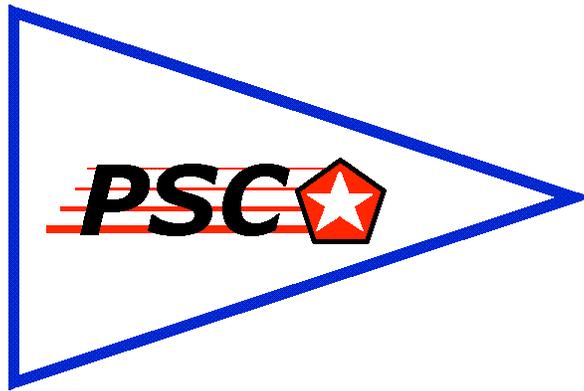


# Pentagon Sailing Club

## *Training Program*

### **...Policies and Procedures...**



- Multi-level: from beginner through Large Keelboat Skipper

*Enter at your own level*

*Move at your own pace*

*Proceed to your own goals*

- Meets U.S. Naval Sailing Association Recreational Sailing Programs Standards
- Implements The Fundamental Requirements Of The Chief Of Naval Education  
And Training
  - Develops professional seamanship practices and attitudes
- Separate acquisition of a Recognized Boating Safety Certificate *Mandatory*

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Revised April 2013 by David Kunselman, PSC Training Commodore

Approved by 2013 Bridge & Training Certification Committee

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## PSC Training Program Policy and Procedures

### 2. PSC Training Program Objectives

A major objective of the Pentagon Sailing Club's (PSC) is to encourage the development of seamanship skills and to provide opportunities for sail training, recreational sailing, and related activities to club members. The club's robust training programs are aligned to meet these goals.

### 3. Training Certification Authority

- A) As a member club of the U.S. Naval Sailing Association (USNSA) or Navy Sailing, PSC models its qualification programs on the standards for Navy Sailing training and certification. The PSC issues certificates for its own sailing levels of achievement as well as Navy Sailing certifications **if** the member is also a member of Navy Sailing.
- B) This document provides an overview of the various PSC training programs and the prerequisites and requirements to meet each level of qualification.

### 4. Training Schedule, Sign-ups, and Payments

- A) Sailing course schedules and other information will be posted to the PSC website ([www.pentagonsailing.org](http://www.pentagonsailing.org)) and published in the club's newsletter, The Lubbers Line. Course and training events are reserved only upon receipt of the appropriate course, crew, or berth fee and signed registration form.
- B) There are separate registration forms for the Bay and River. Both are available on the PSC website or from the respective Bay and River Training Coordinators. Forms and fees should be sent in accordance with the web site.

**5. Training Cancellations and Refunds:** The PSC training program is run exclusively by volunteer instructors and administrators. Fees for activities directly offset training expenses, such as boat leasing and maintenance, slip rentals, and insurance. Because PSC must break even on these events, a cancellation policy is necessary. The following rules apply:

- A) For Bay Events, down payments for bay sails may be made. These fees are listed on the PSC web site. If canceled more than 30 days in advance, the fee will be refunded. If you cancel within 30 days of the sail, the fee is non-refundable. If there is a wait list and someone can replace you, a refund may be issued. **If there is no wait list, you may also find a** suitable replacement. You may request a refund from the Bridge if extraordinary circumstances exist. The Bridge is not bound to grant a refund.
- B) For River Events, the fee will be refunded in full, if the notice of your cancellation occurs more than 14 days before the activity start date. The fee will not be refunded if cancellation occurs within fourteen days, unless the student finds a replacement. PSC will assist with, but will not be responsible for, finding a replacement.
- C) PSC recognizes that extraordinary circumstances may cause cancellation, and will take that into consideration for rescheduling or refunds. If the PSC must cancel an activity,

## PSC Training Program Policy and Procedures

every attempt will be made to reschedule the student to a mutually agreeable date and time. If rescheduling cannot be done, the activity fee will be refunded in full.

D) Persons on the wait list for a specific sail have priority over any individual who swaps sails with another individual who already has a confirmed space on that sail. For example, let us assume that David has a position on a 10 June sail, which has three waiting on the standby list. Kristy is first on the standby list for that sail on 10 June. Benny has a spot on a 15 May bay sail, which is full, but has no wait list. David has a change of plans, and wants to switch his 10 June sail for 15 May. If David gives up his slot, and Benny wishes to give up his slot in exchange for 10 June, then David may take his slot. However, Benny will move to last in line on the standby list for the 10 June sail, while Kristy will get the slot vacated by David.

### 6. Training Structure

PSC offers various training programs and encourages its members to pursue training at their own pace to meet their unique goals. There is no need to be pursuing certification to take part in any sail on the Chesapeake Bay or the Potomac or Anacostia Rivers, or in any other sail offered by the PSC. To participate in training, the member or family member and should have the strength to handle lines, sheets, sails and tiller of the boat. Program descriptions follow, and specific requirements for the various qualification levels are outlined in Annex A.

A) Basic Keelboat Skipper Training Program (B-KBS). The Basic Keelboat training program is operated from the club's host marina. Training is conducted by PSC instructors on PSC owned keelboats in the range of 22-23 feet. All boats are equipped with outboard motors. These sailboats have basic sailing equipment and sparse below deck systems. The Basic Keelboat curriculum is normally conducted four to five times per year.

B) PSC Cruising Skipper Training Program. This advanced sail-training program is conducted from various marinas on the Chesapeake Bay and on PSC-chartered boats in the 30-50 foot range. Members may pursue certification as a Senior Crew, Navigator, Basic Cruising Skipper/Watch Captain and Advanced Cruising Skipper. As stated earlier, each of these levels, except Navigator, has a commensurate qualification level for members who are also members of Navy Sailing. The Navigator qualification does not exist in the Navy Sailing syllabus, and occurs after ASA 104 qualification in the ASA framework, where it is known as ASA 105. Because the Navigator qualification is equivalent to or more stringent than an ASA 105 qualification, a PSC B-CSN qualification is equivalent to an ASA 105 qualification, not an ASA104. Members must progress through each level meeting the requirements for each level before moving to the next level of training. The requirements for each level are described in Annex A, with a summary matrix provided in Annex C.

- Cruising Skipper candidates must declare themselves as such to the Training Commodore (TC), and then the TC will issue the candidate a signed Cruising Skipper Candidate Checksheet & Logbook. Candidates then pursue and demonstrate the

## PSC Training Program Policy and Procedures

skills required on the Checksheet at their own pace, over one or more sailing seasons as necessary. The most advanced level of training the PSC conducts is called the D-Cruising Skipper (D-CS).

- This final level of qualification requires two separate on the water evaluations. Upon completion of all the D-CS task and time requirements, a candidate schedules with the Training Commodore the formal on the water evaluations. Bay Training events are scheduled throughout the sailing season and include one-day, two-day, and overnight trips. Training evaluations are also available during all PSC Raft-Ups upon request. Candidates may receive training from any PSC Bay Skipper on any Bay, off-shore, or tropical-waters sailing event. Candidates may also receive training and accumulate hours on private sails from individuals possessing qualifications commensurate with those of PSC Bay Skippers of Record (SORs). Candidates may only use PSC Bay SORs to credential their hours, signatures, or evolutions unless specifically authorized by the Training Commodore. Boats must be greater than 30 feet in length with inboard propulsion to be used for the Cruising Skipper Candidate Checksheet and Logbook.

