PRODEV INSTRUCTION 3120.3

Subj: USNA N26 RECREATIONAL SAILING POLICIES AND PROCEDURES

Ref: (a) USNAINST 5450.3 Series. United States Naval Academy Organization Manual
     (b) USNAINST 1500.4 Series. U.S. Naval Academy Sail Training Programs
     (c) Navy 26 Standard Operating Procedures

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

1. Purpose. This instruction establishes and promulgates policy for eligibility and proficiency requirements for small boat recreational sailing at USNA. The Naval Academy uses a fleet of ruggedized Colgate 26 keelboats aka Navy 26 (N26) for this purpose. This instruction should be read in its entirety.

2. Cancellation. PRODEVINST 3120.3A

3. Eligibility.

   a. All USNA Midshipmen (MIDN), faculty, and staff (civilian and military) are eligible to participate in the N26 Recreational Sailing Program. Additionally, active volunteers supporting Naval Academy Sailing, with a current Volunteer Service Agreement (VSA), may also participate in the N26 Recreational Sailing Program.

   b. Recreational or personal training usage is permitted solely on a not-to-interfere basis with MIDN 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 (DNAS).

   c. Priority, from top to bottom, for using the available N26s will be as follows:
      
      Plebe Summer Training
      Competitive Teams (VOST, JVOST, IC)
      Sailing ECA
      OSTS B-Qual Training
      MIDN B-Qual Training
      Staff and faculty B-Qual Training
      Rec Sailing
4. **Responsibilities.**

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

   b. The Director, Basic Sail Training (BST) is responsible for the training, qualification, and monitoring of personnel in the N26 Recreational Sailing Program as well as program guidelines and boat procedures.

   c. The Sailing Maintenance Division Officer is responsible for the upkeep and maintenance of N26 sail training crafts (STCs) as well as the necessary and routine coordination with Small Craft Readiness Division (SCRD).

   d. Cutter Shed Duty Watch Standers are responsible for the check-out of N26 STCs in accordance with this directive and watchstanders guidelines, oversight of recreational sailing. A full explanation of these responsibilities is detailed below in Section 9.

5. **Qualification.**

   a. There are two types of N26 Qualifications.

      (1) The Skipper “B” Qualification. Reference section 6 below for procedures to obtain qual.

      (2) The Provisional Skipper “B” Qualification. Only MIDN are eligible for the Provisional Skipper “B” Qualification. Reference section 7 below for procedures to obtain qual.

   b. Eligible personnel wishing to go recreational sailing as a Skipper or Provisional Skipper shall successfully complete the respective qualification procedures. Qualification earned must be renewed annually, before sailing for the first time in a new calendar year (detailed in section 6).

   c. All qualified personnel shall follow N26 sailing rules and procedures (detailed below in section 8).

   d. Holding a current USNA “D” qualification or any other qualification, USNA or otherwise, does not automatically qualify individuals to recreationally sail a N26.

   e. Eligibility to recreationally sail a N26 may be revoked at any time by the BST Director or DNAS due to such items as, but not limited to: negligently 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.

6. **N26 Skipper “B” Procedures.**

   a. General.

      (1) The list of personnel qualified to administer N26 check rides is approved by DNAS and maintained by the BST Director.
(2) A grade of less than passing for any of the Qualification steps requires a minimum of one additional on-the-water training session and an additional written recommendation.

(3) The initial written test and check ride must all be completed within the same calendar year. Failure to do so will require the outdated portions to be successfully repeated.

b. Training and Instruction.

(1) Eligible individuals may request sail training lessons and be afforded the opportunity to earn an N26 Skipper “B” Qualification.

(2) Basic Sail Training sessions can be scheduled by either the BST Operations Officer or BST Director. The sail training schedule will be based on instructor availability, N26 availability, and weather conditions.

(3) No set number of training sessions is required to be recommended for a check ride as the number will change depending upon a student’s sailing background, aptitude to learn sailing, and frequency of lessons.

(4) A minimum of one on-the-water training session is required before requesting a check ride, no matter how advanced or skilled a sailor may be. This is to ensure familiarization with the N26 STC and SOP.

(5) A student must obtain the written recommendation of an instructor indicating he/she is prepared for the qualification steps listed below.

c. Initial Qualification.

