



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1501

PRODEVINST 3120.3

04 SEP 2008

PRODEV INSTRUCTION 3120.3

Subj: USNA NAVY 26 (N26) RECREATIONAL SAILING POLICIES AND PROCEDURES

Ref: (a) USNAINST 5450.3F
(b) USNAINST 3120.2

Encl: (1) Eligibility Requirements for N26 Recreational Sailing
(2) Guidance for Watch-standers
(3) Procedures for Obtaining a N26 Skipper Qualification
(4) USNA Small Keelboat (N26) Skipper Qualification Checklist
(5) N26 Recreational Sailing Rules and Procedures for Skippers
(6) N26 Recreational Sailing Checklist/Tracking Sheet for Watch-standers
(7) Marine Event Liability Form
(8) N26 Recreational Sailing Boundaries
(9) Sail Craft Discrepancy Report
(10) Incident Report Form

1. Purpose. This is a new instruction and should be read in its entirety. Its purpose is to establish and promulgate policy regarding eligibility for recreational use of N26 sailboats and to establish and promulgate policy for proficiency requirements for recreational sailing activity at the United States Naval Academy.

2. Background

a. Reference (a) charges the Director, Naval Academy Sailing with the responsibility for the operation of all sailing programs and the operation and maintenance of all Naval Academy sail training vessels.

b. All boats are for the exclusive use of midshipmen training, training support, and competition (varsity and junior varsity teams). Recreational or personal training usage by midshipmen and select personnel is permitted solely on a not-to-interfere basis with midshipmen training requirements and shall not interfere with, or levy excessive maintenance upkeep tasking for, the maintenance support personnel and facilities. Any exceptions to this policy require the approval of the Director, Naval Academy Sailing.

3. Action. Enclosures (1) through (10) are issued for compliance by all midshipmen and other personnel using N26 sail training vessels for recreational or personal training purposes.


STEPHEN EVANS

Distribution:
Commandant
All Battalion Officers
Director, Naval Academy Sailing
All Company Officers

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ELIGIBILITY REQUIREMENTS FOR N26 RECREATIONAL AND PERSONAL SAIL TRAINING

1. Midshipmen and USNA faculty/staff that hold a current USNA N26 qualification are authorized to check out a N26 for recreational or personal sail training purposes. Refer to enclosures 3 and 4 for N26 Skipper Qualification Procedures and Checklists.
2. Upon earning a USNA N26 Skipper qualification, the qualification must be renewed annually. Each calendar year, Skippers wishing to check out a N26 for recreational or personal sail training shall successfully complete a N26 check ride demonstrating all skills on the USNA Small Keelboat (N26) Skipper Qualification Checklist or successfully complete a USNA N26 refresher course prior to sailing.
3. Holding a current USNA "D qualification" does not automatically qualify individuals to check out a N26. Those with a D-qualification shall successfully complete a qualification check-ride demonstrating all skills on the Small Keelboat (N26) Skipper Qualification Checklist or successfully complete a USNA N26 refresher course prior to sailing. The primary reason for this is to demonstrate the ability to launch and recover a higher performance sail craft that does not have an auxiliary engine.
4. Current and qualified USNA N26 Skippers sailing a N26 are responsible for sailing the boat proficiently and are responsible for the safety of all others on the boat. The minimum number of people onboard shall be two: the Skipper and another person who is physically able to handle duties of a crewmember. The maximum number of total people onboard a N26 is six.
5. Children under the age of 8 are not allowed on the boats. Minors under the age of 18 must be accompanied by a parent or guardian. All sailors must wear a life jacket that fits properly.
6. Civilian guests (non-DoD employees) are required to complete a "Marine Event Liability Waiver" form (enclosure 5) prior to sailing. Minors are required to have this form signed by a parent or legal guardian.
7. Boats shall be sailed with a mainsail and a jib. Spinnakers shall not be used during recreational sailing unless approved by the Director, Naval Academy Sailing, Basic Sail Training (BST) Director, Intercollegiate Sailing Head Coach or Offshore Sailing Head Coach. If approved, all spinnaker-related sailing gear must be checked out and returned to the Varsity Offshore Sailing Team (VOST) Head Coach each time the boat is sailed.
8. Eligibility to recreationally sail a N26 may be revoked at any time by the BST Director due to such items as, but not limited to: damaging material condition of boats or sails, not following N26 Recreational Sailing Rules and Procedures, failure to properly check boat in or out with Cutter Shed personnel, improper stowage of boat and equipment, etc.

