



Boat Control On-Water Training **PROVIDER KIT**

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Includes:

- Why On-Water Training
- Become a NSBC Course Provider
- NSBC Instructor Certification
- Program Management
- Marketing Plan and Resources
- Course Preparation
- Student Evaluation
- Course Reports
- Maintain Certification



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WHY ON-WATER TRAINING

We believe that a safe day on the water is a perfect day on the water. Thank you for your interest in joining the National Safe Boating Council as a Boat Control On-Water Training Course Provider. We are grateful for our network of course providers and instructors in partnering with us to help create a safe boating experience for all recreational boaters.

The National Safe Boating Council recommends all boaters participate in instruction and education prior to launching. Whether boaters are new to powerboating or would like to increase their confidence in docking and maneuvering the boat in close quarters, the NSBC's Boat Control-On-Water Training Course Modules are designed to teach boat handling skills to recreational boaters or personnel hired to operate a vessel used in marine patrol.

Taught by a NSBC Certified Instructor, NSBC's Boat Control-On-Water Training Course Modules progress from safety gear and the pre-launch checklist to docking and refueling in close quarters; each maneuver is repeated advancing from idle speed to displacement mode, then planing mode. The students may be: recreational boaters who need boat handling training, teens aged 13 – 19 (Skipper Club™, the NSBC's teen program), or for agencies – new hires that need to learn to operate a powerboat. *Please note, this is not a certification or licensing program.*

Boat Control On-Water Training Course Modules

- Module 1: Introduction to Powerboating
- Module 2: Precision Docking and Boat Handling
- Module 3: Open Water Boat Handling
- Module 4: Open Water Advanced Maneuvers

The content of this course conforms to the American National Standard for on-water power skills as verified through an independent third-party assessment process. These are the fundamental skills that entry level recreational boat operators should be able to demonstrate after receiving instruction.

In this provider kit, you will find helpful information to launch your Boat Control On-Water Training program with a NSBC Certified Instructor.

National Safe Boating Council Contact:

Peg Phillips
Executive Director
Phone: 703-361-4294
E-mail: pPhillip@safeboatingcouncil.org



BECOME A NSBC COURSE PROVIDER

5 STEPS TO TAKE

- 1. Contact NSBC.** Review the contents of this provider kit and contact the National Safe Boating Council to get started.
- 2. Become a NSBC certified instructor(s).** Instructor candidates must successfully complete a 3-day course to become certified to teach the NSBC's *Boat Control On-Water Training* curriculum. Instructor candidates will learn how to teach each of the course modules and program administration, including student evaluation, course reporting, course certificates, and how to maintain NSBC instructor certification.
- 3. Access to powerboat and waterfront amenities.** A well-maintained powerboat (under 26-foot center console powerboat) is needed to teach to teach on-water skills. It is ideal to train on the customer's boat. Recreational boaters with twin engines will participate by first learning single engine maneuvers. Once the skills are demonstrated, the student will split the throttle to engage both engines in the maneuvers. Open water access is needed to teach skills at idle speed, displacement mode, and planing mode. In selecting course location, students will need access to bathrooms and local restaurants, or a picnic area if they pack lunch.
- 4. Use of safety gear.** Safety is our priority. All essential safety gear including life jackets to be worn by the operator and passenger at all times, engine cut-off device, fire extinguisher, flares, whistle, VHF radio, personal locator beacon and more are required. See the U.S. Coast Guard's *A Boater's Guide to Federal Requirements for Recreational Boats*.
- 5. Program manager.** A point-person at your organization to handle day-to-day management of the Boat Control On-Water Training, including NSBC instructor certification, liability insurance, boat maintenance, course scheduling, course reports, annual NSBC membership, and locally market your program. This may be the same individual in your organization that is a NSBC Certified Instructor.



NSBC INSTRUCTOR CERTIFICATION

NETWORK OF ON-WATER POWERBOAT TRAINERS

Our instructors help cultivate a safer recreational boater experience by training responsible boaters. The National Safe Boating Council's instructor certification course, *Essentials in Close-Quarters & Open Water Boat Control*, is a train-the-trainer model. Instructors undergo rigorous training to teach recreational boaters in accordance with the American National Standard for on-water skills.

Upon successful completion of the course, the candidate becomes a NSBC instructor that is certified to teach the NSBC's *Boat Control On-Water Training* curriculum to students. The students may be: recreational boaters who need boat handling training, teens aged 13 – 19 (Skipper Club™, the NSBC's teen program), or for agencies – new hires that need to learn to operate a powerboat.