B) PSC and Navy Sailing Certification Programs. Both the PSC and Navy Sailing offer sailing certificates. For Navy Sailing qualifications where PSC offers the certificate, members will receive a club certificate. If members maintain their membership in Navy Sailing, they will receive qualification cards with their certificates. For certain levels where PSC does not award a certificate, members may request Navy Sailing Certificates from the Director of Navy Sailing (DONS). These include D-SS and instructor qualifications. The following table illustrates the current sailing certificates awarded by the PSC and Navy Sailing:

| <b>PSC Training Program</b>                               | <b>PSC Certification</b>                              | <b>USNSA (Navy Sailing) Certification</b>  |
|---|---|--|
| <b>Basic Keel Boat</b> (4 days OTW, 3 hours class room)   | B-KBS Keelboat Skipper, Small Boat                    | B – KBS  |
| <b>Cruising Keelboat Senior Crew</b>                      | PSC Senior Crew                                       | Senior Crew of Offshore capable keelboat   |
| <b>Cruising Keelboat Navigator</b>                        | PSC Navigator   | N/A  |
| <b>Basic Cruising Skipper (night) &amp; Watch Captain</b> | Basic Cruising Skipper (B-CSN) and Watch Captain (WC) | Watch Captain of offshore capable keelboat<br><br>B-CSN on Offshore capable keelboat |
| <b>Advanced Cruising</b>                                  | Bay Cruising Skipper (Large keelboats) D-CS           | D-Cruising Skipper of off-shore capable keelboat (D-CS)                              |
| <b>Offshore Passage Making</b> (No PSC training program)  |   | D-SS: Training is available through the USNA/CSNTS                                   |

C) PSC will grant Mate A, B-KBS, Senior Crew, Navigator, Basic Cruising Skipper (Night), Watch Captain and Advanced Cruising Skipper certificates according to this Training Policy document. Based on the PSC requirements outlined in this document, Navy

## PSC Training Program Policy and Procedures

Sailing agrees that the intent of the CNET Manual P1552/1 is fulfilled. Certification at the B-KBS level is required prior to certification at the B-CSN or D-CS level.

**7. Winter Training Program (WTP).** The WTP is conducted every year from October through April. Classes are held at training facilities as indicated in the PSC Calendar of Events. The WTP is intended to provide advanced classroom training beyond the Keelboat Skipper B-KBS course. Any PSC member may attend the WTP, but the WTP is particularly beneficial for candidates in the Cruising Skipper (B-CSN, and D-CS) Candidate Training Program.

- A) Course topics normally may include Advanced Sail Trim, Heavy Weather Sailing, Safety Equipment, Large Boat Systems, Navigation and Piloting, Anchoring and Rafting, First Aid and CPR, Rules of the Road, and Boat Chartering. PSC does not teach an approved Boating Safety Course.
- B) These classes will greatly assist in the study for the Bay Skipper written exams. These exams are normally given in the April to May timeframe, but may be individually scheduled at anytime with the Training Commodore. Nevertheless, taking the winter training classes is not sufficient for passing the Bay Skipper (aka “cruising exams”.) The exams are broad in their scope and may touch on topic areas not covered during the winter training program. Preparation for the exams requires the study of the US Sailing series of cruising books, “Chapman’s Piloting”, the Inland and International Rules of the Road, John Rousmaniere’s “Annapolis Book of Seamanship”

**8. Instructor Training.** The Training Commodore (TC) will hold one or more instructor training sessions for Cruising and Basic Keelboat instructors near the beginning of the sailing season and possibly mid-season. All prospective instructors must attend these sessions, which will cover club policies, training program conduct and objectives, lessons plans, safety, administrative information, and other pertinent topics. PSC instructors are also encouraged to pursue instructor qualification under Navy Sailing, ASA, U.S. Sailing, or other governing bodies.

**9. Refresher Training and Challenges.** Club policy requires that a member’s qualifications must be recognized by the PSC in order for that member to skipper *a PSC chartered boat* during a club event. Club members with previous sailing experience may challenge any level of PSC and USNSA certification, if they have sufficient training and experience. The TC will assist members who have such experience with arranging refresher training to familiarize them with the club boats, club skippering responsibilities and procedures, as well as renewing their sailing skills. To challenge a certification level, members must provide documentation of sufficient prior training and experience to the Training Certification Committee (TCC). This documentation is normally shown through a sailing log or resume, certifications, and course completion certificates. After such experience is documented and familiarization completed to the satisfaction of the TCC, the TCC will recommend a plan of action. If sufficient experience is shown, and the TCC recommends, the TC will appoint an evaluator, and develop and schedule a Challenge Exam for the certification level being challenged. This Exam will include on-the-water portions, and may include written exams as judged necessary by the PSC TCC. Upon successful completion, the TC will provide the member with that certification level for which they challenged.

## **PSC Training Program Policy and Procedures**

- A) For PSC B-KBS qualifications, the qualifying challenge instructor must be a Lead Instructor for the B-KBS course.
- B) For PSC Advanced Cruising Skipper (aka Bay Skipper)/ D-CS Certification challenges, the evaluator must be a Senior Cruising Instructor.
- C) The D-CS candidate must also specifically document knowledge of large boat systems, sufficient navigation and night sailing experience, navigation rules, PSC Bay Skipper responsibilities and procedures, as well as hold a Boating Safety Certification that meets Maryland, Virginia, and Washington DC requirements and current CPR and First Aid certifications.

**10. Other Training Events.** The club attempts to serve its members' needs. Thus other training events will be resourced and scheduled as demand arises. These events may include a DelMarVa circumnavigation (around the Delaware, Maryland, and Virginia peninsula), or sails from remote ports, e.g., Norfolk, the Bahamas, the Caribbean, etc. Varied programs on the Bay or River may also be scheduled, and we encourage members to request such additional training.

**11. Training Awards Program.** Every year the Training Commodore identifies two club members for awards.

- A) The "Most Improved Sailor of the Year" award is presented to the member who has demonstrated the greatest sailing ability improvement over the course of the sailing season.
- B) The "Training Commodore's Award" is presented to the member who has given an extraordinary level of service to the training program. Service is demonstrated by both the hours spent training students and the overall support to the program. Training Awards are presented at the club's annual holiday party and awards dinner.

**12. Seabag Items:** All individuals who pursue sailing on the bay beyond the senior crew level should bring a seabag that may include foul weather gear, sailing gloves, PFDs, and harnesses and tethers and other items as listed in Annex B. Members who are first exploring bay sails during the day are not required to make the investment in a harness and tether, as they may decide that sailing on the Bay is not something that they wish to pursue. Two overnight bags will be available at the ABC shed to which Bay SORs will receive keys. These will contain preventers, snatch blocks, jack lines, and four sets of Harnesses and tethers, for these PSC members who are new to bay sailing. Harnesses, tethers, and jack lines are mandatory for night sailing, as well as, heavy weather. Any PSC member sailing on an overnight event is recommended to purchase their own harness and tether.

**13. Feedback:** PSC has a 360 degree feedback program on skippers, lecturers, and students.

- A) Students will be given the opportunity to provide feedback on all classroom lectures and sailing events. Forms should remain anonymous. Forms for bay sails, which will be folded, will be placed in an envelope. The skipper/instructor and one witness will seal the

## PSC Training Program Policy and Procedures

envelope signing on the back and mail it to the Training Commodore. The information will be reviewed by the Training Commodore and TCC for lessons learned.

