



# SCOW SKIPPER REQUIREMENTS AND BOAT USE POLICY

As Approved by the Board on February 5, 2024

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## INTRODUCTION

The boats owned by the Sailing Club of Washington (SCOW) are available for personal use by members who qualify to be skippers when not being used for Club activities.

Each Authorized Skipper must agree in writing to operate the club’s boats safely and in accordance with the Inland Navigation Rules, other legal requirements, the Marina rules, and SCOW’s policies.<sup>1</sup> The skipper is responsible for the safety of the crew and the boat. In addition, under Article VIII of the Bylaws, all members must contribute by assisting in boat maintenance or other activities. Since skippers use the boats the most, they are expected to attend scheduled maintenance days and volunteer for emergency maintenance projects. They should also offer to skipper at Social Sails and other club events.

This Policy sets forth the general requirements to become an Authorized Skipper and for use of the club boats. Additional information on boat use will be found in:

- The *Skipper Information Files* (SIFs) for the Flying Scots and cruisers contain information about operating the boats

<sup>1</sup> Inland Navigation Rules are at <<https://www.navcen.uscg.gov/?pageName=navRuleChanges>>. The DC Harbor Patrol site is <<https://mpdc.dc.gov/page/harbor-patrol>>. The Marina Rules are at <[https://www.scow.org/resources/Skipper/Marina\\_Rules](https://www.scow.org/resources/Skipper/Marina_Rules)>.



- The *SCOW Training Policy* sets out policies and procedures for the Club's training programs
- The *Dues and Fees Policy* establishes the fees skippers must pay
- The *SCOW Incident Reporting Policy* sets out the obligations of a skipper in case of an incident involving, *e.g.*, injury to persons or damage to boats.

Annually, each Authorized Skipper is required to review this policy and the SIF for each boat they are certified to skipper.

Article VI of the Bylaws requires the Club to establish standards and procedures for skipper certification. Article VIII requires every member to abide by the Club's rules, policies and Bylaws. Article IX allows the Board to impose disciplinary sanctions for improper behavior. Only SCOW-approved procedures for stowing equipment, launching and docking boats, and so on, may be used when operating the Club's boats. If a skipper believes that a SCOW procedure should be changed, the skipper should bring that concern to the Skipper Director, the Training Director or the Commodore.

## DEFINITIONS

- A. **Authorized Skipper:** Any SCOW member who has successfully completed the qualification and certification procedures explained below and has been authorized by the Skipper Director to use the SCOW boats. The Skipper Director has been delegated this power by the SCOW Board of Directors.
- B. **Paid-Up Skipper:** An Authorized Skipper who has paid both the skipper fee and the annual dues for the current Club Membership Year, in accordance with the SCOW Dues and Fees Policy. With the exception of Club Skippers, only Paid-Up Skippers are allowed to skipper Club boats. Only Paid-Up Skippers and Club Skippers are given access to the boat reservation system and the combinations to the boat locks for the boats that they are authorized to skipper.
- C. **Checkout Skipper:** An Authorized Skipper specifically designated by Board to conduct on-the-water checkout of potential authorized skippers. The qualifications and procedure for selection are set forth in the Training Policy.
- D. **Club Skipper:** An Authorized Skipper who has paid dues for the Current Club year but is not required to pay a skipper fee. Club Skippers are permitted to skipper boats only for fleet maintenance, training, tutoring, check-outs, social sail, or Board-approved SCOW events; no personal or other use of the boats is permitted. Members may be made Club Skippers if the Board concludes that there is a benefit to the club and that it would be unfair to make the member pay skipper use fees if the sole use the member will make of the boat is for one of the activities cited above. The Board of Directors will approve a list of Club Skippers each year. A Club Skipper may become a Paid-Up Skipper at any time by paying the applicable skipper fee. No member shall become a Club Skipper without (i) successfully passing the written and on-the-water test for the appropriate class of boat, (ii) providing proof of completion of a water safety course, (iii) signing a Skipper Agreement and (iv) in the case of a Club Skipper for the cruisers, providing evidence of a towing policy per the Cruiser SIF.
- E. **Personal Boat Use:** Personal use is any reservation or boat use by a skipper that is not in connection with a Board-approved activity. Personal use excludes training, tutoring authorized by the Training Director or Tutor Coordinator, social sails, Board-approved racing events, Board-approved River activities and so on. Those are considered club use. They do not count as personal reservations because the skipper is volunteering his or her time to skipper the boat for a club event.



## CHECKOUT PROCEDURES TO BECOME AN AUTHORIZED SKIPPER

The District of Columbia and Maryland both require skippers of recreational vessels to complete a boating safety course approved by the National Association of State Boating Law Administrators (NASBLA)<sup>2</sup> and to have the certificate in his/her possession while operating the vessel.

