



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

DIVPRODEVINST 3120.3D
13 Oct 2021

DIVISION OF PROFESSIONAL DEVELOPMENT INSTRUCTION 3120.3D

Subj: UNITED STATES NAVAL ACADEMY N26 PROFICIENCY SAILING POLICIES
AND PROCEDURES

Ref: (a) USNAINST 1500.5 (series), U.S. Naval Academy Sail Training Programs
(b) DNASINST 1601.2 (series), Standing Orders and Instructions for Naval Sailing
Watch Organization
(c) Navy 26 Standard Operating Procedures

Encl: (1) Quick Guide to Getting N26 Qualified
(2) USNA Small Keelboat (N26) Skipper Qualification Checklist
(3) N26 Proficiency Sailing Boundaries
(4) N26 Proficiency Sailing Check-Out/Acknowledgement Sheet
(5) Marine Event Liability Form
(6) Sail Craft Discrepancy Report
(7) Proficiency Sailing Incident Report Form

1. Purpose. Establish and promulgate policy for eligibility and proficiency requirements for small boat Proficiency Sailing (PROSAIL) at the United States Naval Academy (USNA) in accordance with reference (a). USNA uses a fleet of Colgate 26 keelboats (N26) for PROSAIL.

2. Cancellation. DIVPRODEVINST 3120.3C

3. Eligibility

a. All USNA Midshipmen (MIDN), Robert Crown Sailing Center staff and Sailors, and Cutter Shed staff and Sailors are eligible to participate in the N26 PROSAIL Program. Active volunteers supporting Naval Academy Sailing and possessing a current Volunteer Service Agreement (VSA) may also participate.

b. Qualified skippers may take friends and family as crewmembers while conducting PROSAIL.

c. Proficiency training is permitted solely on a not-to-interfere basis with MIDN training requirements and shall not result in excessive maintenance requirements for support personnel and facilities. Any exceptions to this policy require the approval of the Director, Naval Academy Sailing (DNAS).

d. Priority for N26 use is as follows:

- (1) Plebe Summer training
- (2) Competitive teams (VOST, JVOST, IC)
- (3) MIDN B-Qual training
- (4) Offshore Sail Training Squadron (OSTS) B-Qual training
- (5) Sailing ECA
- (6) PROSAIL

4. Responsibilities

a. Per reference (a), DNAS is responsible for the operation and guidelines of all sailing programs.

b. The Basic Sail Training (BST) Director is responsible for the overall direction of the program, hiring and supervising civilian instructors, and implementing program guidelines and boat procedures.

c. The BST Assistant Director is responsible for maintaining the integrity of the training program, curriculum, and Standard Operating Procedures, as well as supervising day-to-day activities as the subject matter expert.

d. The BST Operations Officer is responsible for coordinating and scheduling lessons, quizzes, and qualifications; maintaining instructions and a list of qualified skippers; promulgating watchstander guidelines and training; monitoring and reporting boat maintenance discrepancies; and executing all administrative duties of the N26 PROSAIL Program.

e. The Sailing Maintenance Director, in coordination with Small Craft Readiness Division (SCRD), is responsible for the upkeep and maintenance of N26 Colgates as well as providing appropriate small boat support craft for safety and training purposes.

5. Training and Qualification

a. Training

(1) The BST Operations Officer or BST Assistant Director schedule Basic Sail Training sessions. The sail training schedule is based on instructor availability, N26 availability, and weather conditions.

(2) No set number of training sessions is required prior to a qualification check-ride, as readiness for final qualification depends upon the student's sailing background, aptitude to learn, and frequency of lessons. It is the student's responsibility to make every effort to attend scheduled lessons and to notify the BST Operations Officer if a lesson must be cancelled. Repeated cancellations within 48 hours of a scheduled lesson may result in removal from training.

(3) Holding a current USNA "D" qualification, or any other sailing qualification, does not automatically qualify individuals for PROSAIL.