(1) Written Test. Pass the USNA BST written test (Parts 1 & 2) with a grade of 80% or higher; and

(2) N26 Check Ride. Demonstrate on-the-water proficiency and confidence sailing an N26 by properly executing all the skills listed on the USNA Small Keelboat (N26) Skipper Qualification Checklist.

d. Revalidation.

(1) Written Test. Annually renew qualification before sailing in a new calendar year by successfully executing a revalidation written test and sailing at least once in the previous year. Refresher sail training sessions are available upon request.

e. Skipper B-Qual Recreational Sailing.

(1) An N26 may be checked out for recreational sailing with only one Skipper B qualified person onboard. However the minimum number of people on board shall be two: the skipper and another person who is physically able to handle duties of a crewmember. The majority of those onboard (>50%) must be physically able to perform crewmember duties. The maximum number of total people on board an N26, with a Skipper B-Qual present, is six.


a. General.
(1) Provisional Skipper “B” Qualification will be obtainable by current MIDN only. It is an attempt to increase MIDN sail opportunities, peer-to-peer training, and to improve the sailing skill set of MIDN.

(2) All Provisional Skipper sailing shall be conducted in accordance with the normal Recreational Sailing guidelines and N26 SOP with the exceptions listed in this section.

(3) The Qualification list will be maintained by the BST Director, updated regularly and made available to Sailing program staff.

b. Training and Instruction

(1) Eligible individuals may request sail training lessons and be afforded the opportunity to earn an N26 Provisional Skipper “B” Qualification.

(2) BST training sessions can be scheduled by either the BST Operations Officer or BST Director. The sail training schedule will be based on instructor availability, N26 availability, and weather conditions.

(3) No set number of training sessions is required to be recommended for a Provisional Skipper B-Qual recommendation as the number will change depending upon a student’s sailing background, aptitude to learn sailing, and frequency of lessons.

(4) A student must obtain the written recommendation of an instructor indicating he/she is prepared for the qualification steps listed below.

c. Qualification

(1) Written Test. Pass the USNA BST written test (Part 1) with a grade of 80% of higher; and

(2) N26 Check Ride. Demonstrate on-the-water proficiency and confidence sailing an N26 by properly executing all the skills listed on the USNA Small Keelboat (N26) Skipper Qualification Checklist (Part 1); and

d. Revalidation

(3) Written Test. Annually renew qualification before sailing in a new calendar year by successfully executing a revalidation written test and sailing at least once in the previous year. Refresher sail training sessions are available upon request.

e. Provisional Skipper B Qual Recreational Sailing

(1) Recreational Sailing with a Provisional Skipper “B” Qual shall be done with a minimum of two Provisional Skipper qualified MIDN on board.

(2) Provisional Skippers are permitted to bring civilian guests so long as they are 18 years of age or older. The total number of guests onboard cannot exceed the number of Provisional Skippers onboard. For example, two Provisional Skippers can have a maximum of two guests; likewise, three Provisional Skippers can have a maximum of three guests. The total number of people allowed onboard is six. All guests must be physically able to perform the duties of a crewmember.
(3) Any deviation from the above guidelines needs specific written approval from the BST Director.


a. General.

   (1) All N26 recreational sailing shall be done in accordance with the N26 SOP.

   (2) Current and qualified USNA N26 skippers sailing an N26 are responsible for sailing the boat proficiently and are responsible for the safety of all others on the boat.

   (3) Children under the age of 8 are not allowed on the boats. Each minor under the age of 18 must be accompanied their parent or guardian on the boat. Only one minor is allowed with each parent or guardian.

   (4) All Rec Sailing participants must sign and date a one of the forms listed below before each sailing session. The Skipper will also be required to complete the “N26 Recreational Sailing Check-Out” (enclosure 3) along with the Cutter Shed watch-stander on duty.

      (a) Civilian guests (non-MIDN, non-active duty military, or non-USNA employees) are required to complete a “Marine Event Liability Waiver” (enclosure 4) prior to sailing. All minors are required to have this form signed by a parent or legal guardian.

