training. The name was changed to Hands-On Training in 2017. The program is structured to be the same with only administrative changes.

HOT Administrative Structure

HOT is now divided into two separate sections:

- 1. Classroom Seminar**
- 2. On-The Water Training**

These two sections are linked together.

The classroom seminar is mandatory while the on-the water training is optional. However, to get credit for HOT both sections are required.

HOT Administrative Structure

- The classroom seminar (the morning session) has no financial restrictions for the training or other charges (such as charging for lunch).
- The on-the water session (usually in the afternoon) is offered at no charge to the student, thus complying with USCG rules and regulations.
- Squadrons are free to charge for the classroom seminar to cover the costs of the program and not have any concern about the legality of the training.

HOT Exercises

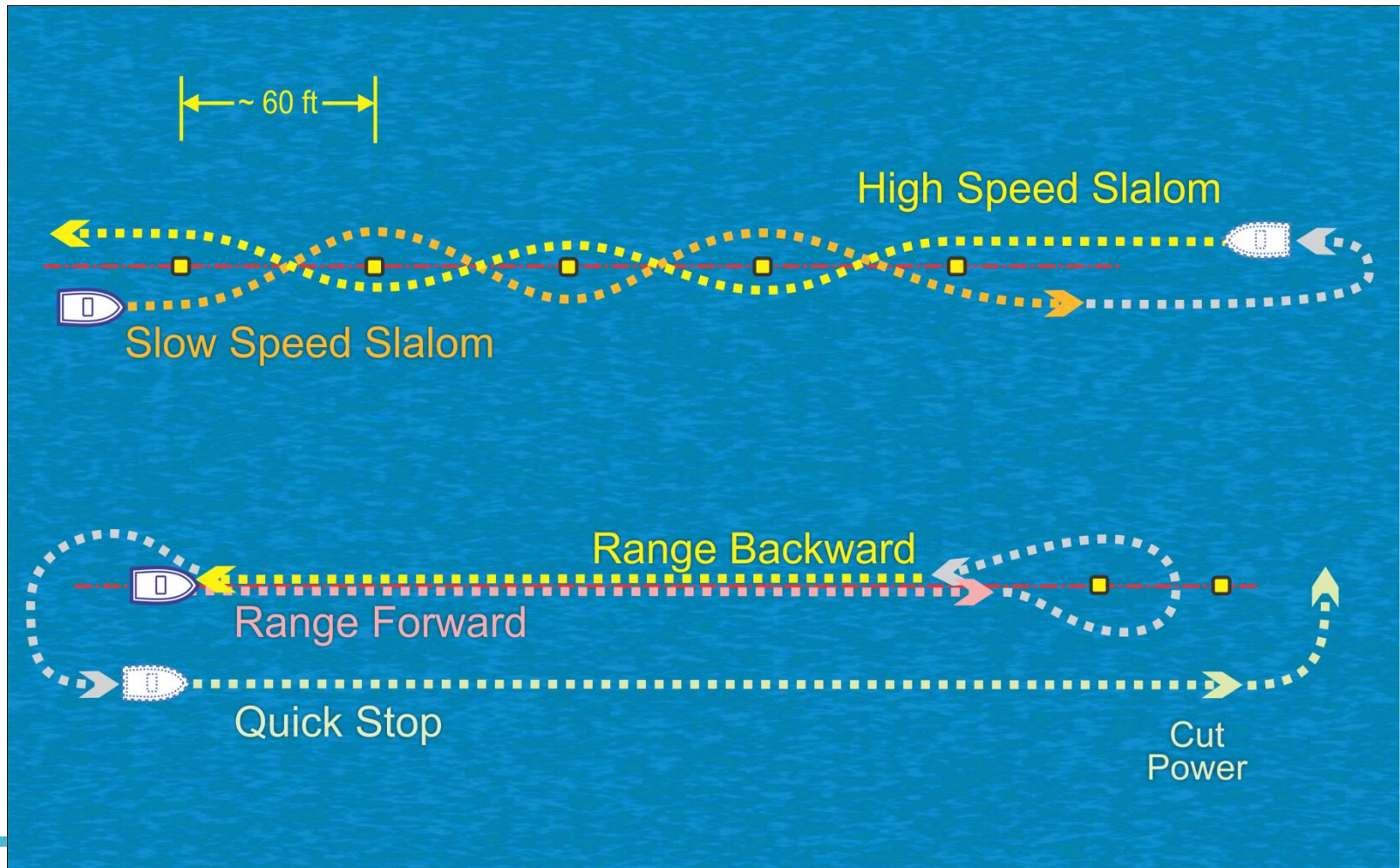
- Close quarters maneuvering
 - Using lines effectively near the dock
 - Departing the dock
 - Operating in fairways & tight areas
 - Pivot Turn
 - Mooring to a bouy
 - Backing
 - Docking
-