(4) A minimum of one on-the-water training session is required before requesting a check-ride, regardless of skill level. The training session(s) will ensure familiarization with reference (c).

b. Initial Qualification

(1) Candidates for qualification must pass the written quiz before attempting a check-ride. Only the BST Director, BST Assistant Director, or BST Operations Officer may grant exceptions.

(2) A failing grade (<80%) on the written quiz requires a seven-day study period before administering the alternate version of the test. Additional classroom or on-the-water mentoring is available.

(3) Students must complete the initial written quiz and check-ride within the same academic year. Failure to do so will require successfully repeating the outdated portions.

(4) A student must obtain an instructor recommendation indicating they are prepared for the qualification check-ride.

(5) The purpose of the check ride is to demonstrate on-the-water proficiency and confidence sailing a N26 by properly executing all the skills listed in enclosure (2).

(6) Inability to successfully complete a check-ride during a single session may require a minimum of one additional training session before scheduling another check-ride.

(7) A failed check-ride will require a minimum of one additional on-the-water training session. Retest of the check-ride will only occur with the recommendation of a sailing instructor, BST Operations Officer, or BST Assistant Director.

c. Requalification

(1) PROSAIL participants must renew qualification each academic year.

(2) To be eligible, candidates must have sailed a N26 at least once in the previous academic year. Otherwise, a revalidating check-ride session is required prior to qualification renewal. Any lapsed qualifications of more than one academic year will require successful completion of a new check-ride and written quiz.

(3) A failing grade (<80%) on the written quiz requires one week study period before administering the alternate version of the test. Additional classroom or on-the-water mentoring is available.

(4) Retest of the written quiz will only occur with the recommendation of a sailing instructor, BST Operations Officer, or BST Director.

(5) At least one refresher sail training session is encouraged per season and is available upon request.

6. N26 PROSAIL Rules and Procedures

a. General

(1) The BST Director, BST Assistant Director, BST Operations Officer, and DNAS may revoke PROSAIL eligibility at any time. Reasons for revocation include, but are not limited to, inability to demonstrate proper sailing skills, negligently damaging material condition of boats or sails, and failure to follow N26 PROSAIL rules and procedures.

(2) All N26 PROSAIL participants shall execute the program in accordance with reference (c).

(3) Current and qualified USNA N26 Skippers sailing a N26 are responsible for sailing the boat proficiently and for the safety of all personnel on the boat.

(4) PROSAIL participants shall sail the boats with a mainsail and a jib. They will not use spinnakers during PROSAIL unless approved in writing by DNAS, BST Director, Intercollegiate Sailing Head Coach, Junior Varsity Offshore Sailing Head Coach, or Varsity Offshore Sailing Head Coach. If approved, participants shall check out all spinnaker-related sailing gear and return to the Junior Varsity or Varsity Offshore Sailing Team Head Coach each time the boat is sailed.

(5) PROSAIL participants shall sail N26s only in the areas outlined in enclosure (3). A review of the Annapolis Harbor chart is required prior to sailing. A laminated copy of the Annapolis Harbor chartlet is available on all N26 sailboats.

b. Crew Composition

13 Oct 2021

(1) The maximum number of total people aboard a N26 is six.

(2) The minimum number of people aboard is two—the Skipper (with current B qualification) and another person who is physically able to handle duties of a crewmember.

(3) The majority of those aboard (>50%) must be physically able to perform crewmember duties.

(4) Children under the age of eight are not allowed on the boats. Each minor (any person under the age of 18) must be accompanied on the boat by their parent or legal guardian. Each parent or guardian on the boat can be responsible for only one minor.

c. PROSAIL Forms

(1) The Skipper and Cutter Shed Duty Watch Stander are required to complete the “N26 Proficiency Sailing Check-Out” and enclosure (4), “N26 Proficiency Sailing Acknowledgement Form,” prior to sailing.