B) For the River Program, the instructors will look at feedback forms filed each day by the students. This information will be reviewed for lessons learned by the River Training Coordinator and the Lead Instructor.

C) Instructors/skippers will also provide feedback on students.

### ➤ River:

- Instructors in the river program will rank each crew member on their boat in the after action meeting at the end of the first day. The purpose of this ranking is to identify situations where noticeable proficiency gaps are emerging. When students perceive that they are not making progress as rapidly as others, they lose enthusiasm. Crews will be arranged into new crew mixes based on this evaluation for the second day.
- At the end of the second day, the instructors will evaluate all of the candidates collectively on all of the boats, and be careful to identify any gaps that may be developing. They will continue to use this method through the second Saturday of the class.

### ➤ Bay:

- Skippers will evaluate students based on an assessment of their ability to pass their next OTW evaluation at the end of the cruise. The assessment should be 0% to 90%. No two crew members should receive the same exact assessment. Instructors are not required to share this assessment with crew members. Bay SORs should send this report by email to the Training Commodore.

D) In the event that a student, instructor, or skipper does not wish to share the comments with anyone the Bay Training Coordinator or Training Commodore they may use the senior member of the TCC as an alternative.

E) The Training Commodore will, as required, present monthly assessment trend reports to the Bridge and general membership meetings. It should always be assumed that reports will not be attributable to an individual student.

## 14. Training Program Roles and Responsibilities

### A) Training Commodore (TC)

- The TC is responsible for the overall conduct and standards of the River, Bay, winter, and other training programs. Specific duties include:
  - Establishing the annual training budget for Bridge approval.
  - Controlling receipts and expenditures and providing records to the Treasurer.
  - Developing training policies, program, and procedures.

## PSC Training Program Policy and Procedures

- Creating and distributing Training Checksheets (e.g. Cruising Skipper (D-CS) Candidate On the Water Evaluation (OTW) Checksheet, Bay Skipper Candidate (B-CSN) OTW Checklist, and Navigation OTW Checksheets).
- Issuing certification cards and certificates as earned.
- Planning and executing all PSC training programs.
- Writing and proctoring the club's Skipper B-KBS written exam, PSC Piloting Exam, PSC General Topics and Safety Exam, and PSC Navigation Rules (Rules of the Road) Exams.
- Appointing a River Training Coordinator, a Bay Training Coordinator, and other personnel to execute programs and approving their lesson plans for their respective training programs.
- Appointing members of the PSC Training Certification Committee (TCC).
- Acting as the tie-breaker vote in the decisions of the PSC Training Certification Committee.
- Liaising with U.S. Naval Sailing Association (USNSA), US Sailing, and other organizations to establish training standards.
- Providing notice to the Executive Director of USNSA of all club members obtaining certification for USNSA records.
- Acting as Corporate Officer on the PSC Bridge.
- Providing training articles and content for the club's website and newsletter .
- Maintaining the club's official Skipper list to document the current qualification levels of all club members.
- Maintaining the list of all qualified River and Cruising Instructors.
- Creating and distributing the required annual Rules of the Road Exam for all Cruising Skipper D-CSs, and checking to ensure that Boating Safety Certificate requirements are met by all PSC Skippers, and encouraging CPR and First Aid recertifications.
- Implementing the Training Awards Program.
- Nominating Cruising Instructors and Senior Cruising Instructors to the Training Certification Committee.
- Investigating and reporting on accidents that occur during sail training.
- Gathering monthly volunteer hours from River and Bay Coordinators and submitting them to the PSC FVSM Manager monthly.
- Performing other duties as required by the PSC Commodore.

### ***B) River Training Coordinator (RTC)***

- The TC may appoint an RTC to assist with the conduct of the club's various river training programs. The RTC has the following responsibilities:
  - Monitoring the conduct of the Basic Sail Training (River) Program for B-KBS and assist in developing training objectives, lesson plans, and materials for instructor use.
  - Scheduling River Instructors.
  - Ensuring all instructors and students sign the River Activities Registration Form before each River Training Class.
  - Issuing red River Instructor Polo Shirts.

## PSC Training Program Policy and Procedures

- Ensuring all students sign liability waivers and swim statements.
- Ensuring all instructors have the required Boating Safety Certificates and reminding them to carry them on their person while instructing.
- Reminding all students to satisfactorily complete the Boating Safety Course.
- Coordinating with the River Commodore on boat availability and maintenance issues.
- Coordinating with the River Boat Scheduler for training use of the river sailboats.
- Advertising and marketing the Basic Sail Training (River) Program.
- Providing students' names to the TC so that cards and certificates can be made.
- Providing content and articles for the newsletter and website.
- Coordinating with the Membership Commodore to sign up new members for sailing instruction.
- Tracking and reporting monthly to the TC all volunteer hours for instructors and other volunteers.

### C) Bay Sailing Coordinator (BSC)

- The Training Commodore may appoint an BSC to assist with managing the sail signup process:
  - Coordinating Bay Training with the Bay Commodore for club raft up events.
  - Soliciting and scheduling members for Bay Training Events.
  - Ensuring that all training participants are current members, and that all Instructors are current in all of their requirements.

### D) Bay Training Coordinator (BTC)

- The TC may appoint a BTC to assist in the conduct of the club's Bay Training Program. The BTC has the following responsibilities:
  - Monitoring the conduct of the Cruising Candidate (Bay) Training Program and developing training objectives, lesson plans, and materials for instructor use.
  - Planning, developing, and budgeting Bay Training events.
  - Coordinating with the Bay Commodore for boat charters for Bay Training events.
  - Coordinating with Bay SORs on float plans, crew assignments, and training needs.
  - Ensuring all Bay SORs have completed the annual Navigation Rules (ROR) Exam.
  - Ensuring all instructors have the required Boating Safety Certificates and reminding them to carry them on their person while instructing.
  - Issuing Bay Skipper Ball Caps.
  - Advertising and marketing the Bay Training Program.
  - Coordinating with the Training Certification Committee and implementing their decisions for the Bay Training Program on behalf of the TC.
  - Tracking and reporting monthly to the TC all volunteer hours for instructors and other volunteers.

## PSC Training Program Policy and Procedures

### E) Winter Training Program Coordinator (WTPC)

- The Training Commodore may appoint a WTPC to :
  - Coordinate with instructors for class specific needs.
  - Arranging for instructors as needed.
  - Maintain the club classroom training equipment (computer, projector, white board, coffee pots etc,) during the winter.
  - Pick and provide refreshments for all winter training classes.
  - Collect class fee at the beginning of every class.
  - Provide report of earnings within one week of class to Training Commodore and Treasurer.

### F) Training Certification Committee (TCC)

- The TCC acts as an advisory body to the TC and is comprised of four senior club members who are Bay Skippers and have demonstrated leadership, sailing expertise, commitment to PSC, and are intent on furthering sailing and seamanship. The TC appoints the TCC for a two-year term, running concurrently with that TC's tenure. Members may serve multiple terms. The responsibilities of the Committee include:
  - Advising the TC on training policies and procedures.
  - By vote, approve candidates for Cruising Instructor and Senior Cruising Instructor status.
  - Mentoring and developing the sailing skills of club members.
  - Considering any other training matters as assigned by the TC.
  - Assisting the TC with the investigation of incidents occurring during any PSC sponsored sailing event.
  - Determining qualification levels for candidates challenging the PSC program.
  - Considering reducing qualification levels recognized by PSC for club members.
  - Making formal recommendations by majority vote. (The TC will cast tie-breaking votes of the Committee.)