HOT Exercises (Continued)

- In Protected open water
 - Maneuvering to the exercise area
 - Steering - slalom
 - Holding course
 - Run a range
 - Quick stop
 - Uses a bouy kit (instructions on line)

Open Water



AMERICA'S BOATING CLUB

For Boaters By Boaters®
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HOT Policy - 2019

- **Non-members of USPS are required to purchase the HOT student training kit available to squadrons on the USPS website. In addition squadrons may add local expenses.**
- **USPS Members are not required to purchase the HOT student kit training, however it is acceptable to have members share in the local expenses**

HOT Policy - 2019

- HOT is a credentialed program, part of the Boat Operator Certification program.
- The classroom seminar may be taught by any USPS certified instructor.
- For the student to receive credit for the training, the on-the-water component must be taught by a BOC-IN or HOT (Basic) Certifier (see BOC manual for information).
- Students who do the on-the-water training with a BOC IN-Certifier are then certified for the on-the-water portion of the BOC-IN Certification.

HOT Policy - 2019

- HOT is normally taught in one day. In the morning the mandatory HOT seminar is taught. The afternoon is spent on the water. However, squadrons can teach HOT over two days (or evenings) if desired.

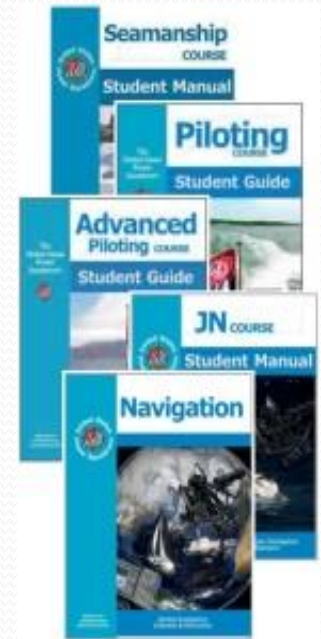
Qualifications for Basic Powerboat Certifier

1. Be a USPS member.
2. Be nominated and approved by the RD or ARD.
3. Be a current USPS Certified Instructor and maintain that status.
4. Have completed a NASBLA-approved course, Boat Handling, and the BOC boat handling skill demonstration.
5. Have completed the Certifier's seminar
6. Have substantial, verifiable on-the-water experience.
7. Be able to observe and document on-water skill demonstrations.
8. Have internet access and an e-mail address.
9. Use the electronic database system.

Questions?

On-The-Water Guides

- Extends existing classroom with relevant exercise on the water
- Participation is optional, and not required for course completion
- Framework developed by the BOC Committee
- Individual guides created by each Education Department Committee
- Guides are downloadable from the Committee Pages on the National web site
- Guides available for Advance Grade courses, Sailing, and ABC₃
- Anyone can teach with Squadron approval



Advantages to the OTW Guides

- Available for a wide variety of topics
- No pre-requisites for students
- No special type of boat required
- BOC Certifier not required
- No cost to the squadron or student
- May be taught in conjunction with or independently from a classroom course

USPS requires an approved curriculum for on-the-water training. These guides are all approved AND can be adapted for your needs.

On-The-Water Guides

Available on the
Educational Dept Web
Pages



Links to On-the-Water Guides:

- [America's Boating Course OTW teaching aid guide](#)
- [Seamanship OTW teaching aid guide](#)
- [Piloting OTW teaching aid guide](#)
- [Advanced Piloting OTW teaching aid guide](#)
- [Junior Navigation OTW teaching aid guide](#)
- [Navigation OTW teaching aid guide](#)
- [Sail OTW teaching aid guide](#)
- [Man Overboard OTW teaching aid guide](#)



Educational Department *On-the-Water Training & Certification*

On-the-Water Teaching Aid Guides

On-the-Water Teaching Aid Guides

USPS courses—from America's Boating Course to Navigation—and their related boat handling and navigation seminars teach skills that boaters will need to perform as part of pre-cruise planning, on the dock and on the water. They teach how to operate a boat using marine electronics and what to do should electronics and their back-ups fail.

