

CHAPTER 1

COACH RESPONSIBILITY, AUTHORITY AND ROLE

1.1. **HEAD COACH / GENERAL INFORMATION**. As a head coach onboard a sail training vessel you are officially the officer-in-charge. As such, you are solely responsible for the operation of your boat and crew afloat and ashore while engaged in race or cruise related activities. You are also responsible for continuing crew education to include seamanship, navigation, racing tactics, boat keeping, conduct, etiquette and sportsmanship. The three latter items are often best taught by example.

In the Varsity Racing program, the designated midshipman skipper has been appointed to the position by the DNAS with advice from his staff. In the fall, the skipper, with his XO, were assigned a crew that they trained on a daily basis, assigning specific responsibilities to various individuals when required or necessary. The skipper and crew are responsible for the maintenance of their assigned Sail Training Craft (STC) with assistance from the Cutter Shed when required.

During the Fall, in addition to daily practices, they are involved in a vigorous racing program; just about every weekend which sharpened their individual skills and their effectiveness as a team. During the winter, they participate in an extensive classroom training program that includes hands on maintenance experience, systems operation, sail trim, and racing tactics, etc. In the spring, emphasis returns to racing, as well as on the water training and preparations for going offshore in the summer.

Therefore, when you step aboard as "coach" two days before the start of the "Bermuda Race", you must remember that this is not "your" boat but "theirs" even though you are responsible. The skipper is the one who organized and trained the crew, they are the ones who maintained and provisioned the boat. The success of the race/transit will depend largely on their preparation and training. As the coach, you are expected to step in where they may need assistance. And **yes**, you as head coach are responsible for the safety of the crew and vessel.

It is important to encourage the establishment and utilization of a chain of command. Generally, you should work through the midshipman skipper.

A coach must know at all times, the most accurate information available on weather conditions and the boat's position relative to fixed and floating dangers to navigation which may threaten the safety of operations.

The midshipmen crew may not yet have had the opportunity to acquire all the skills and knowledge needed to operate large sail craft safely in a hostile ocean environment and often in close proximity to other ships without close supervision.

You and the crew represent not only the U.S. Naval Academy, but the U.S. Navy as well! Be assured that your performance will be scrutinized critically by the marine and yachting community.

All crew members and coaches will be covered by official orders to document their tasking and responsibilities. For operations in the local area during the spring and fall, coaches will be issued "no cost" orders to cover the normal sailing season. For those going offshore during the summer, individual orders will be issued which will normally allow reimbursement for expenses of berthing and meals ashore out of the Annapolis area.

Often, coaches are referred to as "safety officers". This is not entirely accurate and minimizes the

role of coaches during local practices/races and when offshore. Safety Officers are assigned during the Lloyd Phoenix, McMillan and Kennedy Cup and other intercollegiate big boat regattas. In these cases, the Safety Officer is responsible for the safe operation of the boat. He will interfere as little as possible with the crew, but does have final and sole responsibility. He is not a coach in such situations, but he remains the officer-in-charge, and should exercise command when necessary to avoid collision or injury.

1.2. **COACH-MIDSHIPMEN RELATIONSHIP.** You, the coach, are in charge because of your maturity, experience and dependability. Keep in mind that our objective is to help midshipmen develop into professional naval officers. The coach must set a proper example in all respects, from conscientious attention to duty to proper dress.

It is a good idea with midshipmen, as with anyone else, to be positive. Say what you want done rather than what not to do. Stick to that fundamental of leadership to praise in public and "chew out" in private. Once you have given a reasonable order, require that it be carried out.

Make an effort to get to know individual midshipmen. Everyone appreciates a personal interest. This more or less takes care of itself if you coach with the same crew repeatedly or on an offshore operation.

Work through the midshipman Skipper or the Watch Captains. For example, if one of the midshipmen is barefoot, it is generally better to mention it to the Skipper than to correct the individual. An emergency situation might be the exception. If you are assigned as the head coach on a boat for an extended race or transit, sit down with the Skipper and discuss your relationship and your requirements with him or her.