### G) Instructors

- There are several instructor levels and certifications within the PSC:
  - Senior Cruising Instructor; Cruising Instructor
  - Bay Skipper of Record (SOR)
  - Lead Instructor for Basic Keelboat Training
  - Primary Instructor for Basic Keelboat Training
  - Assist Instructor for Basic Keelboat Training
- All PSC instructors are ambassadors for the club. Instructors are responsible for:
  - Executing training in accordance with the training program, training objectives, and all club policies.
  - Acting as safety officers during all training events.
  - Evaluating students as requested by the TC, RTC, or BTC in a standardized and fair manner.
  - Maintaining training standards while ensuring participants have fun.

## **PSC Training Program Policy and Procedures**

- Ensuring boats have required working equipment and safety items.
- Maintaining personal proficiency and standards of seamanship and skill requirements, including a Boating Safety Certificate for the waters where training is conducted.
- Ensuring all students sign required boat checkout, float plan, and registration forms.

### ➤ During Bay Events:

- Coordinating with the BTC and crew for training plan and objectives approval
- Coordinating with the Bay Commodore, or charter company for boat access, parking, maintenance issues, and other information
- Issuing directions, gear lists, meal plans, and other information to crew
- Ensuring all crew members sign the Joint Venture form
- Providing after-action review to the Training Commodore
- Annex C provides more detail on how Navy Sailing and PSC Bay Skipper candidates can challenge for ASA qualifications
- Annex D provides details for candidates who only wish to pursue ASA qualifications.

## ANNEX A

### ***Training Program/Course Descriptions and Certification Requirements***

***DINGHY SKIPPER...USNSA B-DS:*** Qualified to handle a small centerboard sailing craft in local waters.

***Basic Keelboat Skipper...USNSA B-KBS:*** Qualified to handle a small keelboat [15-25feet] **without** auxiliary power in local waters, light to moderate conditions [less than 15kts wind and 1 foot waves], in daylight conditions: highly recommend to have at least one other crew with keelboat experience.

***Basic Keelboat Skipper(+)...PSC B-KBS+:*** Qualified to skipper a small keelboat [15-25 feet] **with** auxiliary power in local waters, light to moderate conditions [less than 20 kts of wind and 1 foot waves], in daylight conditions: highly recommend to have at least one other crew with keelboat experience.

***Basic Keelboat Instructor PSC:*** Qualified to teach sailing to students on a small keelboat with auxiliary power in local waters. May be also trained to teach sailing to students using dinghy sailboats.

***Senior Crew...USNSA SC:*** The minimum qualification to be considered as a contributing qualified crew on an inboard auxiliary-powered sailboat of 30 to 50 feet in length, either day or night. Stepping stone to Navigator and B-CSN.

***PSC Navigator:*** Accomplished navigator on the Bay, both day and night, on inboard auxiliary-powered sailboats of 30 to 50 feet in length. Stepping stone to B-CSN.

#### ***PSC Basic Cruising Skipper (Night) B-CSN AND USNSA Watch***

***Captain WC:*** Qualified to skipper a medium size Cruising Sailboat between 30 and 35 feet in light to moderate wind and sea conditions, on inland or other protected waters, during the day OR supervise a watch section sailing an inboard auxiliary sailboat 30-50 feet in length with a qualified skipper aboard during continuous passages across unfamiliar waters day, night, moderate to heavy wind and sea conditions. PSC does not normally award WC separately. A B-CSN qualified skipper is considered to be more qualified than a normal Watch Captain in the Navy Sailing framework.

## **PSC Training Program Policy and Procedures**

### ***PSC Advanced Cruising Skipper AND USNSA D-CRUISING***

***SKIPPER (D-CS)*** The Senior Level at which the Club can provide Certification.

Qualified to command a large offshore-capable, auxiliary powered sailing vessel in protected waters, such as the Chesapeake Bay, and large unprotected bodies of water such as the British Virgin Islands or coastal waters of Delaware, Virginia and Maryland (DELMARVA).

Qualification includes extensive sailing experience to include night and coastal piloting and navigation knowledge and skills.

***Cruising Instructor*** Qualified to be skipper for record on any Cruising Sail, as well as, conduct the 1<sup>st</sup> On-The-Water evaluation of PSC Advanced Cruising Skipper Candidates (D-CS).

***Senior Cruising Instructor*** Qualified to be skipper for record on any PSC Cruising sail as well as conduct both 1<sup>st</sup> and 2<sup>nd</sup> OTW evaluations of Advanced Cruising Skipper candidates.

## PSC Training Program Policy and Procedures

***DINGHY SKIPPER...USNSA B-DS*** (Qualified to handle a small centerboard sailing craft in local waters.)

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Course Schedule: Basic Sailing on dinghies is **not** currently taught by the PSC on a scheduled basis. Courses may be conducted if there is sufficient member demand.

### Privileges:

- Skipper dinghies in local waters.
- Gain USNSA Dinghy Skipper B-DS Certificate

Prerequisites: Swimming Certification

### Requirements:

- Exam: General knowledge and boating safety - 80% needed to pass
- Successfully demonstrate boat-handling maneuvers
- Successfully demonstrate knot tying
- Swimming verification

### Course Structure:

- Sail: 2 Saturdays & 2 Sundays
- 2 Thursday evenings (3 hours each session lecture/discussion)
- Train on small centerboard sailing craft with significant attention to capsizing recovery techniques and prevention of hyperthermia
- Instruction material: "USNSA Certification: Blue Book," "Start Sailing Right Book" (all provided).

### Highly Recommended:

- Successfully earn a Boating Safety Certificate as required for local waters in order to act as skipper and to rent boats at local marinas.

## PSC Training Program Policy and Procedures

### ***Pentagon Sailing Club Keelboat Skipper...USNSA B-KBS***

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Course Schedule: Keelboat Skipper...B-KBS courses are normally held four to five times a season on the Potomac and Anacostia Rivers

Privileges:

- Charter and skipper small keel boats **without** auxiliary power in local waters (Potomac and Anacostia River sailing) Qualified to handle a small keelboat [15-25feet] **without** auxiliary power in light to moderate conditions [less than 15kts wind and 1 foot waves], daylight conditions: highly recommend to have at least one other crew with keelboat experience)
- Gain USNSA Keelboat Skipper B-KBS Certificate
- Possibility to obtain US Sailing Keelboat Certificate (upon joining U.S. Sailing and taking challenge exam)

Prerequisites: Swimming Certification (written certification by student or guardian...no swimming tests are required)

Requirements:

- Exam
  - General knowledge and boating safety - 80% needed to pass
  - Knowledge of boat components and equipment associated with a small keelboat daysailer without outboard motor
- Successfully demonstrate boat-handling maneuvers under sail
- Successfully demonstrate knot tying
- Successfully earn a Boating Safety Certificate as required for local waters in order to act as skipper and to rent boats at local marinas

Course Structure:

- Two back to back weekends, (four days on the water)
- 2 Thursday evenings (3 hours each session lecture/discussion)
- Train on 17 to 25 foot keelboats with basic sail handling equipment and sparse interior equipment
- Instruction material: "USNSA Certification: Blue Book," US Sailing "Basic Keelboat" Book or ASA 101 course book , and PSC written training material (all provided)

## PSC Training Program Policy and Procedures

### ***Pentagon Sailing Club Basic Keelboat Skipper (+)...***

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Course Schedule: Can be awarded in the B-KBS course. A B-KBS + skipper is able to take the boats out without supervision. This is self-paced in order to become more familiar with PSC owned boats and motors. There are numerous fee sailing days to log hours as well as opportunities to sail with other B-KBS(+) who rent the boats for the day.