      (b) MIDN, active duty military, and USNA employees are required to complete a “N26 Recreational Sailing Acknowledgement Form” (enclosure 3) prior to sailing.

   (5) Boats shall be sailed with a mainsail and a jib. Spinnakers shall not be used during recreational sailing unless approved in writing by the DNAS, BST Director, Intercollegiate Sailing Head Coach, Junior Varsity Offshore Sailing Head Coach or Varsity Offshore Sailing Head Coach. If approved, all spinnaker-related sailing gear must be checked out and returned to the Junior Varsity or Varsity Offshore Sailing Team Head Coach each time the boat is sailed.

   (6) N26s shall be sailed only in the areas outlined in enclosure (5). A review of the Annapolis Harbor chart is required prior to sailing.

b. Safety.

   (1) PFDs shall be worn at all times by all personnel on board. It is the responsibility of the Skipper to ensure that life jackets are U.S. Coast Guard approved and that it fits each individual properly. Life jackets for minors are not available on the N26s and must be provided by the user.

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

   (3) Swimming off the boats or piers is strictly prohibited.
(4) Alcohol is strictly prohibited on all N26s.

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

(6) A cell phone shall be on board, readily accessible, and in audible range. If no cell phone is available, a hand-held radio shall be checked out from the Cutter Shed Watch and left on channel 82A. It is encouraged that Skippers request a handheld radio in addition to the cell phone.

c.  Time Restrictions.

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

(2) The Cutter Shed Watch or Robert Crown Center may secure recreational sailing at any time for wind, weather, regattas, or a variety of other reasons.

(3) The Cutter Shed Watch can be reached during Recreational Sailing times at 410-293-5630 to confirm open status and boat availability.

d.  Weather.

(1) Recreational Sailing will be secured if current sustained winds are over 16 mph or gusts are over 19 mph or forecast is predicted to reach these limits in the short term.

(2) Recreational Sailing will be secured if there is a threat of hazardous weather, lightning and thunder, or other conditions.

(3) Weather observations and recreational sail open status determination will be made by the Cutter Shed Watch in accordance with the BST Director Standing Orders.

e.  Reporting Material Discrepancies, Damage, or Injury.

(1) All material discrepancies shall be reported to the Cutter Shed watch immediately by submitting a Sail Craft Discrepancy Report (Enclosure 7). Temporarily fixing an item is NOT authorized on board Navy 26s without permission from the Director of BST.

(2) All incidents or injuries, no matter how minor, shall be reported using the Incident Report Form (Enclosure 8).


a.  Cutter Shed personnel are responsible for the following:

(1) Ensure an N26 sail training craft is in satisfactory material condition prior to being assigned for use.

(2) Executing all operations within the watch standers guidelines and the weekend duty orders
(3) Ensure any individual requesting to check out an N26 for recreational or personal sail training use is listed as a Qualified Skipper on the current “B” Qual or Provisional Qual list.

(4) Cutter Shed watch-standers shall track boat check-out and check-in as noted in enclosure 3.

(5) Ensure that every crew has a cell phone or radio on board and the phone number is recorded prior to departure.

(6) Review N26 Rec Sailing Boundaries (enclosure 6) with Skippers prior to departure.

(7) Maintain constant awareness to any approaching inclement weather, increase in wind, decrease in wind, or other hazardous factors. Notify Skippers on the water recreationally sailing if the weather change may create a hardship or if the Recreational Sailing open status changes.

(8) Report any incidents, or injuries, no matter how minor, to the Naval Academy Sailing Duty Officer (NSDO) as soon as possible. Embarking in a safety boat for any reason relating to N26 Recreational Sailing must be reported to the NSDO immediately.

(9) Ensure that all incidents or injuries are documented using the Incident Report Form (Enclosure 8) prior to releasing crew from the Cutter Shed.

(10) Maintain visual watch over the boats that are sailing recreationally and be ready to proactively lend assistance within moments for any reason, such as lack of wind, approaching weather, groundings, or other reasons. In all circumstances, at least two personnel shall embark on a safety boat to assist or tow boats back to the dock and/or to safety.

(11) Maintain a watchful eye on Santee Basin and N26 piers regarding any activity related to N26 use. Confirm that any boat leaving the pier has either been properly signed out for Rec Sailing or is under the direct guidance of a BST instructor or JVOST/VOST/IC coach.