For afternoon practice, go aboard your assigned boat and take a careful look around, both above and below decks. Satisfy yourself that prescribed pre-start engine checks have been made. Discuss the day's operations with the Skipper. Ask questions if you want to know something or if you want to bring something to his attention. The coach must instruct, correct, point out deficiencies and ensure that safety standards are met. The coach should, insofar as safety and training considerations permit, leave decision making to the midshipman Skipper, but it is usually appropriate to require that all alternatives have been considered in the decision, without dictating the outcome. On return to the berth or on the way in, hold a critique with the Skipper and encourage the skipper to hold a critique with the crew. Ensure that materiel discrepancies are reported properly. If there is something the Crown Center staff should know, either with regard to the midshipmen or the boat, an informal memo is in order. Make it legible. This is one way to help a midshipman who is doing an exceptionally good job, as well as reporting concerns. When underway, keep a sharp lookout so you can see potentially dangerous situation developing, ones the midshipmen may miss.

When preparing for offshore operations, the head coach, as Officer-in-Charge, has ultimate responsibility for ensuring that the sail training craft (STC) is ready in all aspects before departure. The midshipman Skipper is responsible to you and you should work closely with the skipper in planning. Then double check to be sure that everything agreed between you is, in fact, done. You may or may not stand a watch yourself, but you remain responsible for the STC even when you are asleep. If two coaches are on board, one of them should be up and on watch at all times. Both midshipmen and junior officers are always reluctant to awaken the "old man". You should make clear under what circumstances you want to be called, and then insist it be done. The coaches and midshipmen skippers should work together in developing and promulgating the necessary Standing and Night Orders (Sample Standing and Night Orders can be found in the SOP).

The coach-midshipman relationship should be a comfortable one and mutually rewarding. It is inspiring to see the midshipmen gaining experience, trying hard, and growing into competent seamen and

effective leaders. You have a part in making it happen. Set high standards, require their observation, but keep it fun at the same time.

All coaches should be thoroughly familiar with the Standard Operating Procedures (SOP) and Regulations Manual for Large Sail Training Craft at the US Naval Academy (DNASINST 3120.1series).

1.3. **ROLE OF SECOND COACH.** The second coach fills the role of Assistant Officer in Charge as described in the SOP.

The second coach often does not have as much experience as the head coach. The head coach should find out how much experience the second coach has, and how often he/she has sailed as a second coach. The second coach should be included in all aspects of the day's sailing activities, with an emphasis on improving his knowledge, understanding and level of experience. It is important that the head coach help broaden the second coach's experience and expertise as quickly as possible.

As a second coach, you are encouraged to participate actively in the sailing of the boat. Talk with your head coach and ask to be responsible for some evolutions or facets of sail training. Do not sit back and watch; be a part of what is happening. The second coach is often assigned to mentor the Midshipman XO in the same way that the head coach mentors the Midshipman Skipper. If not "D" qualified, the second coach should work on his/her Personal Qualification Standards (PQS) at every opportunity.

There is no distinction between a head and second coach in regard to their relationship with the Sailing Center staff. Both coaches are encouraged to fill out the evaluation forms and talk with the Sailing Center staff about the Midshipman Skipper and crew. As a second coach, it is a good idea to discuss your views and feelings with the head coach. However, you always have the right to fill out an evaluation or talk with the staff directly.

Two coaches per boat are needed on most ocean races. Two coaches are desired for long ocean transits. In fact, we will often put 3 or 4 coaches on a transit so that more coaches can gain ocean experience. When two coaches are aboard, each watch section will have a coach on deck with them while racing. The coach is not the watch captain. The coaches are fully integrated members of the crew and are expected to participate actively, by trimming sails, steering and navigating (or checking the navigation as required).

CHAPTER 2

GENERAL POLICIES/ADMINISTRATION

Coaches are encouraged to thoroughly read reference (a), which was revised 10 May 1994. This chapter will refer frequently to that manual with brief explanations given herein and more detailed explanations in reference (a). In all cases of conflict reference (a) takes precedence.