Privileges:

- Skipper PSC owned boats or other similar boats with outboard motors and a few systems such as running lights, radios, sleeping accommodations. Qualified to sail a small keelboat [15-25feet] **with** auxiliary power in local waters, light to moderate conditions [less than 20 kts wind and 1 foot waves], daylight conditions: highly recommend to have at least one other crew with keelboat experience)
- Instruct Keelboat Skipper B-KBS course upon obtaining sufficient experience and attending instructor-training course.

Prerequisites: Basic Keelboat certification

Requirements:

- Log additional hours of skipper and or crew time on PSC owned boats with any B-KBS(+) or higher
- Become familiar with all the PSC boats and motors
- Become familiar with all the PSC marina and boat policies
- Successfully demonstrate boat-handling maneuvers under motor in close quarters
- For final checkout, certification must come for a Lead Instructor.

Course Structure:

- This is NOT a structured course
- This is self-paced.

## PSC Training Program Policy and Procedures

**PSC SENIOR CREW...USNSA SC** (The minimum qualification to be considered a qualified crew person on an inboard auxiliary-powered sailboat of 30 to 50 feet in length, either day or night. First stepping stone to PSC D-Cruising Skipper.)

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### Privileges:

- Crew with the Skipper's confidence on an auxiliary-powered sailboat of 30 to 50 feet in length in the Chesapeake Bay and other coastal waters
- Gain USNSA Senior Crew (SC) Certificate

Prerequisites: None (*note: B-KBS course can count towards award of SC task and time requirements*)

### Requirements:

- Completed checksheet for SC
- Log 32 hours underway on watch as crew with at least 12 hours under sail
- Successfully earn a nationally recognized Boating Safety Certificate (a proctored course with navigation instruction is desirable)
- Demonstrate on the water to a PSC Bay Skipper (D-CS) in good standing:
  - Leadership abilities
  - Practical knowledge of personal and boating safety
  - General organization, procedures, and nomenclature of a sailing vessel and its equipment
  - Successfully demonstrate knot tying
  - Individual watch-standing positions as lookout, at the helm, sail trimmer and line handler
  - Must have the blessing of two Bay SORs.

### Course Structure:

- Self-paced – complete Cruising Skipper Candidate Checksheet tasks listed for SC at your own pace.
- All PSC Winter Training Program classes highly recommended
- Train primarily on auxiliary-powered sailboats of 30 to 36 feet in length on the Chesapeake Bay
- Numerous additional training opportunities during club sailing events during the sailing season:
  - Each PSC Three-Day Weekend Raft-Up on the Bay

## **PSC Training Program Policy and Procedures**

- Two-day and one-day training sails on the Bay
- Instruction material: "USNSA Navy Sailing Local and Offshore Qualifications Standards for Large Sail-Training and Recreational Sailing Vessel, CNET Manual P1552/1 (01-03)," Chapman's Piloting," and, "The Annapolis Book of Seamanship".

## **PSC Training Program Policy and Procedures**

- ***PSC NAVIGATOR*** (Certified navigator on coastal and inland bodies of water, both day and night, on inboard auxiliary-powered sailboats of 30 to 50 feet in length. Stepping stone to PSC D-Cruising Skipper.)
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### Privileges:

- Act as Navigator with the Skipper's confidence on club sponsored events, in particular those requiring night or round-the-clock sailing
- Gain PSC Navigator Certificate

### Prerequisites: PSC Senior Crew

### Requirements:

- Written Examination
  - PSC D-CS Piloting Exam - 80% score needed to pass
  - Successfully earn a proctored-exam Boating Safety Certificate (with navigation instruction)
- As a PSC Navigator Candidate, Log 6 daylight hours of which at least 3 are under sail and 5 night hours of which at least 2 are under sail. This will be as an on the water (OTW) practical exercise:
  - OTW practical evaluation, including day and night (partial night of sailing) navigation using DR, EP, piloting, and electronic means [Global Positioning System (GPS) data entry, waypoint and route development, route following, and determining electronic fixes]

### Course Structure:

- Self paced – complete Cruising Skipper Candidate Checksheet tasks listed for Night Navigator at your own leisure
- PSC Winter Training Classes (Navigation and Aids to Navigation sections highly recommended)
- Participate in a minimum of 1 day and 1 night (partial nights of sailing) of navigation training on the Bay

## PSC Training Program Policy and Procedures

***PSC Basic Cruising Skipper (Night) and USNSA WC*** Skipper a medium size Cruising Sailboat between 30 and 35 feet in light to moderate conditions during day in protected waters. ***Supervise*** a watch section sailing an inboard auxiliary sailboat 30-50 feet in length with a qualified skipper aboard during continuous passages across unfamiliar waters day, night, in reduced visibility in protected and coastal waters in moderate to strong wind and sea conditions. Stepping stone to PSC Advanced Cruising Skipper and USNSA D-CS.

### Privileges:

- Charter and skipper PSC sailing events aboard 30-36' cruising keelboat on the Chesapeake Bay during light to moderate conditions during day light hours (note: Skipper will have had night sail training, but should not skipper at night unless absolutely necessary), Should have at least one other person aboard with at least B-KBS(+) certification
- Assume control of the crew and responsibility for the vessel's safety during a *daytime* or *nighttime* watch when the Skipper is not on deck on the Chesapeake bay and designated waters aboard 30-50' offshore capable cruising keelboat
- Act as Watch Captain on club sponsored events
- Instruct at Sailing Certification level of B-KBS (upon completion of instructors clinic)
- Assist in the instruction of PSC Senior SC and Navigator.
- USNSA considers this certification equivalent to the US Sailing Bareboat Certificate

### Prerequisites:

- PSC Senior Crew (SC) qualification
- PSC Navigator qualification

### Requirements:

- Written Examinations
  - PSC D-CS General Knowledge and Safety Exam - 80% score needed to pass
  - PSC D-CS Rules of the Road Exam - 90% score needed to pass
- Successfully earn a nationally recognized Boating Safety Certificate (proctored course with navigation instruction is highly desirable)
- Log 48 daylight hours of which at least 16 are under sail and 12 night hours of which at least 6 are under sail as a Basic Cruising Skipper candidate aboard a 30-35 boat or Watch Captain candidate aboard a 30-50'

## PSC Training Program Policy and Procedures

- Successfully perform as Skipper during an OTW evaluation aboard a cruising sailboat with inboard auxiliary during a one day sail on the Chesapeake Bay demonstrating the necessary leadership and technical abilities required of a skipper aboard a boat of this size  
This must be supervised by a PSC Cruising or Senior Cruising Instructor.
- Demonstrate on the water to a PSC Bay or Senior Cruising Instructor in good standing:
  - Ability to Skipper a 30-36' Cruising Sailboat
  - Leadership and supervisory responsibilities and abilities
  - Strong knowledge and application of coastal and inshore piloting during daylight
  - Sailing tasks as outlined in the OTW eval checksheet.
  - The evaluator of this OTW cannot be the same individual who conducted the Navigation OTW.
- Highly desirable, but not required: act as Watch Captain of a watch section aboard a 36-50 sailboat during an extended passage, day and night, demonstrating the necessary leadership and technical abilities.