(12) Update Recreation Sail Log on Sailing Shared Drive and maintain all paperwork in accordance with the watch standers guidelines.

10. Action. Enclosures (1) through (7) are issued for compliance by all MIDN and other personnel using N26 sail training vessels for recreational or personal training purposes.

ADAN CRUZ

Distribution:
Commandant
All Battalion Officers
Director, Naval Academy Sailing
All Company Officer
Quick Guide to Getting N26 Qualified

STEP 1: LESSONS
As many as you need until the instructor recommends you.

STEP 2: TEST
True/false and multiple choice written test (≥80%).

STEP 3: CHECK RIDE
Pass an assessment of your sailing skills (see check sheet).

STEP 4: GO SAILING!

MIDSHIPMEN ONLY: GET YOUR QUAL EVEN FASTER!

The Provisional Qualification is offered exclusively to Midshipmen and allows you to take a shorter check ride and written test to get you on the water ASAP!

If you decide later to get your full B-Qualification, you can pick up where you left off and not repeat any steps of your check-ride or written test!

QUALIFIED LAST YEAR?!

The revalidation process is two steps:
1 – Schedule and pass the revalidation written test
2 – Go sailing at least once in the previous year

Refresher training is ALWAYS available and encouraged!

For more details, see the Rec Sailing Instruction
usna.edu/SailingTeam/recreational/index.php
**USNA Small Keelboat (N26) Skipper Qualification Checklist**

**SKIPPER NAME**

**RANK / STAFF**

**EMAIL:**

**CELL PHONE:**

*Items in **GRAY** are not required for MIDN Provisional Qualification*

<table>
<thead>
<tr>
<th>WRITTEN TEST SCORE</th>
<th>Score and Date</th>
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<tbody>
<tr>
<td>*Written Test Score (80% passing) and date</td>
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<tr>
<td>MIDN ONLY: Skipper B Written Test (Part 1) Score and date</td>
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<tr>
<td>MIDN ONLY: Skipper B Written Test (Part 2) Score and date</td>
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**RECREATIONAL AREA FAMILIARIZATION**

Instructor Initials

Identify & describe the boundaries for recreational sailing while on the water

**PREPARING TO SAIL**

Instructor Initials

- Describe wind, weather, & best departure/return
- Demonstrate safety (proper boarding, donning of life jackets, and conduct brief)
- Rig boat and sails properly using appropriate terminology
- Demonstrate proper use of winches and cleats
- *Properly rig the reefing line*

**BASIC KNOTS – tie the following knots and describe their uses**

Instructor Initials

- Tie figure eight knot, cleat hitch, & clove hitch
- *Tie Square knot (reef knot), bowline*

**LEAVING THE PIER**

Instructor Initials

- Determine and describe wind and current
- Conduct boat, sail, & crew check prior to departure
- *Describe & execute departure when boat is on leeward & windward side of dock*

**NAVIGATION, PILOTING, and PROPER LOOKOUT**

Instructor Initials

- Identify hazards/aids in the recreational sailing area
- Show ability to avoid collisions
- *Identify potential changes in wind/weather & react appropriately*
- *Describe the basic navigation rules*

**SAIL TRIM**

Instructor Initials

- Demonstrate proper use of mainsheet and jib sheet
- Achieve safe and efficient sail shape
- *Sail a closehauled course 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 directly downwind avoiding an unintentional jibe.*
### STEERING, STOPPING, STARTING, AND TURNING

<table>
<thead>
<tr>
<th>Instructor Initials</th>
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<tbody>
<tr>
<td>Turn the boat away from the wind and then toward the wind</td>
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<tr>
<td>Place the boat in a safety position and then start boat sailing again</td>
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<tr>
<td>Stop the boat by steering head to wind and then start boat sailing again</td>
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</tr>
<tr>
<td>Slow and then accelerate the boat using sail trim and tiller</td>
<td></td>
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<tr>
<td><em>Steer boat in straight line with proper body and hand positioning</em></td>
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<tr>
<td><em>Place the boat in a heave-to position and then start boat sailing again</em></td>
<td></td>
</tr>
<tr>
<td><em>Steer the boat when it is moving backwards in a head to wind position</em></td>
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### TACKING & GYBING