USPS's approved on-the-water (OTW) teaching aid guides provide a framework for supplementing classroom instruction with skills training. The training involves skill demonstration by one or more approved trainers and supervised practice by students, with appropriate coaching and feedback from the trainer.

Each guide has two parts:

1. Policy and procedure preliminaries that fully meet the standards of the American National Standard Institute (ANSI) for recreational power boating. These preliminaries were prepared by the Boat Operator Certification – On the Water Training Committee.
2. Lists of skills that may be taught, each with a reference to the corresponding course chapter used in classroom instruction. The skill lists were prepared by the EdDept Committee responsible for each course.

General References:

- [EdDept Note on On-Water Policy](#)
- [Getting Started with On-the-Water Guides](#) (PDF of PPT) (Jan 2015)

Links to On-the-Water Guides:

- [America's Boating Course OTW teaching aid guide](#)
- [Seamanship OTW teaching aid guide](#)
- [Piloting OTW teaching aid guide](#)
- [Advanced Piloting OTW teaching aid guide](#)
- [Junior Navigation OTW teaching aid guide](#)
- [Navigation OTW teaching aid guide](#)
- [Sail OTW teaching aid guide](#)
- [Man Overboard OTW teaching aid guide](#)

What's in the Guide?

- General Safety

- Program Overview
- Safety requirements
- Essential Procedures



- Recommended Exercises

- Selected exercises based on course material



Add Your Own Exercises

- You can append relevant exercises to the guide that are appropriate for your training event. This includes:
 - Activities relevant to the area you are boating in
 - Activities essential to the type of boat you are using
 - Additional activities based on the course material
 - Activities you design that present the course material in a different way, i.e. predicted log, GPS navigation exercises, etc.

All exercises must be based on current USPS course material.

Modifying an OTW Guide

1. Choose the guide that best fits your training needs
2. Identify activities from the guide to include in your training
3. Document any additional activities or exercises and append to the guide
4. Append your exercises to the guide
5. Deliver a copy to your SEO prior to the training event



Contact the BOC-OTWTr Committee if you have questions.

In Conclusion

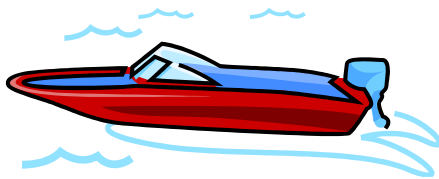
- The USPS on-the-water guides are a flexible tool to get your squadron involved in on-the-water training.
- It enhances the overall learning experience for your members and the public.
- There's no cost to the squadron or the students.

Note: Please don't give away our intellectual property. These guides are not intended as a substitute for POTW or other on-the-water programs. Using the guides should add value to your Squadron offerings and to USPS programs.

Questions?

Jump Start Program

- ❑ One-on-one training for any new boat owner
- ❑ Download manual online from the USPS website
- ❑ Develop a custom program for the student
- ❑ You will need:



**The Student's
Boat**



Water



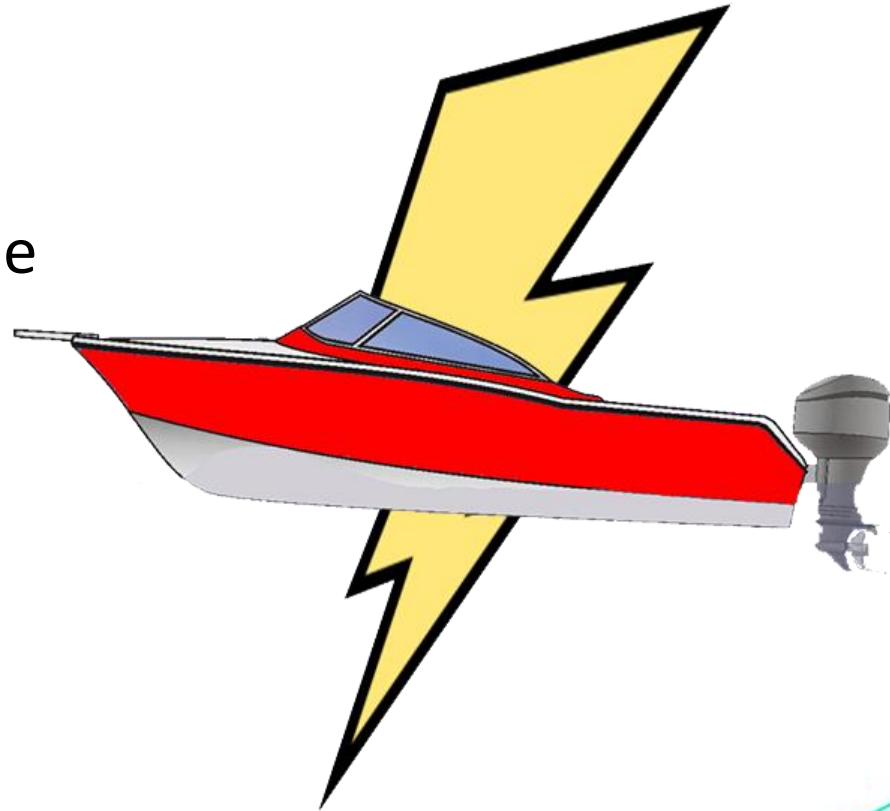
**Qualified
Instructor**



**Students
(One at a
time)**

Jump Start Overview

- Designed for New Boat Owners
- One-on-One Training Session
- Up to 2 Hours In Length
- Customized to the needs of the individual boater
- Can be used with members or non-members
- No Cost Member Benefit



What it Includes

- ❑ The Jump Start Program is a downloadable PDF document from the USPS BOC Web Site.
- ❑ **Included:**
 - Protocol for Planning and Conducting Training
 - Script for Interviews
 - Recommendations for Exercises
 - Student Checklists and other material






Not Included

- Student Course Book
- Instructional details for skills

The program provides the framework. The instructor provides the knowledge and technique.

Jump Start – Who is a Candidate?

The Student:

-  Can be a Member or Non-Member
-  Owns a new boat (or new to them)
-  Boat may be large or small
-  Has some boating experience
-  Needs some help to get started with the new boat



Who Can Teach the Program

 Any USPS Member who has taken a Basic Boating Course

 Recommend the Instructors have completed the following:

- Instructor Development
- Seamanship/Boat Handling
- Advanced Powerboat Handling Seminar
- Hands On Training or BOC Inland Navigator
- Engine Maintenance
- Marine Electrical Systems

Jump Start Program

Under these USCG rules, squadrons can teach the “Jump Start” - Hands-on Training Program to both members and non-members

- There is no fee to the student, so no license is required
- Squadrons can benefit from new membership
- Squadrons can use Hands-On Training as a valuable recruiting tool



Jump Start – How does it Work

Start with a Phone Interview

- 🚢 Student's Prior Experience
- 🚢 Type of Boat, Location and Intended Use
- 🚢 Boater's Concerns

Plan the Training

- 🚢 Discuss Possible Training Items
- 🚢 Agree on the scope, date and time

Conduct the Training

- 🚢 Follow the Training Plan
- 🚢 Observe and Coach the Student

Follow Up

- 🚢 Recommend Exercises
- 🚢 Classroom and On-Water Training

Interview



Plan



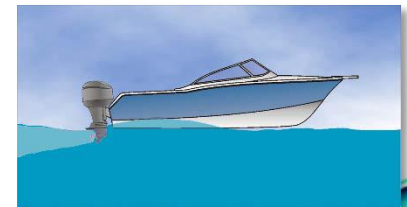
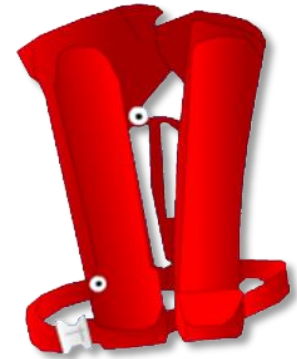
Train



Follow-up










What To Include

- Mandatory
 - Vessel Safety Check
 - Safety Procedures
 - Weather Check
 - Life Jackets worn at all times
- Optional
 - Equipment Review and Recommendations
 - Trailing – Launching/Retrieving
 - Docking – Leaving and Returning, Tying Up
 - Close Quarters Maneuvering
 - Open Water Maneuvering
- Follow Up
 - Training Exercises
 - Course Recommendations
 - Boating Aids – Checklists and Safety Materials



Benefits of the Program



-  No cost involved
-  Low impact to the squadron
 -  2 hours on-the-water
 -  Boat and equipment provided by the student
-  No certifier training required
-  No USCG licensing requirements
-  Student gets the full attention of the instructor
-  Improved engagement of the new member
-  Promotes more classroom and on-the-water training

For More Information

- For a copy of the Jump Start Program, see the document at the USPS Boat Operator Certification Web Page

Questions?