Eligibility:

- Instructor candidates must be approved by the NSBC before being considered for a course.
- Instructor candidates must successfully complete the NSBC's *Essentials in Close-Quarters & Open Water Boat Control* course.
- Certified instructors must maintain annual membership with the NSBC and adhere to the policies and procedures as outlined in the NSBC Instructor Policy Manual.

Application and Cost:

- Instructor candidates can apply online at SafeBoatingCouncil.org/Memberships.
- Cost for NSBC instructor certification is approximately \$750 per candidate, and annual membership dues are \$85 per instructor.
- NSBC course providers receive benefits as Admiral Club, Mariner Club or Crew Club members. Please refer to SafeBoatingCouncil.org/Memberships to view the membership benefits.

Process:

- Approved instructor candidates will be scheduled to participate in NSBC's *Essentials in Close-Quarters and Open Water Boat Control* Instructor Certification Course.
- Instructor candidates will train with a NSBC Certified Instructor Trainer in a ratio of one (1) Instructor Trainer to four (4) Instructor Candidates.



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A training program of the National Safe Boating Council

- Over a 3-day training period, the instructor candidates will learn the NSBC curriculum; the training program progresses from close quarter maneuvers at idle speed, to maneuvers in displacement mode, and advanced open water maneuvers on the final day.
- Instructor candidates must demonstrate boat handling skills as they rotate turns at the helm; under the direction of the Instructor Trainer, each candidate must demonstrate each skill as outlined in the curriculum.
- When each instructor candidate has successfully performed each skill in close quarters and open water, the candidates will then teach the curriculum to each other. This final step demonstrates that the candidates can not only perform the skill / maneuver, but they can teach it.
- The NSBC Instructor Certification Course includes both classroom and on-water lessons.
- Instructor candidates will learn how to teach each of the course modules and program administration, including student evaluation, course reporting, course certificates, and how to maintain NSBC instructor certification.



PROGRAM MANAGEMENT

12 TIPS FOR COURSE PROVIDERS

- 1. Annual NSBC membership.** NSBC course providers receive benefits as Admiral Club, Mariner Club or Crew Club members. Please refer to [SafeBoatingCouncil.org/Memberships](https://www.safeboatingcouncil.org/Memberships) to view the membership benefits.
- 2. Program manager.** A point-person at your organization to handle day-to-day management of the Boat Control On-Water Training, including NSBC instructor certification, liability insurance, boat maintenance, course scheduling, course reports, annual NSBC membership, and locally market your program. This may be the same individual in your organization that becomes a NSBC Certified Instructor.
- 3. NSBC certified instructors.** Ensure your organization has NSBC certified instructors to teach the program. Each instructor must maintain annual membership with the NSBC and adhere to the policies and procedures as outlined in the NSBC Instructor Policy Manual. Each instructor must register as a NSBC member with their individual email address.

Upon successful completion of the course, each new instructor will receive an NSBC instructor binder (included in the cost of the instructor certification course, as well as one-year membership to the NSBC). Only NSBC instructors may teach the *Boat Control On-Water Training* course, whereas NSBC instructor trainers can teach both *Essentials in Close-Quarters & Open Water Boat Control* and *Boat Control On-Water Training* courses.

- 6. Powerboat and waterfront amenities.** A well-maintained powerboat (under 26-foot center console powerboat is ideal) is needed to teach all on-water skills. A common cause of course cancellation are mechanical issues, so it is necessary to have a well-maintained powerboat. Open water access is needed to teach skills at idle speed, displacement mode, and planing mode. In selecting course location, students will need access to bathrooms and local restaurants, or a picnic area if they pack lunch.
- 4. Safety gear.** Safety is our priority. All essential safety gear including life jackets, engine cut-off device, fire extinguisher, flares, whistle, VHF radio, personal locator beacon and more are required. Instructors and students must wear a life jacket while on-water during the course, and an engine cut-off device must be used on the powerboat. See the U.S. Coast Guard's *A Boater's Guide to Federal Requirements for Recreational Boats*.
- 5. Curriculum.** The *Boat Control On-Water Training* curriculum is in the NSBC instructor binder. NSBC certified instructors receive an instructor binder during their certification course. Boat Control On-Water Training can be taught to recreational boaters and anyone seeking to advance their boat handling skills.



The curriculum is divided into four modules that are designed to cover all elements of EDU-1 On-Water Power Standards, the American National Standard for on-water, recreational powerboating skills. A student must complete all four modules to meet the ANS standard.