Therefore, to become an Authorized Skipper, a member must have a certificate showing completion of an NASBLA-approved course; and a copy of the certificate must be on file with the Club. Both jurisdictions recognize NASBLA-approved certificates from other jurisdictions. However, if a prospective skipper is taking a course for the first time as part of the check-out process, SCOW recommends taking an NASBLA-approved boating safety class specifically for DC. If the member already has a certificate from a NASBLA-approved boating safety course from another jurisdiction, the Club will accept that certificate.

To further promote safety, members may become Authorized Skippers only after successfully passing (i) a written test that demonstrates their knowledge of the Inland Rules, boating knowledge and SCOW boat use procedures, and (ii) an on-the-water test demonstrating that they can safely operate the type of boat for which they wish to become authorized. The Skipper Director or designee will grade the written test and confirm that the member has passed. The Checkout Skipper will sign a checklist certifying that the member has passed the water test. Copies of both the written test and the on-the-water checklist will be retained in the member's skipper file. A different written and water test is given for each type of boat. The Club may adopt procedures under which certification by an Instructor that a student has successfully demonstrated a skill during a training class will excuse the student from being retested on that skill during a checkout.

The on-the-water checkout process is intended to confirm that the potential skipper has the boat handling skills and seamanship abilities to take full responsibility for the safety of the crew and boat, even when sailing with an inexperienced crew. Therefore, the potential skipper is expected to have another person perform crew tasks at her or his direction during the checkout process. Neither the Checkout Skipper nor the crew are to give direction to the potential skipper or act in such a way that the Checkout Skipper cannot tell if the potential skipper could safely take out the boat with an inexperienced crew.

The Club's written tests and the on-the-water check-out lists will be approved by the Training and Skipper Certification Committee and will be reviewed by the Committee annually to ensure that they are up-to-date, consistent with good seamanship practices and promote safety.

## CERTIFICATION PROCEDURES

The Bylaws require that procedures be established for "certification" of skippers. To be certified each year as an Authorized Skipper, a member must have:

- Successfully completed both the written and on-the-water test;
- Given the Skipper Director proof of completion of a boating safety course;
- Paid the annual dues and (except for Club Skippers) the skipper fees for the Current Membership Year in accordance with the current Dues and Fees Policy of the Club; and
- Signed an Authorized Skipper Agreement acknowledging that they have read the most current applicable SCOW policies and SIFs, accepting responsibility for using SCOW boats, and agreeing to abide by SCOW's boat use rules and procedures.

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<sup>2</sup> <http://www.nasbla.net/courseListing.php> or <http://www.boatus.org/onlinecourse/DistrictofColumbia.asp>



Once a member has been certified for the first time as an Authorized Skipper, the member is not required to take either the written or the on-the-water test in any subsequent year, provided that (i) the member is not subject to discipline as described below or (ii) the member does not allow their membership to lapse as described below. Similarly, proof of completion of a boating safety course need be provided only once and a copy will be retained in the member's skipper file. However, each Authorized Skipper must annually sign a new Skipper Agreement. In connection with doing so, they must review the current version of this policy, the Incident Reporting Policy and the SIF(s) for the boats they skipper to ensure that they are familiar with any changes.

If a member allows his or her membership to lapse for a complete Club Membership Year then rejoins the club, or fails to pay skipper fees for a complete club year, the member will have to retake both the written and the on-the-water test and be recertified, unless the Board grants a waiver for good cause. Information on the Club Membership Year is set forth in the Dues and Fees Policy.

The Skipper Director will maintain a current list of Paid-Up Skippers, Club Skippers and Check out Skippers who are certified in that Club Membership Year to use the boats. Access to the boat reservation system and combinations for the boats/gates/locks are changed annually in the spring coinciding with the beginning of the new Club Membership Year. Only Paid-Up Skippers and Club Skippers will be given access to the boat reservation system and combinations to the boats/gates/lockers.

The SCOW progression toward skipper certification will be outlined in a supplemental policy document titled "*Becoming a SCOW Skipper*" and made available to skipper candidates in the "Get Skipper Certified" and "Bylaws and Polices" sections of the SCOW website. This document is intended as a quick reference for member and non-member skipper prospects and does not eliminate any requirement specified in this SCOW Skipper Requirements and Boat Use Policy document or the SIFs.