Boat Operator Certification

- Started in 2006 – implemented late 2008
- Four Levels
 - Inland Navigator: Small Boat Operation
 - Coastal Navigator: Coastal Piloting/Navigation
 - Advanced Coastal Navigator: Coastal Piloting and Navigation Near Shore and with Reduced Visibility
 - Offshore Navigator: Open Ocean Navigation

Advantages to Members

- Renting, chartering or leasing a boat, especially in another country
- Obtaining insurance
- Building confidence in your own abilities
- Learning to teach others OTW

BOC Inland Navigator

Requirements:

- NASBLA-approved course
- Boat Handling
- Engine Maintenance
- Marine Electrical Systems
- Four Seminars;
 - How to use a Chart
 - Onboard Weather
 - GPS
 - VHF Radio/VHF DSC
- Demonstrate:
 - Basic Boat Handling Skill
 - Fire Extinguisher Skill

BOC Coastal Navigator

Requirements:

- Completed Inland Navigation Certification
- Marine Navigation
- Weather
- Marine Communications Systems
- Seminars
 - Mastering Rules of the Road
 - Anchoring
 - Mariner's Compass
 - Tides and Currents
 - Radar
- Demonstrate On-The-Water Navigation skills
- Demonstrate Pyrotechnics (Signal Flares) skills

Advanced Coastal Navigator

- Requirements:
 - Advanced Marine Navigation
 - Marine Navigation Systems
 - Cruise Planning
 - Marine Radar
 - Required Seminars
 - Emergencies Onboard
 - Rules of the Road
 - Completed Advanced Coastal Navigation OTW skill including a restricted visibility navigation segment
 - Complete First Aid

Offshore Navigator

- Requirements:
 - Offshore Navigation or JN
 - Marine Navigation Systems
 - Cruise Planning
 - Required Webinars
 - Severe Weather
 - 500 Millibar chart/ Grib Files
 - Completed Offshore Navigation OTW skill
 - Complete First Aid and CPR Certs

Certifiers

Certifiers must be trained for each specific level; e.g. IN, CN, ACN and ON

Requirements are similar to that for Basic Power Boat Certifier.

Certifiers are qualified at the specific level by a Certifier Trainers

Questions?

United States Power Squadrons®



Insurance for Training



What Does USPS Insurance Cover?

USPS insurance provides comprehensive coverage for on-the-water training. Coverage includes

- General liability (on land)
- Marine liability (docks, piers, and wharves)
- On-the-Water liability
 - Covers Teaching On the Water
 - Includes hull damage up to the value of the boat
 - Has a \$250 Deductible
 - Becomes the primary insurance when the first student or instructor boards the vessel for training
 - Does not cover getting vessel to the training location
- Professional liability for instructors



To Qualify for Insurance (1)

Documented Approval:

As for all USPS events, the activity must be approved by squadron, district, or national offices. Furthermore, this approval needs to be documented prior to the event in order to satisfy insurance requirements. Documentation of approval may include any of the following:

- Recording in Executive Committee Minutes
- Exchange of emails with squadron officers
- Newsletter, Calendar, or other publication



To Qualify for Insurance (2)

Approved Curriculum:

Follow a training curriculum approved by the Boat Operator Certification Committee. An approved curriculum will include the following:

- Each boat must have a current Vessel Safety Check
- Life jackets are worn at all times by all participants
- Conduct a weather check prior to departure
- Hold a dockside safety briefing



Document your Training Plan

- Because Jump Start and On-the-Water Guides are flexible and can be adapted to meet individual training needs, it's always a good idea to:
 - Document your specific training plan before the event
 - Share the training plan with your SEO



Who is Covered by the Insurance?

USPS Insurance covers the following organizations and individuals:

- National
- Districts
- Squadrons
- Officers/Directors
- Members serving USPS
- Outsiders volunteering service



Is the Students Boat covered?