(2) Civilian guests (any non-DOD employee) are required to complete enclosure (5), “Marine Event Liability Waiver,” prior to sailing. Parents or legal guardians will complete and sign this form for any minors.

d. Personal Safety

(1) All personnel shall wear Personal Flotation Devices (PFD) at all times while aboard the sail craft. The Skipper is responsible for ensuring that life jackets are U.S. Coast Guard approved and fit personnel properly. Life jackets for minors are not available on the N26s. U.S. Coast Guard approved life jackets must be provided by the parent or lawful guardian of the minor.

(2) Boating appropriate, non-marking, closed-toe shoes shall be worn at all times. No open-toed shoes or sandals are permitted.

(3) Swimming off the boats or piers is strictly prohibited.

(4) Alcohol is strictly prohibited.

(5) It is the Skipper’s responsibility to be aware of wind, weather, and tidal forecasts for the period they plan to be on the water.

(6) A radio shall be aboard, turned on, readily accessible, and in audible range. A hand-held radio can be checked out from the Cutter Shed Duty Watch Stander and should remain on

channel 82A. Cell phones may be used as a backup. Skippers shall provide cell phone numbers to the Cutter Shed Duty Watch Stander. USNA sailing staff contact numbers are available on the chartlet provided on each boat.

e. Time Restrictions

(1) PROSAIL hours are typically seven days a week from 0900 to 1900 or sunset, whichever is earlier.

(2) The Navy Sailing Duty Officer or Cutter Shed Duty Watch Stander may secure PROSAIL at any time due to wind, weather, regattas, or any other reason they deem appropriate.

(3) The Cutter Shed Duty Watch Stander can be reached during PROSAIL hours at 410-293-5630 to confirm operational status and boat availability.

f. Weather

(1) The Sailing Center will secure PROSAIL if current sustained winds are over 14 mph, gusts are over 16 mph, or the forecast is predicted to reach these limits in the near term.

(2) The Sailing Center will secure PROSAIL if there is a threat of hazardous weather, including lightning, fog, insufficient wind, thunder, or other hazardous conditions.

g. Reporting Material Discrepancies, Damage, or Injury

(1) All material discrepancies shall be reported to the Cutter Shed Duty Watch Stander immediately after PROSAIL by submitting a Sail Craft Discrepancy Report (enclosure (6)). Temporarily fixing an item or removing an item from another boat is NOT authorized.

(2) All incidents or injuries, no matter how minor, shall be reported to the Cutter Shed Watch Stander immediately. An Incident Report Form, enclosure (7), will be filed within 24 hours.

7. Action. Enclosures (1) through (7) are issued for compliance by all PROSAIL participants.

8. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Recordsand-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/ AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the Director, Naval Academy Sailing will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016

 10/13/21
R. B. JOHNS

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Proficiency Sailing Web Page, <https://www.usna.edu/Sailing/Proficiency/index.php>.

13 Oct 2021

QUICK GUIDE TO GETTING N26 QUALIFIED

STEP 1: LESSONS

As many as you need until the instructor recommends you.

STEP 2: QUIZ

Pass a written test of your level of knowledge ($\geq 80\%$).

STEP 3: CHECK-RIDE

Pass an assessment of your sailing skills (see check sheet).

STEP 4: *GO SAILING!*

QUALIFIED LAST YEAR?

The revalidation process is two steps:

- 1 – Schedule and pass the revalidation written quiz
- 2 – Go sailing at least once in the previous year

Refresher training is ALWAYS available and encouraged!