GUIDANCE TO WATCHSTANDERS FOR CONTROLLING RECREATIONAL SAILING

1. The USNA BST Program Director is responsible for maintaining a list of qualified Skippers who are eligible to check-out and skipper a N26 sail training craft for personal training or recreational use. Per eligibility section, enclosure 1, the qualification list shall be verified by the BST Director each calendar year and updated on a quarterly basis.
2. The USNA Sailing Maintenance Division Officer at the Cutter Shed is responsible for managing the day-to-day operations of N26 recreational sailing per policies and procedures outlined in this instruction.
3. Cutter Shed personnel are responsible for the following:
 - a. Ensure a N26 sail training craft is in satisfactory material condition prior to being assigned for use.
 - b. Ensure any individual seeking to check out a N26 for recreational or personal sail training use is listed as a Qualified Skipper on the Qualified Skippers list. Cutter Shed watchstanders shall track boat check-out and check-in as noted in enclosure 6.
 - c. Review enclosure 5 with Skippers prior to departure.
 - d. Maintain watch over the boats that are sailing recreationally and be ready to lend assistance within moments for any reason, such as lack of wind, approaching weather, groundings, or other reasons. In all circumstances, at least two Cutter Shed personnel shall embark on a RHIB to assist or tow boats back to the dock and/or to safety.

PROCEDURES FOR OBTAINING USNA NAVY 26 (N26) SKIPPER QUALIFICATION

QUALIFICATION DEFINED:

1. Demonstrate on-the-water proficiency and confidence sailing a N26 by properly executing all the skills listed on the USNA Small Keelboat (N26) Skipper Qualification Checklist; and
2. Pass the USNA BST written test with a grade of 80% or higher; and
3. Annually renew qualification before sailing in a new calendar year by successfully executing a check ride with the BST Director or an individual as directed by the BST Director on a N26.

LIST OF PERSONNEL QUALIFIED TO GIVE N26 CHECKRIDES
(as of June 2008)

Ms. Joni Palmer, BST Director	410-293-5615
Mr. Pete Carrico, VOST Assistant Coach	410-293-5607
Ms. Renee Mehl, Vanderstar Chair	410-293-5600
Mr. Dan Rugg, USNA Sailing Master	410-293-5610
Mr. Jahn Tihansky, Varsity Offshore Sailing Director	410-293-5608

** And any other US SAILING Small Keelboat Instructor approved by BST Director. Upon completing the Skipper qualification, the Skipper's name will be added to the list of qualified personnel kept on the USNA Sailing Department "J" drive. This qualification list is maintained by the BST Director.

USNA Small Keelboat (N26) Skipper Qualification Checklist	
Revised March 14, 2008	
PREPARING TO SAIL	Instructor Signature/Date
Recognize and forecast basic weather conditions	
Board boat properly	
Perform a pre-sail check for safety	
Properly identify basic parts of the boat, sails, battens, and rigging, etc	
Rig boat and sails properly	
Demonstrate proper use of sail controls: jib halyard, main halyard, mainsheet, jib sheet, boom vang, outhaul, backstay, traveler	
BASIC KNOTS – tie the following knots and describe their uses	
Figure eight	
Bowline	
Cleat hitch	
Sail lashing/Slip knot	
Clove hitch	
Two half hitches	
Sheet bend	
NAVIGATION (PILOTING)	
Identify navigation aids specific to the Severn River and Annapolis Harbor	
NAVIGATION RULES (RULES OF THE ROAD)	
Describe the rules of the road hierarchy	
Describe the rules pertaining to sailboats on opposite tacks	
Describe the rules pertaining to sailboats on same tack	
LEAVING THE DOCK OR MOORING	
Determine wind direction/strength and current direction/strength	
Boat, sail, and crew check prior to departure	
Describe and execute departure when wind is on bow	
Describe and execute departure when wind is from astern	
SAIL TRIM	
Show proficiency at trimming main and jib and utilizing telltales while:	
> Close-hauled	
> Close reach	
> Beam reach	
> Broad Reach	
> Dead downwind	
Demonstrate proper adjustments in light, medium, heavy air for:	
> Outhaul	
> Halyard tension	
> Backstay	
> Boom vang	