<table>
<thead>
<tr>
<th>Instructor Initials</th>
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<tbody>
<tr>
<td>Tack and jibe the boat, as a skipper</td>
<td></td>
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<tr>
<td>As a crew member handle the jib (tack and then jibe)</td>
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### SAFETY WHILE ON THE WATER

<table>
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<tr>
<th>Instructor Initials</th>
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<tr>
<td>Perform quickstop maneuver to recover a simulated person in the water</td>
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<td>Describe how to accept a tow from another vessel</td>
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<td>Describe what to do if your boat goes aground</td>
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<td><em>Describe proper anchoring technique</em></td>
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<td><em>Describe and demonstrate proper reefing technique</em></td>
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### RETURNING TO THE PIER

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<tr>
<th>Instructor Initials</th>
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<tr>
<td>Prepare to return to the pier (sails, docklines, maneuvering)</td>
<td></td>
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<tr>
<td><em>Perform dock landing when slip is on leeward &amp; windward side of the pier</em></td>
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### SECURING THE BOAT

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<th>Instructor Initials</th>
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<tr>
<td>Properly tie boat to dock</td>
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<td>Stow equipment properly</td>
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### QUALIFIERS NAME (Print) | SIGNATURE | DATE

| B-Qual |  |

**MIDSHIPMEN ONLY: Provisional Qualification**

| Part 1 |  |
| Part 2 |  |

### REVALIDATION (Written Test and Recreational Sailing required every calendar year)

<table>
<thead>
<tr>
<th>Test Score</th>
<th>Test Date</th>
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N26 RECREATIONAL SAILING CHECK-OUT/ACKNOWLEDGEMENT SHEET

Date: ___________________                    Boat Number: _______________

Time Out: _______________                        Time In: _______________

Skipper(s) Name: 1_________________________  2(As Req)_______________________

Skipper Phone Number: ______________________     E-mail: ____________________

Emergency Contact Name: ____________________     Phone: ____________________

Cell Phone # or Radio #: _______________   Total # of people on boat: ______

Names of those on board:  ________________________     ______________________

                                                                                   
                                                                                   
                                                                                   
                                                                                   

N26 RECREATIONAL SAILING ACKNOWLEDGEMENT

(To be completed by MIDN, active duty military, and USNA employees)

Initials:

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

_____ I understand that I and all other personnel shall 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 are
prohibited on board an N26.

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

Signed: ______________________________________ Skipper

Witnessed:____________________________________ Watch Stander

Satisfactory status of boat verified by Cutter Shed 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 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 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 recreational sailing, no more than four children will be permitted on a boat at one time.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE/DATE (Parent sign for under 18)</th>
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N26 RECREATIONAL SAIL 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 Sycamore point, inside Annapolis Harbor, or otherwise into any river or creek.
- A review of the Annapolis Harbor chart is required prior to sailing.
### SAILING DEPARTMENT DISCREPANCY REPORT

**NOTE:** CRAFT DISCREPANCIES ARE TO BE REPORTED IMMEDIATELY TO CUTTERSHEL D HEADING Santee Basin. ONLY 1 DISCREPANCY PER CHIT

<table>
<thead>
<tr>
<th>BOAT/NAMES</th>
<th>NAME OF PERSON REPORTING DISCREPANCY</th>
<th>EMAIL/CONTACT PHONE #</th>
<th>DATE</th>
</tr>
</thead>
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<tr>
<th>DESCRIPTION AND LOCATION OF DISCREPANCY</th>
<th>CORRECTIVE ACTION TAKEN</th>
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<tr>
<th>BOAT STATUS</th>
<th>OPERATIONAL</th>
<th>NON OPERATIONAL</th>
<th>CORRECTED BY [PRINT NAME] / DATE</th>
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CIRCLE LOCATION OF SAIL DISCREPANCIES ON APPROPRIATE SAILS
RECREATIONAL SAILING INCIDENT REPORT FORM

From: _______________________________
To: Director, Naval Academy Sailing
Via: BST Operations Officer
     BST Program Director
     Vanderstar Chair
     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 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.):

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)