## SKIPPER RESPONSIBILITIES

A boat must be under the on-board supervision of the skipper who scheduled the boat. Skippers are responsible for operating the boats in a safe and responsible manner at all times, including:

### Weather, Boat Use Restrictions & Safe Havens

The skipper must ensure conditions and equipment for sailing are safe before leaving the dock, including consideration of the skill level of the skipper and crew. The National Weather Service (NWS) marine forecasts are "zone" forecasts, which for our area extends from DC to Indian Head. NWS also produces "point" forecasts for smaller areas. **To determine whether you are allowed to take a SCOW boat away from the docks, skippers must use the "NWS Hourly Wind Forecast" link on the SCOW website.** The link shows a point forecast for winds and gusts, if any, for the Potomac River where we sail. Point forecasts for suburban locations will not reflect conditions on the river.

A screenshot of the linked page is below. Only the wind conditions box is checked, which shows forecast surface wind speed and forecast gusts each hour. These are the two criteria SCOW uses. Checking other boxes will provide other data like temperature. Under the restrictions discussed below, a skipper could not take out a Flying Scot between 12 PM and 4 PM on 1/17 because gusts are forecast to be over 23 MPH. However, a skipper could take out a Flying Scot between 12 PM and 4 PM on 1/8, because the 18 MPH forecast gusts are under 23 MPH – but, the skipper would have to reef, stay in the lagoon, and have crew wear PFDs because those gusts exceed 17 MPH.



Point Forecast: Arlington VA  
38.88N 77.11W (Elev. 249 ft)

Last Update: 6:31 am EST Jan 13, 2022

Tabular Forecast

[hide menu] XML

Weather Elements		Weather/Precipitation		Fire Weather	
<input type="checkbox"/> Temperature (°F)		<input type="checkbox"/> Rain		<input type="checkbox"/> Mixing Height (x100ft)	
<input type="checkbox"/> Dewpoint (°F)		<input type="checkbox"/> Thunder		<input type="checkbox"/> Haines Index	
<input type="checkbox"/> Wind Chill (°F)		<input type="checkbox"/> Snow		<input type="checkbox"/> Lightning Activity Level	
<input checked="" type="checkbox"/> Surface Wind (mph)		<input type="checkbox"/> Freezing Rain		<input type="checkbox"/> Trans. Wind (mph)	
<input type="checkbox"/> Sky Cover (%)		<input type="checkbox"/> Sleet		<input type="checkbox"/> Vent Rate (x1000 mph-ft)	
<input type="checkbox"/> Precipitation Potential (%)		<input type="checkbox"/> Fog		<input type="checkbox"/> Atmospheric Dispersion Index	
<input type="checkbox"/> Relative Humidity (%)				<input type="checkbox"/> Low Visibility Occurrence Risk Index	

48-Hour Period Starting: 7am Mon, Jan 17 2022 Submit Back 2 Days Forward 2 Days

Date	01/17														01/18											
Hour (EST)	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03	04	05	06		
Surface Wind (mph)	10	11	11	13	13	13	13	11	11	10	10	9	9	9	8	8	8	7	7	7	8	8	8	7		
Wind Dir	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W		
Gust	23	24	24	25	25	24	24	24	24	24	22	20														

Date	01/19											
Hour (EST)	07	08	09	10	11	12	13	14	15	16	17	18
Surface Wind (mph)	7	8	8	9	9	9	9	9	8	7	6	5
Wind Dir	W	W	W	W	W	W	W	W	W	W	W	W
Gust							18	18				

The NWS site only updates current wind conditions each hour. Skippers should have access to at least one smart phone app that provides observed wind and gust speeds at National Airport updated roughly every six minutes. Examples are SailFlow or WindAlert. It can also be useful to look at general weather forecasting sites.

- a) Check current NWS weather conditions and the “NWS Hourly Wind Forecast” link when you arrive at the Marina. Consider tides and currents to plan your sail to return by the end of your scheduled time.
- b) SCOW boats shall not be taken from the docks during unsafe weather conditions, including high winds and lightning. Even in lower wind or fair weather, no skipper should take a boat out in conditions in which the safety of the crew or boat could be at risk; this is a judgment based on the skipper’s confidence, skill level, experience, crew experience, weather conditions, and weather forecast.
- c) Boat use is restricted in the following wind conditions:
  - i. The term “forecast winds” means the wind forecast **on the “NWS Hourly Wind Forecast” link on the SCOW website**. The term includes both sustained and gust wind speeds, as shown on that forecast, for the entire time period in which the boat will be sailed. For reference, 17 MPH is 15 knots, 23 MPH is 20 knots, and 29 MPH is 25 knots.
  - ii. Cruising boats shall not be taken from the docks (sailed or motored) if NWS forecast winds exceed 29 MPH.
  - iii. Daysailers shall not be taken from the docks when NWS forecast winds exceed 23 MPH. If NWS forecast winds exceed 17 MPH, daysailers must be reefed, must remain in the lagoon, and all aboard must wear PFDs. In addition, for Social Sail, if NWS forecast winds are at or above 17 MPH, the number of



people in the boat is limited to 5 and shall include a second SCOW skipper or experienced crew member.