2.1. **Dress Code.**

Coaches are expected to conform as closely as possible to the midshipmen dress code as described in the relevant paragraph of the SOP. Shirts may be purchased in the NASS Chandlery. NASS Burgee shirts are acceptable. If you are to race on a boat in the summer, it is a nice gesture to purchase a "boat shirt" that the midshipmen may organize.

2.2. **BEHAVIOR.** Midshipman behavior can make or break a port visit or race series. Midshipmen are young adults full of energy and spark. Midshipmen are men and women of exceptional character and are generally aware of required standards. It is often helpful if people of greater experience (i.e. coaches) help those with less experience (midshipmen) stay focussed on standards. One way of accomplishing this is to ensure that standards are clearly known ahead of time. Coaches are expected to dress appropriately for the events, be good role models and, if necessary, disciplinarians. Usually, midshipmen will respond positively and correctly to a few words and a clear statement of what is expected. Once a position is stated, stick to it.

If a midshipman should misbehave ashore, the coach has the authority to send him back to his or her vessel. If the behavior is extreme, contact the senior sail training staff member or military member in the area concerning the incident. If the vessel is operating independently and the situation justifies it, you are empowered by the Operation Order to send the midshipman back to the Academy. If necessary, do so and contact the Director of Naval Academy Sailing at the Robert Crown Sailing Center and explain what has occurred. A written report is required when you return.

2.3. **ALCOHOL.**

(a) While you are participating in the Naval Academy sailing program you must follow the same rules, regarding alcohol that apply to midshipmen. In situations where they are not allowed to drink, you should not either. This is a key part of the leadership example discussed in Chapter 1. A summary of the USNA alcohol policy can be found in Chapter 7 of the SOP.

(b) Alcohol is not allowed onboard Naval Academy Sail Training Vessels.

(c) No one should consume alcohol within eight hours of a planned underway time.

2.4. **SAFETY.** The key phrase is "**SAFETY IS PARAMOUNT**". The bigger the STC, the greater the risk. Yet every evolution and maneuver can be executed safely. Coaches are directly responsible to ensure that each evolution is conducted safely. Crews will differ in their state and level of training. As a coach, you are expected to ascertain what this level is, either by asking questions, previous knowledge, comments from the professional staff, watching the crew carefully or by discussion with the midshipman Skipper. If you have any doubt as to the crew's ability to execute an evolution safely, the evolution should be discussed with the Skipper prior to execution. The SOP and the Boat Information Book (BIB) provide more detailed guidance.

As coach, you are the primary safety observer. Position yourself where you can watch each evolution. Be prepared to stop the evolution or correct a procedure. Work with the Skipper to develop safety consciousness within the crew. Some midshipmen have never sailed before coming to the Academy and do not understand the risks involved on a sailing craft. Specific areas of concern include the use of

installed stoves, night sailing, going aloft, gybes, headsail changes, spinnaker sets, take downs and heavy weather. Also make sure that the required safety equipment is on board and that all personnel know where it is and how to use it.

2.5. **GUESTS**. When an STC is in port or at anchor, it is permissible and encouraged to have guests visit the vessel within the confines of good taste. Guests are not to stay on board a moored/anchored vessel overnight, unless they are a family member of the coach or a midshipman and approved by the Officer-in-Charge and/or DNAS. Guests may be embarked for day sails or a day transit in accordance with reference (a). If guests are embarked for day transits, these additional names must be reflected on the crew list that is called into Operations at the RCSC before departure. Unless a guest has the approval of DNAS, he/she may not be embarked for overnight transits or races.

2.6. **OPERATION ORDERS**. An Operation Order will normally be issued for any event that requires a STC sailing, racing and stopping outside the geographic confines of the Chesapeake. The document is normally issued one month prior to the departure and includes the schedule. More than one STC may be included in the order.

Each coach will be given a copy of the Operation Order. He/she should read the order carefully, become familiar with all aspects of it, ask questions that may arise, and review all pertinent references. The order is the legal authority for the STC to conduct operations. Additionally, the Operation Order designates the Officer-in-Charge and delineates his responsibilities and authority.