Demonstrate "sailing by the lee" and explain inherent dangers involved	
STEERING, STOPPING, STARTING, AND TURNING THE BOAT	
Steer boat in straight line and turning maneuvers using tiller extension	
Adjust speed of boat using sails	
Stop the boat using safety position and start boat sailing again	
Stop boat steering head to wind	
Get boat out of head to wind position when stopped	
Sail backwards	
Describe and properly demonstrate heaving-to	
Approach and stop at a buoy as if you were going to moor to it	
Describe and demonstrate turning boat using sails	
Describe and demonstrate turning boat using bodyweight	
TACKING	
Use the proper helm technique to tack from close-hauled to close-hauled	
Show proficiency trimming main from one tack to the other	
Show proficiency trimming jib from one tack to the other	
Properly use winches to assist sail trim	
Properly communicate to others before and while performing tacking maneuver	
JIBING	
Use the proper helm technique to jibe from a broad reach to a broad reach	
Show proficiency at trimming main from one jibe to the other	
Show proficiency at trimming jib from one jibe to the other	
Properly use winches to assist sail trim	
Properly communicate to others before and while performing jibing maneuver	
SAILING A RECTANGULAR COURSE	
Sail a rectangular course by incorporating proper steering, communication, crew coordination, sail trim, tacking and jibing	
OVERBOARD RECOVERY	
Describe and perform quickstop maneuver to recover a simulated person in the water	
ANCHORING AND REEFING	
Describe and demonstrate proper anchoring technique	
Describe and demonstrate proper reefing techniques	
RETURNING TO THE DOCK OR MOORING	
Perform dock landing when slip is on LEEWARD side, bow in	
Perform dock landing when slip is on LEEWARD side, stern in	
Perform dock landing when slip is on WINDWARD side, bow in	
Perform dock landing when slip is on WINDWARD side, stern in	
SECURING THE BOAT	
Properly secure boat to dock	
Unrig sails, roll sails, stow equipment, clean and secure boat	

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N26 RECREATIONAL SAILING RULES AND PROCEDURES FOR SKIPPERS

1. SAFETY:

- a. PFDs must be properly worn at all times.
- b. Closed-toe shoes must be worn at all times. No open-toed shoes or sandals.
- c. Swimming off the boats or piers is strictly prohibited.
- d. Children over age 8 accompanied by parents or guardians may sail provided life jacket is properly fitted (as determined by adult). Children under age 8 are not allowed on boats.
- e. A minimum of two people are required to sail a N26: one qualified Skipper plus another person who is physically able to execute duties of the crew.
- f. The maximum number of people on a boat is six.
- g. Alcohol is strictly prohibited on all N26s.
- h. It is the Skipper's responsibly to be aware of weather forecasts for wind and hazardous weather.

2. TIME LIMIT:

- a. Recreational sailing hours are from 0900 to 1900 or sunset, whichever is earlier.
- b. The Cutter Shed watch or Robert Crown Center may secure recreational sailing at any time.