- iv. Actual winds may be higher than forecast, and predicted wind changes can arrive earlier. While on the water, skippers should monitor conditions to determine if they have changed to the point where they fall under the guidelines given above. The most relevant place to check this is a smart phone app that provides current conditions. If the skipper has any doubt about whether the winds exceed allowable levels, it should be treated as a restricted condition.
- d) Regardless of these guidelines, the skipper is always responsible for safe operation of the boat. Decisions whether to sail, reefing, returning to the Marina, or seeking a safe harbor must be based on the relevant conditions, skipper skills, crew experience, etc., not on SCOW's wind restriction guidance.
- e) If, while sailing, winds rise to restricted use levels, or a lightning storm threatens or if indications are that these conditions will occur, the skipper will return to the Washington Sailing Marina or to a closer safe haven as quickly as possible.
- f) **Safe Havens:** Below is a list of safe havens for the Cruisers and Flying Scots. Flying Scot safe havens are those north of the Woodrow Wilson Bridge. Cruiser safe havens are both north and south of the bridge.
  - Gangplank and Washington Marinas in the Washington Channel (Flying Scots and Cruisers)
  - James Creek Marina (Flying Scots and Cruisers)
  - The Yards Marina (Cruisers)
  - Alexandria City docks and various piers along the Alexandria waterfront, subject to depth (Flying Scots and Cruisers)
  - Smoots Cove anchorage adjacent to National Harbor (Cruisers)
  - National Harbor Marina (Cruisers)
  - Belle Haven Marina near Hunting Creek, subject to charted water depth (Cruisers)
  - Ft Washington Marina on Piscataway Creek, subject to charted water depth (follow channel) (Cruisers)
  - Roaches Run anchorage just north of the airport (Flying Scots and Cruisers)
  - Capitol Cove Marina at Joint Base Anacostia-Bolling (Scots and Cruisers) but **NOTE that this is located on a restricted military base and should be used only in case of extreme emergency.** Boaters may be questioned by military police.

## Boat Capacity & Equipment

No more than 6 people, including the skipper, are permitted on either the SCOW cruisers or the Scots.

Thoroughly check boat and rigging prior to sailing. Confirm all safety equipment is working and meets Coast Guard requirements. An equipment inventory and location diagram is in the sail locker for Flying Scots and on board cruising boats in the Log Book.



Current Coast Guard equipment requirements, other federal and local requirements, and SCOW's implementation of those rules, are below. Skippers are personally responsible for maintaining current knowledge of changes to safety requirements, and abide thereby, even if not specifically notified by SCOW. In many cases, for safety reasons, SCOW's procedures go beyond the legal requirements:

1. **Personal Floatation Devices (PFDs):** The Coast Guard requires that all vessels be equipped with one Type I, II, III or V wearable Personal Flotation Device (PFD) for each person on board, in serviceable condition. A Type V (inflatable) PFD is acceptable only if used by someone 16 years or above and in accordance with the specific instructions on the U.S. Coast Guard approval labels; for example, some types must be worn to count as part of the boat's inventory. SCOW boats are equipped with one Type II or Type III PFD for each person on board. If PFD's are not being worn, they must be readily accessible, *e.g.*, not stowed under sail bags, etc.<sup>3</sup>
  - A. The Coast Guard and D.C. law require all children under 13 years of age to wear a Coast Guard approved PFD while underway, unless the child is below deck or in an enclosed cabin. Underway means not at anchor, made fast to the shore, or aground. SCOW requires that children under 13 must wear an approved PFD at all times while on SCOW Flying Scots or cruisers, even if the boat is at anchor, at the dock or aground, unless the child is below deck on the cruising boats, in which case the PFD may be removed only while the child is in the cabin and must be put on again before returning to deck. Child PFD's must be chosen by weight as well as size. It is critical that a child's PFD fit properly so that the child does not slip out. Members may need to furnish their own child's preservers to ensure proper fit. The USCG recommends against taking infants on any recreational boat because pfd's for newborns up to 18 pounds may not function correctly.<sup>4</sup>
  - B. From October 1 through April 30, regardless of wind or weather conditions, the skipper and all crew must wear an approved Type II, Type III, or Type V auto-inflating "suspender" type PFD on the Flying Scots and cruisers. Manually inflated Type V suspenders and manual or automatic Type V belt packs are not acceptable.
  - C. A skipper who is single-handing a Scot or cruiser must wear an approved Type III, or Type V auto-inflating PFD at all times regardless of time of year or weather conditions.
  - D. Non-swimmers must wear PFD's at all times on Flying Scots. The skipper is responsible for ensuring that they and their crew wear PFD's on any club boat in any other situation that might present risk, *e.g.*, non-swimmers on cruisers, crew on the foredeck during anchoring or sail changes, weather conditions, etc.