### Course Structure:

- Self-paced – complete Cruising Skipper Candidate Checksheet tasks listed for Basic Cruising Skipper / Watch Captain (WC) at your own pace.
- All PSC Winter Training Classes highly recommended
- Numerous opportunities during club sailing events during the sailing season:
  - Each PSC Three-Day Weekend Raft-Up on the Bay
  - Two-day and one-day training sails on the Bay
- Note that PSC does not award Watch Captain as a separate award. It is awarded concurrently with B-CSN. B-CSN requires more skill than WC.

## PSC Training Program Policy and Procedures

### ***PSC Advanced Cruising Skipper AND USNSA D-CRUISING SKIPPER (D-CS)*** The Senior Level at which the Club can provide Certification.

Qualified to command a large offshore-capable, auxiliary powered sailing vessel in the Chesapeake Bay or other designated waters such as the British Virgin Islands or coastal waters of Delaware, Virginia and Maryland (DELMARVA). Qualification includes extensive sailing experience to include night and demonstrated navigation knowledge and skills.

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#### Privileges:

- Act as the Skipper on club sponsored events
- Instruct at all Club levels of sailing certification.
- Recommend certification of PSC Senior Crew and Navigators
- Eligible for consideration as a Cruising Instructor
- USNSA D-CS is considered equivalent to the US Sailing Coastal Passage Making with Coastal Navigation Certificate and the ASA 106 qualification

#### Prerequisites:

- PSC Basic Cruising Skipper (Night) / Watch Captain
- All D-CS written exams (only if not already completed at previous certification levels, i.e. someone challenging the course)
  - PSC D-CS General Topics and Safety Exam - 80% score needed to pass
  - PSC D-CS Rules of the Road Exam - 90% score needed to pass (and 90% annually thereafter on an open-book exam)
  - PSC D-CS Piloting Exam - 80% score needed to pass

#### Requirements:

- Current CPR and First Aid certifications from a recognized source
- Successfully earn a nationally recognized Boating Safety Certificate (proctored-exam with navigation instruction highly desirable)
- Proficiency in all tasks listed in the Cruising Skipper Candidate Checksheet for PSC Advanced Cruising Skipper and USNSA D-CS.
- Log a minimum of 56 daylight hours as a D-CS candidate of which at least 20 are under sail and a minimum of 12 night hours as a D-CS candidate of which at least 9 are under

## PSC Training Program Policy and Procedures

sail. The candidate must log a minimum of thirty five percent of hours (50 day, and 10 night) on official PSC sailing events.

- Participate in at least one PSC Three-day Weekend Bay Raft-up event
- Demonstrate appropriate skills during two separate on-the-water evaluations, which should be conducted on boats with a minimum LOA of 36 feet: The rationale for the larger boat size is that larger boats typically have more complex systems, and present enhanced boat handling challenges. However, the minimum LOA is not ironclad and can be waived by the Training Commodore.
  - Command, leadership, supervisory, and technical responsibilities and abilities
  - Strong knowledge and practical application of coastal and inshore navigation
  - All sailing responsibilities and tasks
  - Two separate On-The-Water (OTW) evaluations as approved by the Training Commodore:
    - The first evaluation may be conducted with any Cruising or Senior Cruising Instructor. This D-CS OTW I can be a day sail. The evaluator conducting this OTW cannot be the same evaluator who conducted the B-CSN OTW.
    - The second evaluation **MUST** be conducted with any Senior Cruising Instructor and must be a two-day sail, with one partial night of sailing away from the boat's homeport (i.e., anchoring, mooring, or docking elsewhere on the Bay overnight). The evaluator conducting this OTW cannot be the same evaluator who conducted the D-CS OTW II.
    - For the PSC Cruising Instructor: Use two separate PSC Bay Skipper Candidate Evaluation Checklists for these two on-the-water evaluations. The checklists are posted on the PSC website under "advanced training".
- Serve as a PSC Three-Day Weekend Bay Raft-Up Coordinator or Assistant Coordinator and participate in that Three-Day Weekend Bay Raft-Up event (***Highly Desirable***)
- **Annual Requirements for PSC Bay Skippers of Record:** For those D-CS awardees who wish to continue as skippers of record for PSC cruising events, they must keep their Boating Safety and CPR/First Aid current. They must also complete the annual Rules of the Road exam, attend training clinics as required, as well as submit sailing resumes if required by chartering companies.

### Course Structure:

- Self-paced: Candidate gains skills listed on the Cruising Skipper Candidate Checksheet at her or his own pace during club events
- Attend all PSC Winter Training Classes - very highly recommended

## PSC Training Program Policy and Procedures

- Numerous training opportunities during club sailing events during the sailing season:
  - Each PSC Three-Day Weekend Raft-Up on the Chesapeake Bay
  - Two-day and one-day sails on the Bay

***Basic Keelboat Instructor*** Qualified to teach sailing to students on a small keelboat with auxiliary power in local waters. May be also trained to teach sailing to students using dinghy sailboats.

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Course Information: Instructor clinics are usually held before the sailing season and again just before the fall sail training classes begin. Basic Sailing Classes are normally held in four or five sessions through out the sailing season, starting in April or May. Primary and Lead Instructors are needed for each class, including classroom sessions. Primary Instructor is a PSC term that denotes the skipper leading each boat. The Primary Instructor may have an Assistant Instructor. The Training Commodore determines who fills these roles. The Primary Instructor must possess an ASA 101/104 or B-KBS qualification. Lead Instructor is a PSC term instructor who is certified as an instructor by U.S. Navy Sailing, U.S. Sailing, or the American Sailing Association and is the final certification authority for that class. This individual may serve as the skipper on an individual boat.

### Privileges:

- Act as the Skipper and Instructor on club sponsored keelboat training (B-KBS) events
- Instruct in all basic keelboat levels of club instruction on dinghy class and cabin class keel and centerboard sailboats for the certificate levels of B-DS, B-KBS and B-KBS(+)
- Evaluate students on progress toward achieving a dinghy skipper (B-DS) or keelboat skipper (B-KBS) (+) certification
- May serve as Lead Instructor if designated by the Training Commodore and have attended the appropriate ASA, Navy Sailing, or US Sailing instructor training course
- Wear of the red PSC “Basic Keelboat Instructor” Polo Shirt to all PSC events

### Prerequisites:

Basic Keelboat Instructors (aka River Instructors) are selected by the PSC Training Commodore. Selection is based on the following criteria:

## **PSC Training Program Policy and Procedures**

- Demonstrated technical sailing proficiency, safety, and seamanship at Keelboat Skipper (B-KBS) level.
- Potential abilities as a teacher and communicator
- Knowledge of club policies and procedures
- Commitment to PSC and the furtherance of sailing
- Boating Safety Certificate (non-proctored exam acceptable)
- Attendance at Basic Keelboat Instructor Clinic or equivalent instructor orientation provided by the Training Commodore

### Requirements:

- Must be at least a PSC B-KBS (+) or equivalent skipper. Higher sailing qualification levels are highly desirable, such as, B-CSN, and D-CS or Keelboat Instructor certification from USNSA or US Sailing, especially for Lead Instructors
- Must hold a valid boating safety certificate suitable for the area in which sail training is conducted, e.g., District of Columbia. Highly desirable that this certification be from a proctored exam in association with an in-classroom program such as provided by the Coast Guard Auxiliary or the U.S. Power Squadrons.
- Submit sailing resume and any supporting documentation to the Training Commodore
- Annually, must attend at least one PSC Basic Keelboat Instructor Clinic, which are usually held twice during the training season. This requirement may be waived by the PSC Training Commodore.