3. WEATHER:

- a. Recreational Sailing will be secured if sustained winds are over 12 knots or gusts are over 15 knots. Determine wind speed from the following websites:

(1) US Naval Academy #1: <http://weather.weatherbug.com/MD/Annapolis-weather.html?zcode=z6286&stat=KNAK>

(2) US Naval Academy #2: <http://weather.weatherbug.com/MD/Annapolis-weather/local-observations.html?zcode=z6286>

(3) Thomas Point: <http://weather.weatherbug.com/MD/Annapolis-weather.html?zcode=z6286&stat=TPLM2>

- b. Recreational Sailing will be secured if there is a threat of hazardous weather, lightning and thunder, or high winds.

4. BOUNDARIES:

- a. N26s shall not be sailed west of the Severn River Bridge, east of a line drawn between Greenbury Point and Horn Point (R"6" and "HP"), inside Annapolis Harbor, or otherwise into any river or creek.
- b. A review of the Annapolis Harbor chart is required prior to sailing.

5. BASIC REMINDERS UPON DEPARTURE

- a. Boom vang and the mainsheet both shall be uncled and fully released prior to hoisting the mainsail.

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- b. Reefing line on mainsail shall always be rigged before departure.
- c. Identify wind direction and departure plan with crew prior to leaving the dock.
- d. Leave the dock with mainsail only.
- e. All people on the boat shall sit inside cockpit while sailing. Individuals are not to sit up on the deck of boat. There will be no standing while sailing with the exception of when needed to raise or lower sails.
- f. Mainsail shall be raised or lowered while the boat is pointing into the wind.

6. STOWAGE PROCEDURES UPON RETURNING

- a. Return to dock under mainsail only.
- b. Boats shall be returned to the proper slip number and shall be moored alternating bow-in or stern-in to reduce damage to the masts.
- c. Boats shall be tied and centered in slip by five lines: two bow lines, two stern lines, and a spring line on the finger pier. Lines stay attached to the dock.
- d. Roll the sails and store below on the side berths. Sails should be rolled on the boat and not on the dock.

(1) To easily roll the mainsail, keep outhaul and tack attached to boom. Place the sail on one side of boom. Crew members stand on other side of boom. Fold the head of the sail down to the second batten. Roll from the second batten down to the foot of sail. Remove from boom. Place sail on berth below. Please do not fold sail in half as this breaks battens.

(2) To efficiently roll the jib, after removing from forestay, bring jib back to cockpit. Fold head of jib down to approximately the second seam of sail. Roll toward foot of sail. Jib sheets stay attached to the sail and are coiled and secured independently. Please do not wrap jib sheets around sail.

- e. Uncleat the boom vang. Release backstay tension but still cleat the line.
- f. Traveler car should be positioned to the end of the traveler bar that is farthest away from the finger pier and cleated on both sides.
- g. Mainsheet needs to be cleated at both cockpit and stern cam cleats with residual line in middle of boat. Provide enough mainsheet tension to prohibit boom from swinging. Mainsheet should be properly coiled and hung from the middle of boom with a clove hitch.
- h. Tiller extension should be secured on top of tiller with loop of shock cord provided.
- i. Tiller should be centered in boat and tightly lashed (three loops) with shock cord provided. Plastic hooks attach to the cleat keeper for the backstay on both sides amidships.
- j. Main halyard shall be attached to the shackle on the end of the boom (not to the outhaul). The boom should be parallel to the deck.
- k. Mainsail tack pin placed onto tack fitting.
- l. Mainsail slide pin placed into hole in mast groove.
- m. Jib halyard led to starboard pulpit with slack taken out.
- n. Spinnaker halyard led to port pulpit with slack taken out.

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- o. Topping lift led to pad eye on foredeck with slack taken out.
- p. Anchors and anchor line properly stowed in bow locker ready to deploy. Bitter end attached to boat.
- q. All rope clutches in down and locked position, slack taken out – lines coiled and hung on winch.
- r. Winch handle, sponge, bucket, whistle, tow line, chartlet and paddle properly stowed down below. All trash removed.
- s. All PFDs (minimum of six) should be hung up on lines provided at top of compression post. PFDs should never be stored on floorboards or seats.
- t. Pump any water out of bilge and visually inspect that it is dry.