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<sup>3</sup> The U.S. and Canada are engaged in a program to harmonize PFD standards so that products can be sold in both countries. This will gradually change the "Type" designations. Serviceable PFDs do not have to be replaced, but new PFD's may carry new designations, labels and sizing information. This currently affects legacy Type III PFDs, which may be sold with labels identifying them as a "Harmonized USCG/TC Level 70 Buoyancy Aid."

<sup>4</sup> The USCG states: "The Coast Guard does not recommend taking infants onboard a recreational boat. The PFDs currently available for newborns up to 18 pounds may not provide a proper fit to perform as expected. Unless the parent is able to test their newborns out in a PFD, sized for infants, in a swimming pool, they will not know if that device will float their child with his/her head out of the water. You must be sure you know the PFD you have works for your infant. Otherwise we recommend the child not be exposed to any risk in a boat on the water."



- E. In addition to the PFD's above, the Coast Guard requires that each boat must carry in the cockpit at least one Type IV floatation device. SCOW uses a boat cushion, which must be in the cockpit of a Scot or cruiser while operated.

## 2. OTHER SAFETY EQUIPMENT

- A. **Sound Signals:** Any vessel less than 12 meters in length (39.4 ft.) is required to carry a whistle or horn. The cruisers have air horns; the Scots are equipped with whistles.
- B. **Visual Signals:** Although not required by USCG regulations in the area where we sail, SCOW boats carry visual distress signals. The SCOW cruising boats are equipped with battery-operated beacons (instead of flares) and orange distress flags. Flying Scots operated after dusk must carry visual distress devices, which are located in the SCOW sail locker.
- C. **Fire Extinguishers:** The USCG requires certain boats under 26 feet with outboards to carry fire extinguishers because they have fuel onboard. Our cruisers are equipped with extinguishers.
- D. **Navigation Lights:** Recreational vessels are required to display navigation lights between sunset and sunrise and other periods of reduced visibility. Sailing vessels under 7 meters and vessels being paddled may substitute a flashlight for collision avoidance. The cruising boats are equipped with red/green bow side lights, a white stern light, a white steaming light and an anchor light that comply with Coast Guard regulations. The Scots are equipped with a flashlight, which should be used to illuminate the sails if other vessels approach when operating after dusk. It is the obligation of the Flying Scot skipper to keep a lookout and to timely show the required light.
- E. **Radios:** Most recreational vessels under 65.6ft/20m in length do not have to carry a marine radio, but if they do voluntarily carry a radio, they should maintain a watch on channel 16 whenever the radio is operating and not being used to communicate. The SCOW cruising boats are equipped with fixed and portable marine radios. The Scots have portable radios in the safety kits for each boat.
- F. **Trash Disposal:** The Refuse Act of 1899 prohibits throwing, discharging or depositing any refuse matter of any kind into any navigable waters. It is also illegal to discard plastic waste into any navigable waters. The cruising boats are equipped with trash bags; the Flying Scots are not. Members must stow all trash while boats are in use and remove the trash and dispose of it ashore after sailing.
- G. **Marine Heads:** The heads on the SCOW cruising boats satisfy the USCG requirements for marine sanitation devices if operated and maintained in accordance with the procedures in the Cruising Boat SIF.
- H. **Oily Discharge Prohibited:** The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste into any navigable waters. This includes any discharge that causes a film on the surface of the water. Violators are subject to substantial civil and/or criminal sanctions including large fines. SCOW members may not allow gas, oil or similar fluids to be spilled during maintenance on any SCOW boat. Gas tanks on the cruisers must be filled on shore and not on the docks.
- I. **SCOW-Specific Safety Equipment:** While not required by regulations, SCOW boats carry additional safety equipment. All boats have an anchor and rode. Each Flying Scot is equipped with a paddle and bailer, flashlight and throw line. Each cruising boat is





equipped with a throw line, flashlight, searchlight, radar reflector, bucket and bailing pump. Boats used for racing may be required to carry other equipment, *e.g.*, due to PHRF rules.

## Pre-Sail Briefing

The skipper must give a pre-sail safety briefing to the crew:

- Location and use of safety equipment including radio and PFDs unless being worn.
- Crew overboard procedures and what to do if the skipper is the person overboard.
- Ascertain swimming ability of crew and appropriately instruct crew (*e.g.*, wearing life jacket if crew person does not swim or weather conditions dictate).
- Safely moving about the boat and location of handholds.