2.7. **DRILLS**. The only way to ensure that crews are properly trained and prepared to sail safely offshore is by drills and practice. Some drills are practiced each time a vessel goes out. Coaches are always authorized to conduct drills when the vessels are doing individual practices. All drills should be logged.

2.8. **CREW MAINTENANCE RESPONSIBILITIES**. It is important that midshipmen understand the amount of maintenance that is required to keep their vessel operating properly.

There are three (3) levels of maintenance/repair, a Preventative Maintenance System (PMS) and a special procedure for repairing sails:

- "O" (Operator Level): This includes regularly scheduled maintenance (PMS) and unscheduled work that can be done by the boat crew (i.e. replacing cotter pins, ring dings, chaffing tape etc.) This also includes normal housekeeping and any minor repairs that don't require outside assistance.

- "I" (Intermediate Level): At the RCSC this means "Cutter Shed". The boat crew responsibility for this level of work is to report the problem via a discrepancy chit (Sail Craft Discrepancy Report in three parts). A verbal complaint to passing bodies on the sea wall, even to a work leader, does not constitute a report. The report should be made in a timely fashion so required work may commence at the first available opportunity.

- "D" (Depot Level): At the RCSC this means SCRF (across the river). This procedure is relatively transparent to the boat crew. The crew makes a discrepancy report as usual, the Cutter Shed determines that the extent of work is beyond their capability and makes arrangements with SCRF to perform the repair.

2.9. **INTERACTIONS WITH COMMERCIAL SHIPPING**. In the relatively confined waters of Chesapeake and Delaware Bays and Long Island Sound, there will be many close interactions with commercial ships. The basic rule is to give way to these ships, even during a race. Plan your course ahead

of time, ensuring your boat is not forced to change course abruptly at the last moment to avoid the ship. Coaches and Skippers must be aware of the course and track of these vessels; tugs with barges are often difficult to see, especially at night.

Commercial shipping guards VHF Channel 16 and 13 in both Bays. Pilots use VHF Channel 13 for communicating between ships in Chesapeake Bay. It is permissible to call a commercial ship on 13 and tell them who you are (Naval Academy Sailing Craft....) and what your boat is doing (night sailing, racing, transit, etc.). The more information passed between a boat and a ship to clarify the situation, the better. However, it is not correct to ask a ship to alter course or speed. Keep transmission brief.

Pilots in Delaware Bay use Channel 14 and the C & D Canal operates ~~are~~ on both 13 and 14.

2.10. **COLLISION AVOIDANCE.** The basic and fundamental policy regarding collisions of Naval Academy STC in any situation whether racing or cruising is that **COLLISIONS ARE TO BE AVOIDED.**

The prudent skipper should know his own boat's/crew's capabilities and limitations, make a judgement of others in proximity and don't put himself in a position from which he cannot escape regardless of who has rights. It is the coach's responsibility to insure that the skipper has made a careful assessment of all the various facets and intends to execute the most reasonable solution. A running dialogue between skipper and coach can best accomplish this. By remaining quiet, the coach has in essence consented to the skipper's judgement.

All coaches should be aware, that any coach and Midshipman skipper involved in a collision or other serious incident, may have their sailing qualification (privilege) administratively removed pending a review by the Director of Naval Academy Sailing. This is an administrative procedure and not a judicial procedure. However, depending on the type of investigation involved, considerable time could elapse before final resolution.

The SOP, chapter 5, spells out in detail the required action to be taken following marine incidents. All coaches should be aware that a detailed summary of the incident will be required from them and others with specific knowledge of the incident to be turned in at the earliest opportunity.

2.18. **RESPONSIBILITIES AS SAFETY OFFICERS.** During Intercollegiate and the Lloyd Phoenix Regattas, each sloop will be assigned a Safety Officer. As with other Offshore Team racing events, this individual will have a "D" qualification or higher and meet the other qualification requirements to be utilized as a regular Offshore Coach.

The roll of the Safety Officer is different than that of an Offshore Coach in CBYRA events or ocean races. Whereas in a regular event, the coach may give limited guidance and instruction; as a Safety Officer, he **MAY NOT** which will be explained in more detail later. However, first and foremost his assignment is to insure the safety of the sailors and second to ensure the safety of the equipment; in any Offshore (Big Boat) event hosted by the Naval Academy.