6. REPORTING MATERIAL DISCREPANCIES, DAMAGE, OR INJURY

- a. All material discrepancies shall be reported to the Cutter Shed watch immediately by submitting a Sail Craft Discrepancy Report (enclosure 9). Temporarily fixing an item is NOT authorized on board N26s without permission from the BST Director.
- b. All incidents or injuries, no matter how minor, shall be reported using the Incident Report Form (enclosure 10).

Enclosure (5)

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N26 RECREATIONAL SAILING CHECKLIST/ TRACKING SHEET FOR WATCH-STANDERS

Boat #:	
Cutter Shed Watch stander:	
Date:	
Time out:	
Time in:	
Skipper Name and Rank:	
Skipper information:	Phone: E-mail:
Emergency Contact:	Name: Phone:
Total # of people on boat:	
Names of Crewmember(s) :	

Upon N26 Checkout: (to be completed by Cutter Shed Personnel)

N26 skipper qualification verified	Yes / No Initial:
Marine Event Liability Form completed (if req'd)	Yes / No Initial:
Weather and wind forecast reviewed	Yes / No Initial:
Navigation brief conducted	Yes / No Initial:
Recreational sailing rules and procedures reviewed	Yes / No Initial:
Material condition of boat is approved for sailing	Yes / No Initial:
Remind skipper to uncleat boom vang and mainsheet prior to raising mainsail	Yes / No Initial:

Upon Return of Boat to Dock: (to be completed by N26 Skipper)

Boat in proper slip with stern or bow in as required	Yes / No Initial:
Spring lines attached properly so boat does not hit pier	Yes / No Initial:
Stern and bow lines attached so boat is centered in slip	Yes / No Initial:
Boom parallel to water. Mainsheet cleated	Yes / No Initial:
Mainsheet coiled and hanging from boom	Yes / No Initial:
Halyards coiled neatly over winches (not tossed below)	Yes / No Initial:
Jib & Spinnaker halyards attached on pulpit	Yes / No Initial:
Topping lift attached to pad eye on foredeck	Yes / No Initial:
Main halyard attached to shackle at end of boom	Yes / No Initial:
Boom vang cleat released	Yes / No Initial:
Sails rolled neatly and stowed below on berths (not folded)	Yes / No Initial:
Discrepancies reported and chitted	Yes / No Initial:
Bilge pumped dry	Yes / No Initial:
PFDs hanging from compression pole	Yes / No Initial:

Signed: _____ Skipper

Status verified by Cutter Shed watch stander:

_____ Watch stander's name/date/time

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MARINE EVENT LIABILITY FORM

EVENT _____ DATE OF EVENT: _____

In consideration of my participation in recreational sailing and/or racing aboard a Naval Academy Sail Training Craft, I, the undersigned, intending to be legally bound hereby waive myself, parents, guardians, heirs, executors, assigns and administrators any and all rights and claims for damages, demands, and other actions whatsoever, including that which I may have against any of the following entities: the U.S. Naval Academy, Annapolis, Maryland; the Department of the Navy; the Department of Defense; the United States Government; all U.S. Naval Academy military and civilian personnel; plus, Naval Academy Sailing Foundation, all participating supporters and personnel provided; and these entities' representatives, successors and assigns, arising out of my participation in this event, including any and all injuries or illnesses suffered by me as a result of my participation in this event or use of any U.S. Naval Academy or government facilities or equipment or sailing vessel in conjunction with my participation. I further verify that I have full knowledge of the risks involved in participation in events of this nature where marine craft are used. By participating in this event, I hereby permit the above-mentioned entities to utilize my name, likeness and scores for any purpose whatsoever.

I understand that I am responsible for my conduct while aboard the Naval vessel to which I am assigned. I am further aware that no alcoholic beverages of any type are allowed aboard any Navy marine craft, and that any misuse of equipment or its facilities will result in revocation of my privileges to participate in this or any future marine event at the U.S. Naval Academy.