## Compliance With Laws and Club Policies

The skipper must know and obey Inland Rules, lighting requirements, etc. The skipper must know and obey SCOW policies, procedures as well as instructions in SIF for each type of boat. Among other things, Skippers will:

1. Begin a log sheet before sailing. Upon return, complete and sign log, and enter in the log any repairs required, any repairs made and by whom. Cruiser skippers also will complete a float plan as required by the SIF.
2. Ensure all non-SCOW guests or crew sign the waiver/release form before sailing.
3. Douse and tie down sails if skipper leaves the boat tied to a float or dock or when at anchor, even if only a few minutes, to prevent the sails from flogging and wearing.
4. Be responsible for boats and equipment used and properly stowing all equipment in the correct location in the boat or in the appropriate locker after each use. Leave the boat clean and remove all trash.
5. Obey boating while intoxicated (BWI) laws. Operating a vessel while under the influence of alcohol is illegal under both Maryland and DC law. In addition to the risk to crew and vessel, both jurisdictions impose penalties such as fines or imprisonment for BWI offenses. When you operate a vessel on Maryland or DC waters, you have given your implied consent to field sobriety testing. If you refuse testing, your right to operate a vessel may be revoked and you may be fined. While BWI laws do not apply to crew who are not operating a vessel, SCOW skippers are responsible for the safety and behavior of their crew. Crew who are intoxicated pose a greater danger of accident, including crew overboard, and may be unable to assist the skipper competently in case of an emergency or even in routine actions such as tacking or docking. Conditions such as sun and heat may increase effects of alcohol.
6. Ensure that there is no use or possession of any controlled substance on a SCOW boat. Although recreational cannabis use is legal in many states, it remains illegal under Federal law, which is what the U.S. Coast Guard enforces.
7. Not give to the locker/gate/boat combinations to anyone (other than another Authorized Skipper) unless instructed to do so by the Skipper Director.



## MAINTENANCE AND REPAIR OF EQUIPMENT

- A. A skipper must not use the boat and must take the boat out of service if the pre-sail inspection reveals an unsafe condition that cannot be remedied or if required safety equipment is missing or nonfunctional. Note the condition in the log (including the fact that the boat is out of service) and inform the Scot or Cruiser Maintenance Director as appropriate. As a courtesy, if the Skipper can access the boat reservation system, he/she should determine if anyone has the boat reserved for later in the day and notify them that it is out of service. If the boat has been taken out of service or a previous skipper has noted an unsafe condition in the log, no skipper will take the boat out until the unsafe condition has been fixed and the boat has been put back into service by the Maintenance Director or designee. If there is doubt as to the safety of a boat, the skipper must err on the side of caution and take the boat out of service. Every SCOW Authorized Skipper is authorized by the Board to take a boat out of service if he or she believes the boat is unsafe, provided that the procedures of this paragraph are followed. For other routine maintenance issues, follow the notification and other procedures in the Cruiser or Flying Scot SIF, as appropriate.
- B. If there is an issue requiring repair or replacement of equipment that does not require the boat to be taken out of service, note it in the log book so the next skipper is aware of it. Do not attempt the repairs yourself unless authorized by the responsible Maintenance Director. On the Flying Scots, (i) notify the Flying Scot Maintenance Director ([scotmaint@scow.org](mailto:scotmaint@scow.org)), (ii) advise the bosun for the boat ([boatname@scow.org](mailto:boatname@scow.org), e.g., [selkie@scow.org](mailto:selkie@scow.org)) and (iii) note it in the log book. On the Cruisers, (i) notify the Cruiser Maintenance Director ([cruisermaint@scow.org](mailto:cruisermaint@scow.org)), (ii) advise the bosun for the boat ([boatname@scow.org](mailto:boatname@scow.org), e.g., or [Lionspaw@scow.org](mailto:Lionspaw@scow.org)) and (iii) note it in the log book and the “To Do” list in the log book.
- C. If equipment is lost or broken while a skipper is using the boat, the Club generally pays for replacement equipment unless the damage is caused by deliberate misuse or misconduct, in which case the skipper may be held responsible.
- D. If the previous skipper left the boat in a significantly poor condition that suggests a failure to follow SCOW policies, notify the Skipper Director ([skipper@scow.org](mailto:skipper@scow.org)). Examples would be: sails not stowed properly, gas tanks on cruisers left empty, etc. Describe the issues in the email so that the Skipper Director can address the problem with the offending skipper.