The following explanations should help clarify your role as a Safety Officer and are similar to the instructions given to the crews as an attachment to the Sailing Instructions for that event. The Sailing Instructions for a particular event have precedence over the guidance provided herein.

a. The Safety Officer **SHALL** help with:

- **AVOIDING COLLISIONS.** As a potential collision situation develops, you may ask the

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skipper his intentions in order to ensure that appropriate avoiding action will be taken. If you, as the Safety Officer, instruct the skipper or helmsman to alter course, they **MUST DO SO!** If this occurs during the race, and results in a protest, the Safety Officer will be available as a witness to help support your case. The intent is not to get the Safety Officers involved in the protest procedures and you should limit your discussion only to the facts that led up to your command to alter course. The fact that you ordered a course change or other appropriate action does not in itself make your boat in the right and the other boat wrong, all the pertinent facts will be used by the protest committee in their decision.

- Avoiding RESTRICTED AREAS

b. The Safety Officer **MAY** help with:

- Rigging the boat or help locate/place/stow rigging or equipment
- Operation of the engine
- Assisting getting out and into Santee Basin
- Steering the boat before the Warning Signal of the first race of the day or after the finish of the last race of the day, or in the case of an emergency
- Assisting with any other equipment related questions or problems

c. The Safety Officer **MAY NOT** help with:

- Tactical decisions, suggestions or observations
- Strategic decisions, suggestions or observations (wind, weather, current, etc.)
- Boat handling decisions, suggestions or observations
- Any boat handling maneuvers including adjusting the backstay

NOTE: The exception is that after the final race of the regatta, the Safety Officer may answer any questions or make any observations **SOLELY AT THE REQUEST OF THE SKIPPER.**

d. The Safety Officer will be positioned aft in the vicinity of the backstay. You **SHALL NOT** move forward or below between the Preparatory Signal and the finish except in the case of an emergency. You **MAY** move to windward or leeward to help the trim of the boat.

e. The Safety Officer **WILL** ensure that competitors on their boat comply with the Sailing Instructions and will report any discrepancies to the Regatta Committee.

f. As the Safety Officer you should assist the crew in reporting any discrepancies so that the boat will be fully ready for the next day races. Help them fill out the "DISCREPANCY CHIT" provided in the race packet.

CHAPTER 3

PROGRAM RELATIONSHIPS

Program relationships are explained in detail in USNAINST 1500.4(series).

CHAPTER 4

COACH QUALIFICATION

4.1 **Qualifications Definitions.** The Director of Navy Sailing under the auspices of Commander Naval Education & Training (CNET) has prescribed Navy-wide Standard Sailing Qualification Criteria (Ref (a) above) which will be used by NASS in assigning qualifications to individual coaches. Reference (a) also encourages a local qualification, without celestial knowledge, as an interim level for the local area. The CNET qualification designators have been modified; two additional qualification designators have been developed (Provisional "D" and Local "D"). Article VIII, Sec. 2 of the NASS Constitution outlines these general qualification levels in **Table 4-1**.

LETTER DESIGNATOR	QUALIFICATION DESCRIPTION
A	MATE: Minimum qualification to crew on a small sailing craft.
B	SKIPPER: Qualified to handle day sailing craft in local waters.
C	RACING SKIPPER: Qualified skipper who also has a through theoretical and practical knowledge of yacht racing rules and techniques.
PD (Provisional D)	SENIOR SKIPPER (PROVISIONAL): Provisionally qualified to command a large sailing vessel in local waters (Chesapeake Bay) due to his extensive racing experience. This would be good for two years to permit the individual to pass the appropriate part(s) of the "D" qualification procedures. All Provisional D's more than two years old would be re-designated as "C" Racing Skipper.
LD (Local D)	SENIOR SKIPPER (LOCAL): Qualified to command a large sailing vessel in local waters (Chesapeake Bay) day and night. This individual would have big boat experience but limited offshore celestial navigation experience.
D	SENIOR SKIPPER: Qualified to command a large sailing vessel in offshore waters night or day.
E	MASTER SKIPPER: Qualified to command and race a large sailing vessel offshore under all conditions.