I also understand, that it is in my best interest to wear a certified Type III U.S. Coast Guard approved Personal Flotation Device(PFD) and that if I cannot swim wearing a certified Type III U.S. Coast Guard approved PFD is required at all times on the day of the sailing event, including pier side.

Additionally, I fully accept financial responsibility for any damages incurred while operating Sail Training Craft due to my negligence or improper action(s).

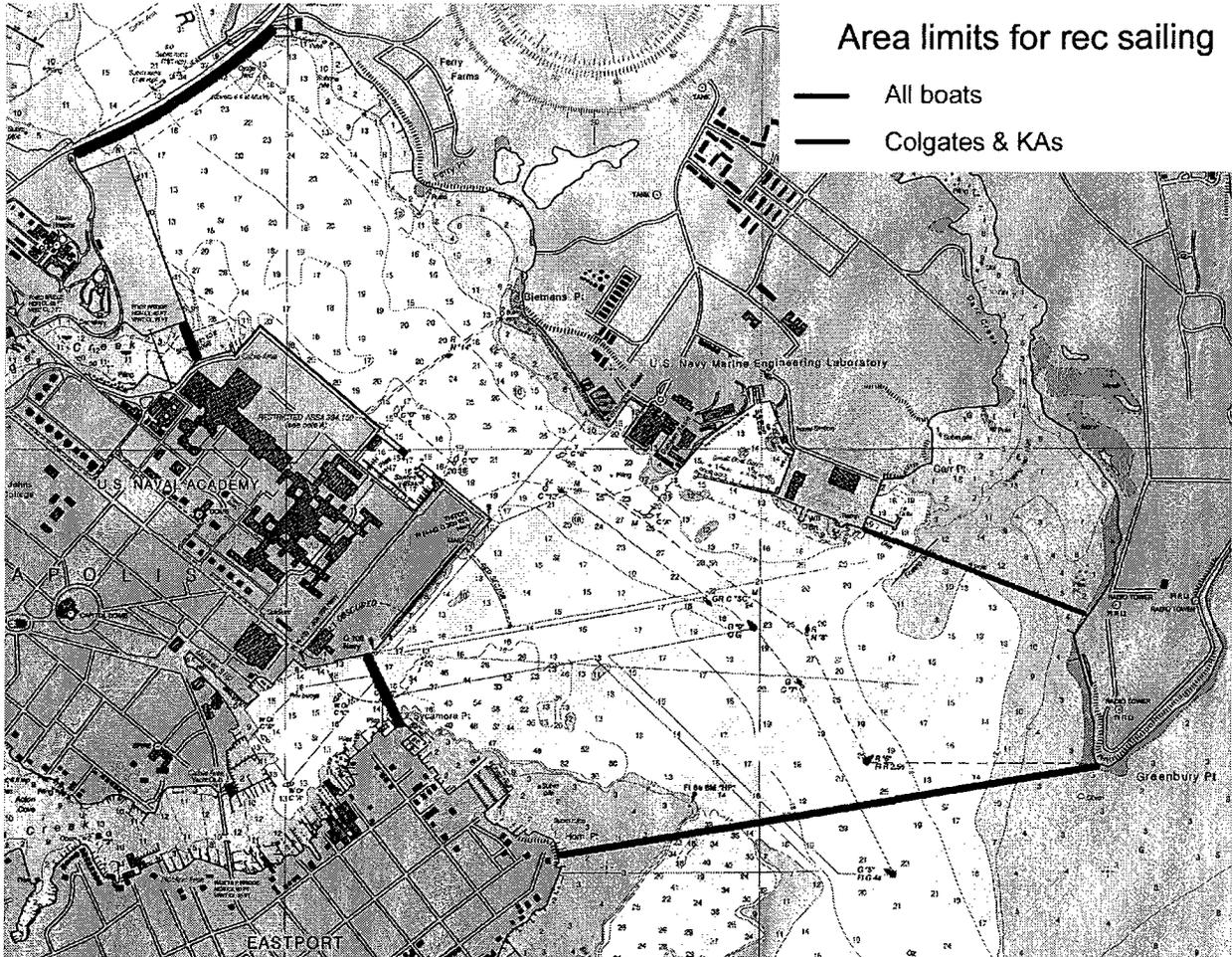
If Under Age 18: I the undersigned parent or lawful guardian of the below-named person, do hereby grant my permission and consent for my child to participate in the above-described event. I have read and agree to be bound by the above-mentioned terms. I understand that my child must be at least 8 years of age and must have a Type III U.S Coast Guard PFD on the day of the sailing event which must be worn at all times, including pier side. Furthermore, I understand that for recreational sailing, no more than four children will be permitted on a boat at one time.