## BOAT USE PRIORITIES

Boats are available for individual scheduled use year-round unless weather prohibits or one of the priorities (listed in priority order below) applies:

1. Maintenance – Boats may be taken out of service if an unsafe condition requires repair. In addition, scheduled maintenance days or special projects authorized by the Maintenance Director take priority over any other use.
2. Training – Training will normally leave at least one boat of each type available for individual use; however, if a boat previously scheduled for training is out of service, then individual use will be preempted. In addition, the Board-approved Training Policy identifies courses in which use of all club boats is authorized.
3. Social Sail –All Flying Scots are reserved for Social Sail when a Social Sail is scheduled.

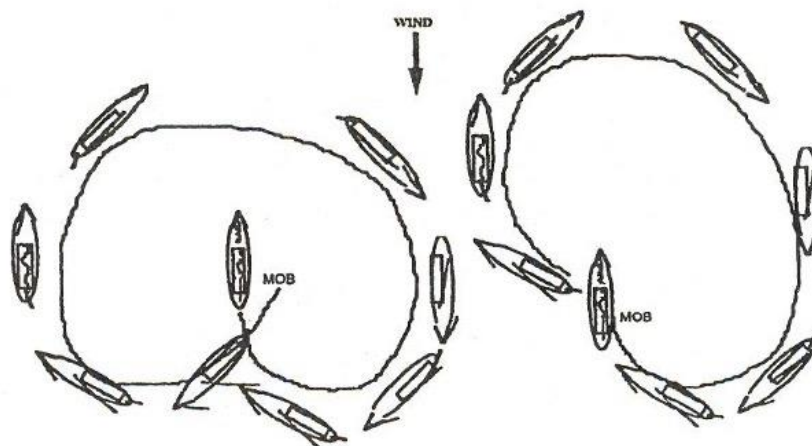


4. Racing – Cruisers, Flying Scots, or both, are reserved for racing when the use of those boats is approved by the Board for racing in accordance with the club’s Racing Policy.
5. Board-Approved Club Functions – These include events such as “river cruises” for which the Board has specifically authorized the boats to be reserved and used. A balance will be struck so that Club Functions in addition to those noted above do not unduly impinge on individual use.
6. Personal Use – Paid-Up Skippers may reserve boats for their personal use.

## CREW OVERBOARD PROCEDURES

At six knots, a boat will travel over 600 feet in one minute. One crew must immediately be assigned as spotter and keep the COB in sight and point to them so that the helmsman knows where they are at all times. If possible, with sufficient crew, this should be that person’s sole responsibility. SCOW teaches that the Club’s boats under sail should use the “Quick Stop” method, which most experts agree best keeps the boat near the COB and improves the chance of successful recovery. Here are the steps in the Quick Stop Method:

- Immediately yell “Crew overboard.” Whoever first sees the overboard should do this immediately.
- Designate a spotter who is responsible to keep track of the COB. If practicable, that should be the spotter’s sole responsibility, provided there is additional crew to fulfill other necessary functions.
- Throw the flotation cushion to the COB, which will also help the spotter. It may also make sense if the COB is not wearing a life jacket to try to throw one to him/her.
- If not already close-hauled, come up into the wind to a close-hauled course with both the main and jib properly trimmed. Sail such that you pass upwind of the COB.
- Tack, leaving the jib sheeted in. This should be comparable to the initial phase of heaving to and should have the effect of slowing the boat down.
- Sail a course that takes you upwind of the COB passing directly above them to windward.
- Once you have passed directly upwind of the COB, fall off to a run, and continue until you have passed the COB on your beam.
- Jibe then come up to a beam reach, so as to reach a point two boat-lengths downwind of the COB .
- Then, when the COB is in line with the middle of the boat, turn into the wind to approach the COB. The aim is to come to a stop, bow to the wind, in irons, at or very near the COB, with the sails luffing. Avoid turning into the wind too early. In light winds, or on a cruiser, you may need to stay on a close reach until near the COB before turning up into the wind. On a Flying Scot, if the boat does not have sufficient momentum to get all the way to the COB, use paddles to close the gap. On a cruiser, toss the throw rope to make contact with the COB.
- Establish direct physical contact with the COB with a throw rope or other method and bring them aboard. If close enough, you or a crew member may be able to grab the COB’s PFD, or using a fireman’s grip.



In any COB situation, the first three steps are always the same: Yell, Point, Throw. On a cruiser, if you are under sail, you can use the engine. In very light winds, or in heavy winds, or with an inexperienced crew, the engine may be the best alternative.