TABLE 4-1 NASS SAILING QUALIFICATION LEVELS

Details for each qualification level are listed below. Each level shall normally include the requirements of all subordinate levels.

- a. **MATE.** Demonstrate the ability to rig, get underway, sail a figure eight, retrieve a man-

overboard training device, moor and unrig the boat at a basic level. This designation is not normally obtained through NASS.

b. SKIPPER. Demonstrate the ability to perform all evolutions connected with the operation of a sail boat with skill. Demonstrate a working knowledge of the rules of the road. Successfully complete an oral examination on nomenclature, normal and emergency procedures, weather conditions in local area, areas of hazard and the finer points of sail trim and balance. This designation is not normally obtained through NASS.

c. RACING SKIPPER. Successfully complete a locally administered comprehensive examination on racing rules. Demonstrate a working knowledge of those rules on the racecourse, together with the mastery of the special skills involved in racing in close quarters and the use of spinnakers and other light sails as appropriate.

d. SENIOR SKIPPER (PROVISIONAL). Completed all practical factors required for Senior Skipper qualification except celestial navigation.

e. SENIOR SKIPPER (LOCAL). An experienced sailor with limited offshore experience, in the process of completing practical factors.

f. SENIOR SKIPPER. Complete or validate specified PQS requirements of reference (a). A comprehensive examination will be administered upon recommendation of two established Senior or Master Skippers who will certify the completion of practical factors and their positive recommendation of the candidate based on personal observation and certification of voyages of at least 200 miles by the candidate. The examination will be graded in a pass/fail manner. Details of the exam are specified later in this chapter. The "Local D" designation will be assigned to the individual who has satisfied all the requirements of a Senior Skipper except the demonstrated knowledge of celestial navigation. The "Provisional D" is intended to allow the experienced sailor 2 years to demonstrate the practical knowledge and to pass the written exam. An individual can go from a Provisional D to either a Local D or a Regular D.

g. MASTER SKIPPER. Serve as a senior/watch captain in a minimum of two major ocean races totaling 1000 miles offshore. Be recommended by the Head Coach/OIC in charge of the yachts in which embarked for those voyages.

4.2 **Coach Committee Actions.** The Coach Committee will maintain a separate file of all NASS members who have expressed an interest or have the potential/ experience to contribute to the mission of NASS in support of VOST in on-the-water participation. This file will include, in addition to appropriate administrative information, such other details to ascertain the current status of the individual in meeting annual requirements to be assigned as a coach during daily races and offshore events. See Chapter 5 for more details.

Each fall, the Coach Committee will review each NASS coach on its coach file to determine whether they should be upgraded, downgraded or left unchanged. All available information, particularly comments on performance in the summer program, is considered. A special effort is made during the sailing season by the professional staff and other members of the Coach Committee to observe or obtain information on the performance of new coaches. Coach Committee recommendations are sent to the Commodore for final approval. After the Commodore's action, the file is updated. The Coach Committee also acts on individual requests or recommendations throughout the year as required. Briefly, individual qualification is based on, but not limited to, the following considerations:

- Knowledge of sailing and seamanship
- Knowledge of appropriate DNAS sailing instructions, manuals and policies
- Knowledge of racing rules and tactics
- Knowledge of piloting and electronic/celestial navigation
- Leadership and relationships with midshipmen
- Attention to detail
- Dependability
- Physical fitness (ability to move around boat, excessive seasickness?)
- Knowledge of boat electrical & mechanical systems, including communications

4.3 **QUALIFICATION UPGRADING.** It is difficult to answer succinctly the newcomer's question, "How do I get (or update) qualification as a coach?" Each individual situation is unique. Obviously, the new coach who has skippered a boat in the SORC, Bermuda races, or perhaps a Fastnet, is not difficult to qualify. However, this coach must become familiar with information on DNAS policies, NASS SOPs, coach responsibility and coach-midshipmen relationships.