Yes. As long as the boat has a current Vessel Safety Check, Life Jackets are worn at all times, the weather is checked out in advance, and you hold a dockside briefing it can be used for training and USPS insurance will apply.

Note: Students boats should always be insured, but USPS insurance will become primary during approved training.



Hull & Liability

- **Hull & Liability** provides the borrowed boat protection the USPS needs to protect the organization and the USPS members conducting 'on the water' training and student certification
- Hull & liability insurance covers “**vessels of others**” not owned by USPS while being operated by the USPS, a member or otherwise in the care custody and control of the USPS, its trainers or certifiers for a USPS sanctioned event
- **Third party liability** section provides worldwide navigation so it encompasses Squadrons outside the US as well
- **Hull protection** is primary for any boat borrowed by or loaned to USPS trainers or certifiers for the purpose of training and certifying boat operators. Chubb will pay for the direct repair of any boat damaged or destroyed during USPS control, subject to deductible of \$250
- Included in borrowed boat is **uninsured boater liability** protection for \$10,000

General
Liability

Workers
Comp

Marine GL

D&O

**Hull &
Liability**

Umbrella &
Bumbershoot

Business
Auto

Media
Liability

Foreign
Liability

Professional
Liability

In Summary?

USPS provides a comprehensive insurance program that covers the individuals and boats involved in on-the-water training. As long as you follow the simple rules outlined here, you will be covered.

If you have any further question on the insurance program, you can contact the insurance company directly. Contact information is available on the USPS Treasurer's web site.



United States Power Squadrons®



Is a U.S. Coast Guard Licensing Required?



When is a USCG License Required?

You need a license to operate a small passenger vessel when **both** of these conditions exist:

1. The boat is carrying passengers for hire
2. The vessel is being operated in “navigable waters” under USCG jurisdiction



The USCG is the only organization that can enforce the licensing requirements.

What is a “Passenger for Hire”?

Passenger for Hire means a passenger for whom consideration is contributed as a **condition of carriage** on the vessel, whether directly or indirectly flowing to the owner, charterer, operator, agent, or any other person having an interest in the vessel.



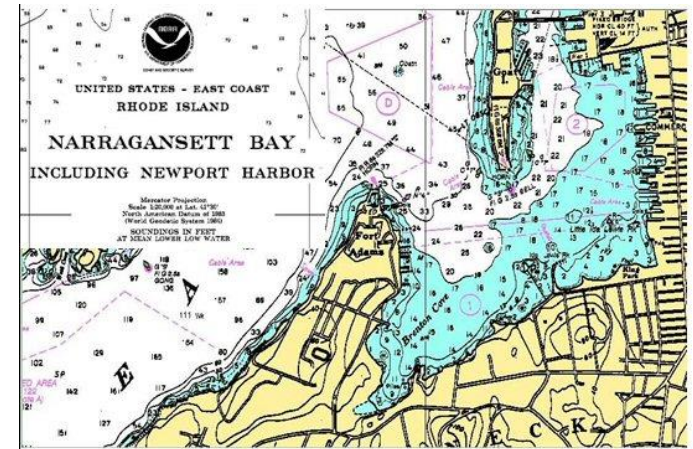
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What are “Navigable Waters”?

- Generally, navigable waters are defined as those waters that are subject to the ebb and flow of tide, plus any other waters that might possibly be used for interstate or foreign commerce.
- The USCG is responsible for determining which waters are considered navigable.

To determine if a specific body of water is under USCG jurisdiction, contact the nearest Coast Guard Sector Office



How do you avoid needing a License

You do not need a license if any one of the following conditions exists:

- You are teaching on waters not under USCG jurisdiction
- You do not charge the student a fee as a condition of going on the water
- You are teaching on a boat that is owned by one of the students



For Further Information

- **Visit the BOC Web Page:**

<https://www.usps.org/index.php/departments/13000/13700-on-the-water-training-certification>

- **Contact your BOC Regional Director:**

https://www.usps.org/images/eddept/files/BOC_and_OTW_Training_Programs/BOC_Regional_Directors.pdf

- **Contact the BOC Committee:**

<https://www.usps.org/index.php/departments/13000/13700-on-the-water-training-certification>

Questions?

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Email: locke806@gmail.com