NAME: _____ DATE: _____

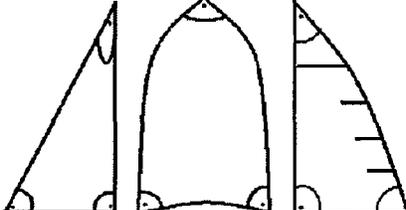
SIGNATURE (or parent/guardian signature if under 18):

N26 Recreational Sailing Boundaries
(For reference only- not for navigational use)

- Navy 26s shall not be sailed west of the Severn River Bridge, east of a line drawn between Greenbury point and Horn Point (R"6" and "HP"), inside Annapolis Harbor, or otherwise into any river or creek.
- A review of the Annapolis Harbor chart is required prior to sailing.



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SAIL CRAFT DISCREPANCY REPORT		BOAT NUMBER/NAME	
TO: HEAD, SAIL CRAFT MAINTENANCE		NOTE: SAIL CRAFT DISCREPANCIES ARE TO BE REPORTED IMMEDIATELY UPON RETURN TO SAILING CENTER	
DESCRIPTION AND LOCATION OF DISCREPANCIES		CIRCLE LOCATION OF SAIL DISCREPANCIES APPROPRIATE SAIL(S)	
			
RECOMMENDED CORRECTIVE ACTION			
BOAT STATUS <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> NOT OPERATIONAL		NAME OF PERSON REPORTING DISCREPANCY	DATE REPORTED
CORRECTIVE ACTION TAKEN		ACTION TO BE TAKEN BY: <input type="checkbox"/> SCM <input type="checkbox"/> SCF <input type="checkbox"/> OTHER	
		ELEC HULL ENGR RIG	
		CORRECTED BY	
		DATE CORRECTED	

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INCIDENT REPORT FORM

Date: _____
From: _____
To: Director, Naval Academy Sailing
Via: BST/VOST/JVOST/IC/Intramurals Program Director
Training Officer
Deputy Director, Naval Academy Sailing

1. Brief description of incident and designation of apparent cause (Write a short paragraph that summarizes the incident. In the last sentence, clearly define your assessment of the root cause of this incident.):

The root cause of the incident was:
MATERIAL _____ **PERSONNEL** _____ **PROCEDURE** _____

2. Initial conditions (Write one or more paragraphs that set the stage for the incident. Include in your description your position, weather, sea state, visibility, number and qualifications/experience of those aboard, state of crew training and rest, and any other abnormal conditions that may have existed aboard that might have been distracters.):

3. Detailed description of the incident (Be specific. Explain in detail what happened. Also explain what was known and not known at the time of the incident. Some of this material may have been determined in the post-incident critique.):

4. Immediate corrective action taken (Describe what you did immediately following the incident, and in the near term aftermath – i.e., what did you do upon return to port. Also, in retrospect, assess the correctness of your actions.):

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5. Lessons learned (Describe what you learned from this incident – viewed from the perspective of what should be shared with others so that they also can learn from this incident.):

6. Recommendations for long-term corrective action (i.e., what needs to be done to minimize the chance of this occurring again? This may include things like revisions to instructions, program revisions or enhancements/improvements required – what could have/should have been done differently that would have prevented this incident?):

7. List enclosures (Attach chartlets, pictures, diagrams, etc that help to explain the incident.):

- a. _____
- b. _____

Enclosure (10)