Taking an example at the other end of the scale, let us hypothesize new coach who has sailed for the past 5 years and raced a CAL 25 in Bay events. The first step would be to take a racing rules and rules of the road exam and, on successful completion, this person could be qualified "C" (Racing skipper) in the Navy wide (NASS Constitution) system. The next step would be to show up at afternoon practices to be assigned as an assistant coach. How fast new coaches progress from this point would depend on how often they attend practice, how much seamanship and racing skills they already possess, and their attitude and efforts to further educate themselves in the necessary racing and navigational skills. Eventually all coaches are required to successfully complete a comprehensive "D" qualification exam.

4.4 **"D" Qualification Exam.** The exam itself has 13 multiple-choice sections for a total of 220 questions. Passing for each section is 70% except for the Rules of the Road section, which is 90%.

In addition to passing this exam, an individual must also demonstrate an acceptable level of competence in both basic navigation and celestial navigation. Two practical exercises (one in basic navigation, and the other in celestial navigation) must be completed. A celestial calculator will be provided for the celestial practical.

Sections of the exam:

- Charts and Publications - 20 questions
- Communications - 10 questions
- Emergency Situations - 10 questions
- Electronics - 10 questions
- Engineering - 10 questions
- First Aid - 20 questions
- General Seamanship - 30 questions
- Heavy Weather - 20 questions
- Man Overboard Procedures - 10 questions
- Rules of the Road - 30 questions
- Safety - 10 questions
- Sail Theory - 20 questions
- Weather -20 questions

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The following books are good study aids and are all available from public libraries and bookstores, the CSTS and VOST offices in Robert Crown Sailing Center, and Nimitz Library.

1. Chapman's Piloting
2. Annapolis Book of Seamanship
3. Advanced First Aid Afloat
4. U.S. Coast Guard Navigation Rules of the Road
5. Dutton's Navigation and Piloting
6. Bowditch
7. Calder

4.5 **Upgrading Summary.** There are many ways to gain the necessary knowledge to pass the exam.

1. The very experienced sailor/racer could probably successfully pass the exam with self-study. More "study" information on the exam is available on the Sailing Program web page. (<http://www.nadn.navy.mil/SailingTeam/>)
2. The Director, Command Seamanship and Navigation Training Squadron administers a comprehensive "D" qualification class starting in early fall and ending in May. The training schedule is available on the CSNTS page of the Sailing Program web page.
3. The Annapolis Naval Sailing Association has a training program leading to a "Local D" qualification. The U.S. Coast Guard, U.S. Power Squadrons, Anne Arundel Community College and several sailing and navigation schools in the Annapolis/Washington/Baltimore areas provide appropriate educational opportunities.
4. Some of the NASS will winter education classes provide information in specific areas that may assist on the exam. Another source is the day long "Safety at Sea Seminar" conducted each spring.

The case of each new coach is unique. How fast you can upgrade depends on you. The best advice is to get out on the water. Learn from an experienced coach, race in your civilian friends' boats, and study. If you have a problem regarding qualification, discuss it with members of the Coach Committee. They stand ready to help you.

CHAPTER 5

COACH ANNUAL REQUIREMENTS & RECORDS

5.1 In an effort to maintain the qualification status of individuals desiring to be designated as coaches for the Varsity Offshore Sailing Team, the Coach Committee will maintain a computer file, separate from the membership file, listing those items deemed appropriate. The Coach File will include:

(1) Latest date of completion of:

NOTE: Re-qualification requirements are specified brackets [].

- (a) Rules of the Road (COLREGS) Exam [Annually]
- (b) Racing Rules Exam [Annually]
- (c) First Aid Certification [Three Years]
- (d) CPR Certification [Two Years]
- (e) Safety at Sea Attendance [Two Years]

(2) Status of:

- (a) Any US Coast Guard license held
- (b) Third Class Swimmer (YES/NO)
- (c) Designated CNET qualification.
- (d) Weight - necessary for some IMS races to calculate total crew weight
- (e) Social Security Number - required when offshore orders are issued
- (3) A **SCRUB** assignment, categorized as:
 - "GA" Generally active, qualified and readily available for most assignments
 - "GQ" Generally qualified, has not been active in recent past or not readily available
 - "GI" Those NASS members who have expressed a desire to coach but not fully qualified - given this designation for future consideration.
- (4) Annual participation, over the past few years by a single letter designator per type of event such as:
 - "B" Bay racing
 - "D" Daily practice
 - "N" Day racing in the New England area
 - "O" The appropriate ocean race for that year
 - "S" Safety Officer during an intercollegiate event or the Lloyd Phoenix Regatta
 - "X" Participated in a transit or a DELMARVA

For those qualification requirements specified in subparagraph (1) above, coaches must inform the Coach Committee of completion except for those recertifications sponsored by NASS. A list of the current status will be available to the Director, Varsity Offshore Sailing Team for review and updating if required.

CHAPTER 6

LEGAL LIABILITY CONSIDERATIONS

6.1 An important consideration for all sailing coaches is whether, in the event of an accident, they can be held personally liable for injuries or property damage. The question is complex, but the short answer is that the Government will defend coaches against liability suits arising from their official acts. The paragraphs that follow amplify this short answer and point out limits to the Government's protection.

Federal laws shelter sailing coaches from personal liability for claims and lawsuits arising from accidents occurring while in the performance of their duties. However, only those sailing coaches who are deemed "agents or employees" of the U.S. Government are entitled to receive the benefits of these laws. Once it is established that this status does exist, any action or claim against the individual must be dropped in favor of a claim exclusively against the U.S. Government. The Department of Justice, as defense attorney for the United States, would make the initial determination of agency or employee status and a Federal Court judge would be the ultimate arbiter of this question. Only when both these hurdles are overcome can the individual be assured of protection from personal liability.

Obviously, a primary issue is: when is a sailing coach an agent or employee of the U.S. Government? Certainly those individuals under contract with the U.S. Government to perform duties as a sailing coach and active duty personnel acting under orders or performing duties as an adjunct to their present billet assignment are included under the protective umbrella of the statute. Probably civilians not employed by the U.S. Government as sailing coaches, retired military personnel (unless recalled to active duty on a temporary basis to serve as a sailing coach) and all other individuals that are included in the potpourri that makes up the volunteer coaches group are also protected by law, but their position is not nearly so certain. Their status would be determined after a review of all the circumstances and facts relating to the particular case.

Even though it is highly unlikely that there would be any doubt as to the agency or employee status of any sailing coach, procedural precautions have been taken which strengthen the position of the coaches. Every coach is included in a set of group or individual orders directly from the Commanding Officer of the Naval Station. These documents constitute strong and affirmative evidence of a direct affiliation with a Government Department by making it unequivocally clear that the sailing coach is performing for, and at the behest of, the Naval Academy. This is merely additional insurance. It is intended solely to bolster the position of the sailing coach in the unlikely event the need should arise.

As a further precaution, and for their own peace of mind, sailing coaches should review their own personal liability insurance. The relevant policy is usually the homeowner's policy rather than a yacht/boat owner's policy that typically only insures while using the owned yacht. While some Insurance Companies advise that the liability section of a homeowner's policy will not insure a volunteer, unpaid coach, particularly outside of the U.S. such as in a Bermuda Race or Transatlantic, actually almost all the homeowners personal liability sections of the policy are worldwide with no territorial restrictions.

Some Insurance Companies believe that "yacht" sailing or "racing" is not insured in the personal liability section of the homeowner's policy. But volunteer coaching at the Naval Academy is analogous to little league baseball coaching or small town unpaid volunteer school soccer coaching, etc. so that knowledgeable companies like USAA and other companies that specialize in Armed Forces personnel realize that the volunteer unpaid coach at the Naval Academy is no different from other volunteer unpaid coaches and the coach's own personal liability is insured worldwide under the homeowner's liability section. Individual coaches whose companies take a contrary position to this should report the problem to a NASS

Officer.

Personal umbrella policies insure worldwide excess of the homeowner's liability section and excess of any owned automobile or owned yacht liability policies. Since the \$1,000,000 to \$5,000,000 personal umbrella policies only cost a few hundred dollars per year, and are worldwide, every coach should consider having one.