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 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. The purpose of N26 Recreational sailing is for qualified skippers to take friends and family for a recreational sail.

   c. 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).

   d. 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 Director of Naval Academy Sailing, per reference (a), is responsible for the operation and guidelines of all sailing programs.

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

c. The BST Operations Officer is responsible for coordination and scheduling of lessons, quizzes, qualifications, maintaining instructions, standard operating procedures, watchstanders guidelines, reporting of boat maintenance discrepancies, and administrative paperwork of the N26 Recreational Sailing Program.

d. The Sailing Maintenance 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).

e. Cutter Shed Duty Watch Standers are responsible for the oversight of N26 Recreational Sailing in accordance with this directive and watchstanders guidelines. A full explanation of these responsibilities is detailed below in section 9.

5. Qualification.

a. Qualification Categories.

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

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

b. Qualification General Conditions

(1) 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.

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

(3) The initial written quiz 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.

(4) Holding a current USNA “D” qualification or any other qualification, USNA or otherwise, does not automatically qualify individuals to recreationally sail a N26.
c. Training General Conditions.

(1) Eligible individuals may request sail training lessons and be afforded the opportunity to earn an N26 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 SOP.

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

d. Written Quiz General Conditions.

(1) A grade of less than passing for written quiz requires a minimum of one additional on-the-water training session.

(2) Retaking the written quiz will be scheduled upon the recommendation of the sailing instructor, BST Ops Officer, or BST Program Director.

e. Checkride General Conditions.

(1) Demonstrate on-the-water proficiency and confidence sailing an N26 by properly executing all the skills listed on the appropriate section(s) of the USNA Small Keelboat (N26) Skipper Qualification Checklist.

(2) The inability to pass a checkride during a single session will require a minimum, of one additional training session before scheduling another checkride.

(3) Exceptions passing the checkride in a single session may be waived by the BST Director or Ops Officer on a case-by-case basis.

f. Revalidation.

(1) Written Quiz. Annually renew qualification before sailing in a new calendar year by successfully completing a revalidation written quiz.

(2) Sailed a N26 at least once in the previous year (documented by Recreational Sailing watch standers, ECA Coordinator, or JVOST Coach).
Refresher sail training sessions are encouraged and are available upon request.

   a. Initial Qualification.
      (1) Training. Participate in a minimum of one training session.
      (2) Written Quiz. Pass the USNA BST written quiz (Parts 1 & 2) with a grade of 80% or higher.
      (3) N26 Check Ride. Demonstrate on-the-water proficiency and confidence sailing an N26 by properly executing ALL of the skills listed on the USNA Small Keelboat (N26) Skipper Qualification Checklist (enclosure 2).

   b. Skipper B-Qual Recreational Sailing.
      (1) A N26 may be checked out for recreational sailing with only one Skipper B qualified person onboard.
      (2) 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.
      (3) The majority of those onboard (>50%) must be physically able to perform crewmember duties.

   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.

   b. Initial Qualification.
      (1) Training. Participate in a minimum of one training session.
      (2) Written Quiz. Pass the USNA BST written quiz (Part 1) with a grade of 80% or higher.
      (3) 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 (items without asterisk/in gray).

   c. Provisional Skipper B Qual Recreational Sailing.
(1) Recreational Sailing with a Provisional Skipper “B” Qualification 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 the guests are 18 years of age or older.

(3) The total number of guests onboard cannot exceed the number of Provisional Skippers onboard. One guest may be brought onboard per each Provisional Skipper. For example, two Provisional Skippers can have a maximum total of two guests onboard; likewise, three Provisional Skippers can have a maximum total of three guests onboard.

(4) All guests must be physically able to perform the duties of a crewmember.


   a. All Rec Sailing participants must sign and date the forms listed below before each sailing session.

   (1) The Skipper is required to complete the “N26 Recreational Sailing Check-Out” and the “N26 Recreational Sailing Acknowledgement Form” (enclosure 3) along with the Cutter Shed watch-stander on duty prior to sailing.

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

   c. 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.

   d. The maximum number of total people on board an N26 is six.

   e. Children under the age of 8 are not allowed on the boats. Each minor under the age of 18 must be accompanied by their parent or guardian on the boat. Each parent or guardian on the boat can be responsible for only one minor.

   f. 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.

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

h. Personal Flotation Devices (PFD) 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.

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

j. Swimming off the boats or piers is strictly prohibited.

k. Alcohol is strictly prohibited on all N26s.

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

m. A radio shall be on board, readily accessible, and in audible range. A hand-held radio can be checked out from the Cutter Shed Watch and should be left on channel 82A. If the skipper is willing to bring a cell phone, there are phone numbers available on the chartlet with phone numbers to the watchstanders and other import points of contact.

n. 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.

o. 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.

p. 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 6). 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 7).


a. Cutter Shed personnel are responsible for the following:

1. Ensure 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 boat has a radio and optional cellphone on board and the phone number is recorded prior to departure.

6. Review N26 Rec Sailing Boundaries (enclosure 5) with Skippers prior to departure.

7. Maintain constant awareness to any approaching inclement weather, increase in wind, decrease in wind, or other hazardous factors.

8. Notify Skippers on the water who are recreationally sailing if a weather change may create a hardship or if the Recreational Sailing open status changes.

9. 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.