For more details, see the Proficiency Sailing Instruction
<https://www.usna.edu/Sailing/Proficiency/index.php>

USNA SMALL KEELBOAT (N26) SKIPPER B QUALIFICATION CHECKLIST

SKIPPER NAME: _____
 RANK/STAFF: _____
 EMAIL: _____
 CELL PHONE: _____

WRITTEN QUIZ SCORE	Score and Date
Written Quiz Score (80% passing) and date	
Revalidation 1 2 3 4	
PROFICIENCY SAILING FAMILIARIZATION	Instructor Initials
Identify & describe Cutter Shed watchstation location (check-out/in procedures)	
PREPARING TO SAIL	Instructor Initials
Describe wind, weather, tide & best departure/return	
Demonstrate safety (proper boarding, life jackets & safety brief)	
Demonstrate ability to twist boat (as needed)	
Rig boat and sails properly using appropriate terminology	
Demonstrate proper use of winches and cleats	
Properly rig the reefing line	
BASIC KNOTS	Instructor Initials
Tie and describe use of figure eight knot, cleat hitch, square knot, bowline, & clove hitch	
LEAVING THE PIER	Instructor Initials
Prepare to leave pier (plan, sails, maneuvering, crew role & dock lines)	
Describe & execute departure when slip is on leeward side of pier	
Describe & execute departure when slip is on windward side of pier	
NAVIGATION, PILOTING & PROPER LOOKOUT	Instructor Initials
Identify PROSAIL boundaries, navigational aids, and hazards while on the water	
Show ability to avoid collisions	
Identify potential changes in wind, weather, tide & react appropriately	
Describe basic rules of the road	
TACKING & JIBING	Instructor Initials
Tack boat as skipper	
Jibe the boat as skipper	