## PROCEDURES FOR DISCIPLINARY ACTIONS

Article IX, Section 1 of the Bylaws allows the Board to discipline members for cause, which may include, “violation of Club policy, violation of State or Federal maritime laws, destruction of or damage to Club property, injury to other individuals or behavior otherwise not consistent with the purposes of the Club.” That same provision states that the Board may initiate disciplinary action “on its own motion” or “upon the written complaint of any Club member accompanied by justification”. Article IX, Section 2 requires the Board to establish procedures for handling disciplinary actions and, if necessary, for imposing sanctions. Section 2 also calls for a meeting to be held should the Board “resolve(s) to consider a complaint” of any Club member accompanied by justification. Article IX, Section 3 describes potential sanctions and Board vote requirements depending on the severity of the proposed sanction.

This section of the SCOW Skipper Requirements and Boat Use Policy sets forth the Board’s approved procedures for handling disciplinary actions related to SCOW skippers.

Any incident as described in Section I of this document, or any cause as described in Article IX, Section 1 of the Bylaws, (either of these is hereinafter referred to as an “Incident”) is subject to investigation by the Skipper Director or by a Board member appointed by the Commodore. The procedure for investigation and subsequent disciplinary action shall be the same if the Board is acting “on its own motion” or if the Board is responding to “a written complaint of any Club member”, with the exception of the meeting referenced in Article IX, Section 2 of the Bylaws, which shall apply only to written complaints from a club member.

The Skipper Director or Board member appointed by the Commodore shall immediately investigate the Incident by gathering information from the skipper, the skipper’s crew, and any other observers. The person conducting the investigation shall notify the Board that the investigation is underway. With the concurrence of the Commodore, the Skipper Director may, if preliminary available information raises significant safety concerns, suspend some or all skipper privileges of the skipper in question, pending the completion of the investigation and final disposition. The investigation and all communication between Board members and other involved members should be handled in as discreet a manner as possible, so as not to embarrass either



the skipper or any other member. The skipper should be given the presumption of innocence unless evidence shows otherwise.

Following the investigation, the person leading it shall prepare a report on the Incident. If the report indicates a need for disciplinary action it shall also recommend corrective action appropriate for the nature of the infraction and generally consistent with corrective action for other comparable infractions, ranging from additional training to written counseling to discipline under Article IX, Section 3 of the Bylaws. (Discipline under Article IX, Section 3 means any recommendation that includes post-investigation “suspension of boat or other membership privileges, suspension of membership, fines, reimbursement of costs to the Club, or expulsion from the club”.) A copy of the report will be given to the skipper, placed in the skipper’s file, and given to the Board.

If the report exonerates the skipper, no further action shall be taken.

An incident may be so serious, or may be a continuation of a pattern of prior incidents, such that discipline is needed in the form of sanctions as introduced in Article IX, Section 3 of the Bylaws. If the investigation discloses evidence of flagrant violation of Club rules or fundamental Inland Rules, deliberately unsafe behavior that endangered the boat or crew, a pattern of poor skipper judgement and/or seamanship, or misconduct that endangered or damaged Club property or the property of others, the person conducting the investigation should consider whether suspension of skipper privileges, restitution to the Club, or some combination of sanctions is appropriate. Sanctions may be recommended if the person conducting the investigation determines that the skipper being investigated poses an unacceptable risk to the safety of club members or guests or to club vessels. If discipline is not recommended in such cases, the written report should explain why it was not considered necessary. If discipline is recommended, the procedures in Article IX, Section 3 of the Bylaws shall be followed and the Board shall vote on the appropriate corrective action to be taken. A written record of the matter, including the Board’s approved action, shall be given to the skipper, placed in the skipper’s file, and a high-level summary that does not include member names will be placed in the Club’s minutes at the next Board meeting.

If the report recommends additional training, verbal counseling, a reprimand, or other actions, but not discipline as defined in the Bylaws, the skipper may accept the recommended corrective action as recommended in the Incident investigation report and approved by the Board. If so, the Board shall be informed and no further action will be taken.

If the skipper does not accept Board approved disciplinary or corrective actions the skipper may address the Board at the next regularly scheduled Board meeting to propose an appropriate alternative. The skipper will be given notice of the place and time of the Board meeting in accordance with Article IX, Section 2 of the Bylaws. The Board will immediately decide whether or not to modify the approved Incident investigation report recommendations. The Board meeting shall result in either a modified Board approved set of actions or the initially approved actions still being required. If the skipper does not accept either the initial or modified Board decision on disciplinary or corrective actions, the skipper will forfeit skipper privileges permanently, for the vessel type involved in the investigated Incident.

In keeping with the purpose of the Club, most incidents will be addressed without discipline or even reprimand. A skipper who violates a Club rule might be reminded of the rule or asked to re-read the SIF. Such counseling will be given in a non-confrontational and discreet manner.