10. Ensure that all incidents or injuries are documented using the Incident Report Form (enclosure 7) prior to releasing crew from the Cutter Shed.

11. 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.

12. Ensure that a safety boat is available to Recreational Sailing watchstanders. 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.

13. 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.
(14) 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.

A.G. 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: QUIZ**
True/false and multiple choice written quiz (≥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 quiz 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 quiz!

**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 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 QUIZ SCORE</th>
<th>Score and Date</th>
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<tbody>
<tr>
<td>*Written Quiz Score (80% passing) and date</td>
<td></td>
</tr>
<tr>
<td>MIDN ONLY: Skipper B Written Quiz (Part 1) Score and date</td>
<td></td>
</tr>
<tr>
<td>MIDN ONLY: Skipper B Written Quiz (Part 2) Score and date</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>RECREATIONAL AREA FAMILIARIZATION</th>
<th>Instructor Initials</th>
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<tbody>
<tr>
<td>Identify &amp; describe the boundaries for recreational sailing while on the water</td>
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<table>
<thead>
<tr>
<th>PREPARING TO SAIL</th>
<th>Instructor Initials</th>
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</thead>
<tbody>
<tr>
<td>Describe wind, weather, &amp; best departure/return</td>
<td></td>
</tr>
<tr>
<td>Demonstrate safety (proper boarding, donning of life jackets, and safety brief)</td>
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</tr>
<tr>
<td>Rig boat and sails properly using appropriate terminology</td>
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<tr>
<td>Demonstrate proper use of winches and cleats</td>
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<tr>
<td>Properly rig the reefing line</td>
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<table>
<thead>
<tr>
<th>BASIC KNOTS – tie the following knots and describe their uses</th>
<th>Instructor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tie figure eight knot, cleat hitch, square knot, bowline &amp; clove hitch</td>
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<table>
<thead>
<tr>
<th>LEAVING THE PIER</th>
<th>Instructor Initials</th>
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</thead>
<tbody>
<tr>
<td>Conduct boat, weather/condition, sail, &amp; crew check prior to departure</td>
<td></td>
</tr>
<tr>
<td>Describe &amp; execute departure when boat is on leeward side of dock</td>
<td></td>
</tr>
<tr>
<td>*Describe &amp; execute departure when boat is on windward side of dock</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAVIGATION, PILOTING, and PROPER LOOKOUT</th>
<th>Instructor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify hazards/ aids in the recreational sailing area</td>
<td></td>
</tr>
<tr>
<td>Show ability to avoid collisions</td>
<td></td>
</tr>
<tr>
<td>*Identify potential changes in wind/weather &amp; react appropriately</td>
<td></td>
</tr>
<tr>
<td>*Describe the basic navigation rules</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAIL TRIM</th>
<th>Instructor Initials</th>
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</thead>
<tbody>
<tr>
<td>Demonstrate proper use of mainsheet and jib sheet</td>
<td></td>
</tr>
<tr>
<td>Achieve safe and efficient sail shape</td>
<td></td>
</tr>
<tr>
<td>*Sail a closehauled course with proper mainsail and jib sail trim</td>
<td></td>
</tr>
<tr>
<td>*Sail a straight line toward a point on a reach with proper mainsail and jib sail trim</td>
<td></td>
</tr>
<tr>
<td>*Sail directly downwind avoiding an unintentional jibe.</td>
<td></td>
</tr>
</tbody>
</table>
### STEERING, STOPPING, STARTING, AND TURNING

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

### TACKING & GYBING

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

### SAFETY WHILE ON THE WATER

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

### RETURNING TO THE PIER

<table>
<thead>
<tr>
<th>Instructor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare to return to the pier (sails, docklines, maneuvering)</td>
</tr>
<tr>
<td>Perform dock landing when slip is on leeward side of the pier</td>
</tr>
<tr>
<td><em>Perform dock landing when slip is on windward side of the pier</em></td>
</tr>
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</table>

### SECURING THE BOAT

<table>
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<tr>
<th>Instructor Initials</th>
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</thead>
<tbody>
<tr>
<td>Properly tie boat to dock</td>
</tr>
<tr>
<td>Stow equipment properly</td>
</tr>
</tbody>
</table>

### QUALIFIERS NAME (Print)  
SIGNATURE  
DATE

| B-Qual  
MIDSHIPMEN ONLY- Provisional Qualification |
| Part 1  |
| Part 2  |

### REVALIDATION (WRITTEN Quiz and Recreational Sailing required every calendar year)

<table>
<thead>
<tr>
<th>Quiz Score</th>
<th>Quiz Date</th>
<th>Sailing Date</th>
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</table>
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.
- A laminated copy of the below chartlet is available onboard all N26 sailboats.
# N26 Sail Craft Discrepancy Report

**SAILING DEPARTMENT DISCREPANCY REPORT**

Note: Craft discrepancies are to be reported immediately to cuttershed upon entering Santee Basin. Only 1 discrepancy per chit.

<table>
<thead>
<tr>
<th>BOAT/NAME</th>
<th>NAME OF PERSON REPORTING DISCREPANCY</th>
<th>EMAIL/CONTACT PHONE #</th>
<th>DATE</th>
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<thead>
<tr>
<th>DESCRIPTION AND LOCATION OF DISCREPANCY</th>
<th>CORRECTIVE ACTION TAKEN</th>
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<thead>
<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.

![Diagram of sail locations]
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)