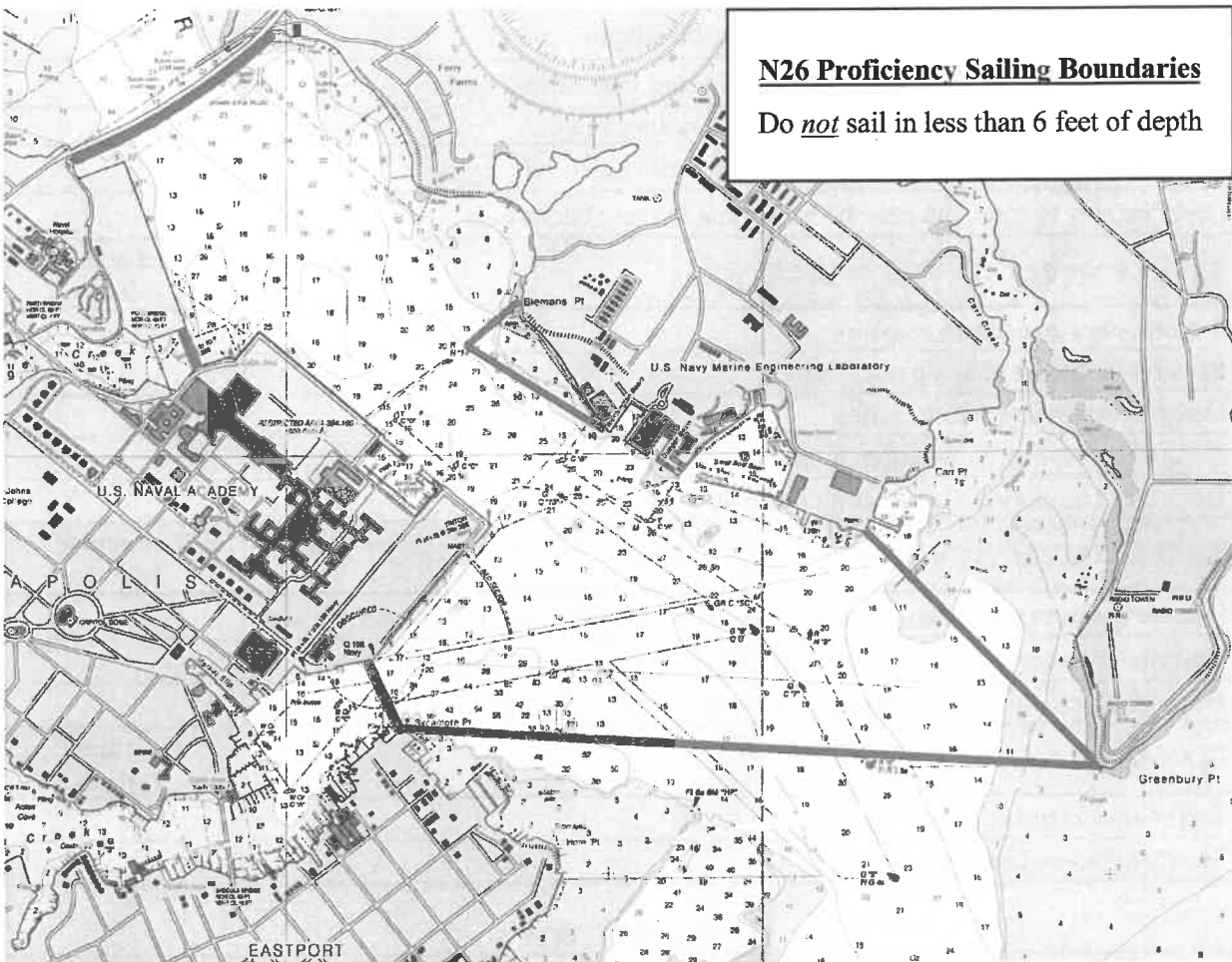
Tack as crew member handling the jib	
Jibe as crew member handling the jib	
SAIL TRIM	Instructor Initials
Head up & bear away with proper sail trim adjustments	
Sail close-hauled toward a point with proper mainsail and jib sail trim	
Sail a straight line toward a point on a reach with proper mainsail and jib sail trim	
Sail downwind toward a point avoiding an unintentional jibe	
Achieve safe and efficient sail shape for conditions	
Demonstrate proper body and hand positioning	
STEERING, STOPPING, STARTING & TURNING	Instructor Initials
Demonstrate safety position and start boat sailing again	
Demonstrate head to wind position, stop and start boat sailing again	
Demonstrate heave to position and start boat sailing again	
Describe how to accelerate the boat using sail trim and tiller	
Describe how to steer and turn the boat while moving backwards	
SAFETY WHILE ON THE WATER	Instructor Initials
Perform crew overboard recovery	
Perform reefing & shaking out a reef	
Describe procedure for anchoring	
Describe accepting a tow astern & alongside	
Describe procedure if your boat runs aground	
RETURNING TO THE PIER	Instructor Initials
Prepare to return pier (plan, maneuvering, crew role, sails, snubbing & dock lines)	
Describe & execute return when slip is on leeward side of the pier	
Describe & execute return when slip is on windward side of the pier	
SECURING THE BOAT	Instructor Initials
Secure boat centered in slip (twist as needed)	
Stow equipment properly	

INSTRUCTOR

	QUALIFIERS NAME (Print)	SIGNATURE	DATE
B-Qual			

N26 PROFICIENCY SAILING BOUNDARIES
(For reference only- not for navigational use)

- 1) N26s shall not be sailed west of the Severn River Bridge, east of a line drawn between Greenbury point and Sycamore point, inside Annapolis Harbor, or otherwise into any river or creek.
- 2) A review of the Annapolis Harbor chart is required prior to sailing.
- 3) A laminated copy of the below chartlet is available aboard all N26 sailboats.
- 4) N26s will not be sailed in less than 6 feet of depth.



N26 PROFICIENCY SAILING CHECK-OUT/ACKNOWLEDGEMENT SHEET

Date: _____ Boat Number: _____

Time Out: _____ Time In: _____

Skipper(s) Name: _____

Skipper Phone Number: _____

E-mail: _____

Emergency Contact Name: _____

Phone: _____

Radio #: _____

Total # of people on boat: _____

Cell Phone # _____

Name/Age of those on board:

N26 PROFICIENCY SAILING ACKNOWLEDGEMENT
(To be completed by MIDN, active duty military, and USNA employees)

Initials:

_____ In consideration of my participation PROSAIL today, I agree to abide by all guidelines established in this instruction.