## PSC Training Program Policy and Procedures

### ***PSC CRUISING INSTRUCTOR***

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#### Privileges:

- Act as the Skipper and/or Instructor on club sponsored events
- Instruct at all Club levels of sailing certification.
- Evaluate PSC Senior Crew, Navigator, Basic Cruising Skipper/Watch Captain and Advanced Cruising Skipper (D-CS)
- Sit on the PSC Training Certification Committee (TCC), if appointed by the Training Commodore

#### Prerequisites:

Cruising Instructors are selected by the PSC Training Certification Committee from among the club's current D-Cruising Skippers. Selection is based on the following criteria:

- Demonstrated technical sailing proficiency, safety, and seamanship
- Abilities as a teacher and communicator
- Knowledge of club policies and procedures
- Commitment to PSC and the furtherance of sailing
- Highly desirable, have assisted a PSC Cruising or Sr. Cruising Instructor during the instruction and/or OTW evaluation of Cruising Skipper Candidates on an inboard auxiliary sailboat of 30 to 50 feet in length sail during one daytime sail and one nighttime sail (partial night of sailing)
- Highly desirable for the candidate to have skippered on numerous PSC Bay events to demonstrate proficiency and familiarize with PSC processes and procedures

#### Requirements:

- Be nominated to the Training Advisory Committee by any PSC Cruising Instructor or Senior Cruising Instructor (in good standing) or the Training Commodore
- Submit sailing resume and any supporting documentation to the Committee
- Receive a favorable majority vote of the Training Certification Committee
- Only if requested by the Training Certification Committee, successfully complete a Cruising Instructor evaluation under the observation of a PSC Senior Cruising Instructor
- Maintain annual PSC skipper requirements (Rules of the Road exam, CPR, First aid)

## PSC Training Program Policy and Procedures

### ***SENIOR CRUISING INSTRUCTOR***

*The Senior Level at which the Club can Recognize Achievement*

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#### Privileges:

- Act as the Skipper and/or Instructor on club sponsored events
- Instruct at all Club Levels of Sailing Certification.
- Evaluate PSC Senior Crew, Navigator, Basic Cruising Skipper/Watch Captain and Advanced Cruising Skipper (D-CS)
- Conduct final and/or challenge evaluations of PSC Advanced Cruising Skippers and USNSA Cruising Skipper D-CS candidates
- Evaluate Cruising Instructor Candidates
- Sit on the PSC Training Certification Committee, if appointed by the Training Commodore

#### Prerequisites:

Senior Cruising Instructors are selected by the PSC Training Certification Committee from among the club's current Cruising Instructors. Selection is based on the following criteria:

- Demonstrated technical sailing proficiency, safety, and seamanship
- Abilities as a teacher and communicator
- Knowledge of club policies and procedures
- Demonstrated leadership, adherence to standards, and fairness
- Strong commitment to PSC and the furtherance of sailing
- Performed as instructor on numerous PSC Bay training events to demonstrate proficiency and familiarize with PSC processes and procedures
- As a "Cruising Instructor," conducted at least one initial Advanced Skipper evaluation

#### Requirements:

- Be nominated to the Training Certification Committee by any PSC Senior Cruising Instructor (in good standing) or the Training Commodore
- Submit sailing resume and any supporting documentation to the Committee
- Receive a favorable majority vote of the Training Certification Committee
- Maintain annual PSC skipper requirements (Rules of the Road exam, CPR, First aide)

# PSC Training Program Policy and Procedures

## ANNEX B

### Crewmember's Seabag Inventory

Sailing on the Chesapeake often means hot and humid days, with chilly mornings and evenings. Bring weather-appropriate clothing for sailing and casual attire for trips ashore. Think layers (I.e. t-shirt/shirt/sweatshirt/jacket) to stay comfortable as temperatures raise and fall. Think about sleepwear as sailboats do not allow for much privacy. Light cotton shorts and tee shirts work well. For bedding, bring a pillow and a light sleeping bag, sleep sack, or sheets and a quilt. The following is a list in priority order of what members should bring. Mandatory items are in Bold. You should have a big bag to carry some of these items in.

#### Each Crewmember:

**Foul Weather Gear (jacket, bib, and boots)**

**Tether and harness (req for night sails)**

**Sailing gloves**

Personal Floatation Device

Flashlight (Red lens req for night sails)

Knife or multi-purpose tool

Boat shoes (any shoe w/ non-slip, non-marring soles will do)

Walking shoes

Hat with brim and/or sun visor, w/retaining strap

Sunglasses w/ cord/croakie

Shirts/t-shirts

Shorts, slacks, belts

Swim suit

Socks

Underwear

Sweatshirt

Jacket/windbreaker

Sleep wear

Bedding

Towel and washcloth

Soap, Shampoo

Grooming items/makeup

Medicines – Prescriptions, seasickness pills/patches, analgesics, etc.

Bug Spray/lotion

Sunscreen

Chapstick

Tissues

Camera

Water Pistols/water cannons/etc

Burgees/personal flags

Books/magazines

Music CDs

Credit card/debit card/cash

Health insurance card

Sodas, Beer, etc.

Food, water & ice as assigned

Headband with light (red only for night)

#### Skipper:

**Handheld VHF**

**Handheld GPS**

**Nav Tools**

**Binoculars**

**First Aid Kit**

**Charts, Coast Pilot, COLREGS**

**Overnight Bag Kit**

**Boating Safety Education Card**

## **PSC Training Program Policy and Procedures**

### **ANNEX C**

#### **ASA Challenge for Candidates Completing the Navy Sailing Program**

In our agreement with the American Sailing Association, ASA has agreed to let us use our existing training and once we have met Navy Sailing milestones, we can transfer the on the water skills demonstrations into ASA equivalencies. Candidates will need to take the ASA exam for their appropriate level. The instructor signing off the skills record for the ASA level must have observed the candidate sailing at the ASA level for which they are trying to qualify.

For ASA 101/103, the Lead Instructors are ASA 201 and 203 qualified. The “2XX” description designates a skipper at that level. As a result, they can certify the graduates of the B-KBS class after the candidates have passed the 101 and 103 exams.

For ASA 105, PSC will be using the ASA 105 exam and chart. These exams will be given at the Cruising Skipper Exam series. An ASA 205 instructor will be present to grade them. Upon completion of the PSC Navigation OTW, candidates will receive their ASA 105 qualification.

For ASA 104, the individual must pass their B-CSN evaluation. Upon completing it, the individual may then take the ASA 104 exam. The ASA 204 instructor evaluating them must have been onboard during their OTW. If not, then a separate sail must be arranged in order for an ASA 204 instructor to witness the OTW skills demonstration.

The ASA 106 qualification must follow the D-CS qualification. As with ASA 104, the 106 exam must be passed, and the ASA 206 instructor must have been onboard during the D-CS OTW II. Otherwise, a separate on the water demonstration must be arranged.