_____ I understand that I and all other personnel shall properly wear a U.S. Coast Guard approved Type III, or equivalent, Personal Flotation Device (PFD) at all times when on board an N26.

_____ I further understand that alcoholic beverages of any kind and swimming off of an N26 are strictly prohibited.

_____ I understand that I am responsible for my conduct and the conduct of any guests I may have, and I will act professionally and appropriately at all times.

Signed: _____ Skipper

Witnessed: _____ Cutter Shed Duty Watch Stander

Satisfactory status of boat verified by Cutter Shed Duty Watch Stander after boat is returned:

_____ Watch Stander's Name/Date/Time

MARINE EVENT LIABILITY FORM

(To be completed by civilian guests, non-military, and non-USNA employees)

Skipper _____

Date _____

In consideration of my participation in proficiency 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 on board 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.

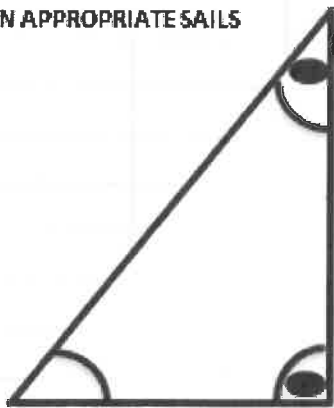
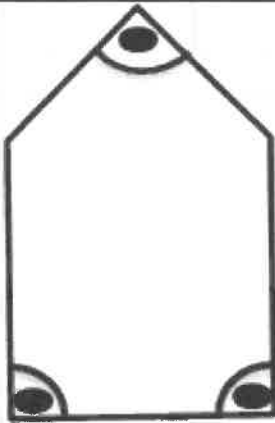
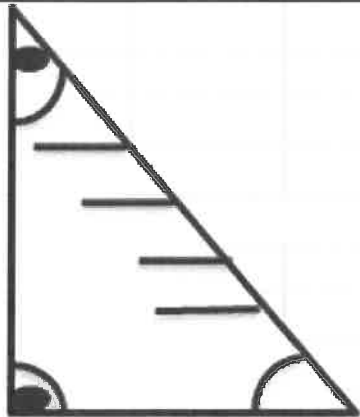
I also understand that I and all other personnel shall wear a U.S. Coast Guard approved Type III, or equivalent, Personal Flotation Device (PFD) when on board a sail training craft.

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 properly fitting Type III, or equivalent, U.S. Coast Guard PFD on the day of the sailing event which shall be worn at all times, including pier side. Furthermore, I understand that for proficiency sailing, no more than four children will be permitted on a boat at one time.

NAME	SIGNATURE/DATE (Parent sign for under 18)

N26 SAIL CRAFT DISCREPANCY REPORT

Sailing Department Discrepancy Report			
<i>NOTE: Report all craft discrepancies immediately to the Cuttershed upon entering Santee Basin (One discrepancy per chit)</i>			
Boat # / Name	Name of person reporting discrepancy	Email / Contact phone #	Date
Description and Location of discrepancy		Corrective Action	
Boat Status	<input type="checkbox"/> Operational <input type="checkbox"/> Non operational	Corrected by (Print Name/Date)	
Circle Location of Sail discrepancies			
<p>ON APPROPRIATE SAILS</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>			

PROFICIENCY SAILING INCIDENT REPORT FORM

From: _____
To: Director, Naval Academy Sailing
Via: (1) BST Operations Officer
(2) BST Assistant Program Director
(3) BST Program Director
(4) Vanderstar Chair
(5) Deputy Director, Naval Academy Sailing

Date of incident: _____ Type of boat(s): _____

Name/number of boat(s): _____

Program (BST/OSTS/VOST/JVOST/IC/Intramurals): _____

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 abnormal conditions that may have been distracters):

13 Oct 2021

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.):

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. (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 helped prevent this incident?):

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