ASA 118 (docking endorsement) will be awarded upon the completion of two days of all day CQM instruction, and passing the ASA 118 exam. An ASA 218 instructor will be present on the Sunday of each CQM weekend to evaluate the candidates and administer the exams. The candidates do not need to take the classes on successive Saturdays and Sundays. They can take a class on one weekend and take the second, Sunday class, on a subsequent weekend, so long as it is within the same year.

## **PSC Training Program Policy and Procedures**

The club will accept all ASA qualifications. However, the PSC B-CSN and PSC Bay SOR certifications require more skill and experience than ASA 104 and ASA 106. As a result, a presentation of qualifications to challenge any PSC level will be assessed against the Navy Sailing levels to determine recognition. At a minimum, an OTW will need to be conducted before River and Bay SOR levels are rewarded. The TCC is the final approval authority upon recommendation by the Training Commodore.

## **PSC Training Program Policy and Procedures**

### **ANNEX D**

#### **Administration of the ASA only program**

In 2012, ASA modified its standards to document the expected time needed before a candidate is eligible to take a subsequent level in the ASA training hierarchy. ASA also spelled out the estimated hours needed for each ASA 1XX training course. PSC will continue to offer ASA 101 and 103 as part of its river course.

ASA 104 (Bareboat Chartering): As a prerequisite before taking ASA 104, a candidate is required to have 80 hours of sailing experience. Since the PSC River course (which supports ASA 101 and 103 qualification) is 32 hours long, the candidate needs to complete 48 hours. These hours must be on a boat that is a minimum of 30 feet in length and has inboard propulsion. PSC offers a number of bay sails scheduled each year, normally on charter boats from Annapolis. These sails are always led by a PSC Bay Skipper of Record (SOR), who is qualified through the PSC process, and may or may not be qualified in the ASA framework.

Candidates may go on non-PSC organized private sails to accumulate these hours. However, they must sail with a PSC Bay SOR to receive credit for hours, evolutions, or signatures. ASA candidates are not required to use the cruising skipper checklist and log sheet that PSC Bay SOR candidates use. The ASA exam sheets contain check boxes for the demonstration of on-the-water skills. However, ASA candidates must maintain a record of their sailing hours in their ASA International Log Books.

The 48 hours of sailing time can be accumulated by any mix of PSC sails. These can include 8 hour day sails, 32 hour overnight sails, or 8 hour CQMs. MDRU sails may also be used. ASA 104 candidates who pursue ASA qualification only are not required to take the PSC navigation, general knowledge, or rules of the road examination.

The ASA 104 certification course must consist of 48 hours of sailing. Because PSC only asks that its skippers and students sail on the weekends and not have to take vacation time, this qualification sail will be broken into two components. The first weekend will be a 32 hour overnight sail. The ASA 104 certification class will be completed on a separate weekend with a sail that is at least 16 hours long, which would involve additional night sailing. Of note, ASA does not require night sailing for this certification, but PSC's volunteer structure makes other processes impractical. At the conclusion of the sail, the ASA 104 exam will be administered. Those passing the on-the-water skills and exam portions will be awarded their ASA 104 certification. For sails that are designated as ASA 104, PSC will ensure that an ASA 204 qualified instructor is onboard, and that the instructor is also a PSC Bay SOR. PSC Bay Skipper candidates may use ASA 104 and 106 designated sails for qualification and certification

## **PSC Training Program Policy and Procedures**

purposes. Skippers may conduct Bay Skipper OTWs on these sails as appropriate, but not to interfere with ASA certification processes.

ASA 105 (Coastal Navigation): Candidates who pursue the ASA only path will take the ASA 105 before attempting 106.. This is a navigation theory only certification for ASA candidates. PSC Bay Skipper candidates take the same exam, but must undergo a separate on the water examination for the PSC Navigator qualification.

ASA 106 (Advanced Coastal Cruising): ASA does not require a minimum number of hours of sailing prior to taking the ASA 106 course, however ASA highly recommends that each certification be augmented with 24 to 40 hours of on the water practice between classes. ASA prescribes a minimum of 30 hours for the class, including instructional day and night sailing. Sails for ASA 106 will be designated as such and ordinarily, be planned to cover two weekends or on a longer continuous sail. Sails designated for ASA 106 cannot be used for ASA 104 unless they have extra length or are specifically approved by the Training Certification Committee.

At the conclusion of the sail, the ASA 106 exam will be administered by an ASA 206 qualified instructor. Those passing the on-the-water skills and exam portions will be awarded their ASA 106 certification. For sails that are designated as ASA 106, PSC will ensure that an ASA 206 qualified instructor is onboard, and that the instructor is also a PSC Bay SOR, PSC Cruising Instructor, or PSC Senior Cruising Instructor.

ASA 106 skippers are not considered to be PSC Bay SORs, nor are they awarded a Navy Sailing D-CS qualification. PSC Bay SORs have additional training and vetting that is above and beyond that of the normal D-CS qualification.

PSC Bay SORs are considered capable of leading PSC Bay events on any 30-50 foot monohull sailboat with inboard propulsion in coastal and inland waters with any assigned crew anywhere PSC sails. With these events, it is assumed that the SOR is able to safely execute the voyage with crews whose skills are unknown or untested. PSC Bay SORs must be familiar with the processes of the companies from whom we charter. PSC Bay SORs should be able to competently execute PSC Navigation OTW evaluations. ASA 106 instructors are not evaluated at this standard.

Members with ASA 106 certificates may not sign off on the hours, signatures, or skill evolutions required for PSC Bay Skipper or ASA candidates, since they are not PSC Bay SORs or eligible to lead PSC sails. ASA 106 candidates are not eligible for elevation to Cruising or Senior Instructor Status.

After completing a direct ASA 106 certification, the candidate may challenge to become a PSC Bay SOR. The challenge candidate must complete two days of CQMs, three days as a primary instructor during the PSC River classes, and a rafting as described elsewhere in this policy. The

## **PSC Training Program Policy and Procedures**

candidate must also be recommended by a PSC Bay SOR. The challenge candidate must complete the rules of the road and general knowledge exams. They must also complete all of the on-the-water examinations (Navigation, B-CSN, D-CS OTW I, and D-CS OTWII) as described elsewhere in this policy as well as the hours requirements for each Navy Sailing level. They must also ensure that they have a current First Aid/CPR certification. Finally, as with Navy Sailing candidates, 35% of their hours must be accumulated on PSC event sails.

Also, ASA 106 skippers are not eligible for elevation to Cruising or Senior Cruising Instructor designation without first completing the PSC Bay Skipper Program to include time as a PSC Bay SOR, and have the recommendation of the Training Commodore.

**ASA-118 (Docking Endorsement):** This course is designed to teach basic OTW docking skills for boats with single inboard or outboard engines. It covers the basic theory and hands-on techniques needed to dock and undock boats in an efficient manner and without damage or injury. This course will normally be conducted as part of the PSC Bay Close Quarter Maneuvering (CQM) class, if so designated as an ASA-118 course. An ASA-218 qualified instructor, whom is also a designated PSC Bay SOR, PSC Cruising Instructor, or PSC Senior Cruising Instructor will conduct the ASA-118 course.

Candidates who have ASA qualifications from other organizations do not need to recertify. For example, a candidate possessing an ASA-104 and ASA-105 certificates can take an ASA-106 course with PSC. However, candidates challenging for the PSC Bay SOR or Navy Sailing qualifications must meet all of those applicable qualification requirements.