- 6. Student eligibility and materials.** All students participating in the *Boat Control On-Water Training* program must obtain their boating safety card and meet the legal requirements of the state where the course is being held. There are no student materials needed for this course. Students are encouraged to bring a pocket-size notebook and pen if they'd like to take notes during the on-water course.
- 7. Waiver and release of liability.** Each student and instructor candidate participating in a National Safe Boating Council training course must complete a waiver and release of liability prior to the course. Your organization may also require another waiver. A hard copy of the National Safe Boating Council's Waiver and Release of Liability is in the Instructor Binder, as well as online at <https://www.safeboatingcouncil.org/training/waiver-and-release-of-liability>.
- 8. Certificates.** Following a student's successful completion of the course, the NSBC instructor or program manager may order certificates of completion from the NSBC Online Store at <https://www.safeboatingcouncil.org/shop> (please select course the student successfully completed). Some marine insurance carriers may offer a discount to boaters who have completed the Boat Control On-Water Training course.
- 9. Course evaluation.** There is an Course Evaluation in the NSBC Instructor Binder. This can be copied and shared with students at the completion of the course, or the online survey link shared with students. In the online survey, please ask each student to include the instructor's email address and a copy of the evaluation form will be sent to the instructor:
<https://www.safeboatingcouncil.org/training/course-evaluation/>
- 10. Course scheduling.** Each module is approximately 3 hours long, but time length may vary depending on the age and boating experience of the student. It is taught in a 4:1 instructor - student ratio. When scheduling a course, it is helpful to have a 4-hour block for each module. There should be a plan for weather delays and equipment failure.
- 11. Course reports.** After each course, the NSBC instructor must file a course report. This is required for an instructor to keep their certification. This must be filed online at <https://www.safeboatingcouncil.org/training>.



MARKETING RESOURCES

LOCAL COMMUNITY PROMOTION IDEAS

- 1. Launch announcement.** Share the launch announcement with your local newspaper, community groups, online boating/outdoor groups, your outreach network, social media, and more.
- 2. Provider signs.** Display in windows/storefronts and highly visible areas at parks and marinas.
- 3. Information displays.** Include posters at kiosks, on bulletin boards and other places where you post activities and events.
- 4. Digital communications.** Include your Boat Control On-Water Training course opportunities in your e-newsletter, or on your blog or website, directing them to contact you for more information. Post information on your social channels and tag the National Safe Boating Council in your posts (@safeboatingcouncil on Twitter; @nationalsafeboatingcouncil on Facebook). Use #safeboating #getoutdoors #weloveboating in your posts to increase engagement.
- 5. Outreach events.** Host a table or booth in a prominent location at marinas/parks and include information about Boat Control On-Water Training.
- 6. Ambassadors.** Boaters who complete the program are our best ambassadors! Ask a student who successfully completed a module(s) to share their experience with you to use their quote or photo in your local outreach efforts.
- 7. Raffle.** Consider conducting a raffle among boaters who register for the program and giveaway items such as a life jacket, dry bag, or polo.



MARKETING RESOURCES AVAILABLE TO COURSE PROVIDERS

Verified Boat Control On-Water Training Course Providers will receive a link to download these materials.

Provider Logo	Instructor Logo	Window Sign
<p>PROVIDER</p>	<p>INSTRUCTOR</p>	<p>Boat Control On-Water Training Provider</p>
Banner	Posters and Ads	Social Media Images
<p>Boat Control On-Water Training Provider</p>	<p>13 layout options</p> <p>Size 8.5" x 11"</p> <p>Size: 18" x 24"</p> <p>Co-brand template</p>	<p>Facebook</p> <p>Twitter</p> <p>Instagram</p> <p>Photo frame</p>

Additional resources:

- Launch announcement template:** Share about becoming a Boat Control On-Water Training provider with your local media, on your website, or promote on social media
- NSBC apparel:** Shop the NSBC Online Store for polos, hats, jackets and other apparel items.
- Boating swag:** Shop the NSBC Online Store for dry bags, first aid kits, stickers, decals, brochures, banners and other boating swag.
- NSBC Online Store:** <https://www.safeboatingcouncil.org/shop>



MARKETING RESOURCES

LAUNCH ANNOUNCEMENT TEMPLATE

This launch announcement may be customized for your organization and local efforts.

FOR IMMEDIATE RELEASE:

<DATE>

**<ORGANIZATION> LAUNCHES ON-WATER POWERBOAT TRAINING PROGRAM
IN PARTNERSHIP WITH THE NATIONAL SAFE BOATING COUNCIL**

<BRIEF DESCRIPTION OF ORGANIZATION> Supports Safer Recreational Boating

<CITY, STATE> – <ORGANIZATION>, <BRIEF DESCRIPTION OF ORGANIZATION>, announced today it has partnered with the National Safe Boating Council (NSBC), a national nonprofit dedicated to recreational boating safety, to provide on-water powerboat training. <ORGANIZATION> is a course provider of the NSBC’s nationally recognized Boat Control On-Water Training program.

“Whether you’re new to powerboating or would like to master a new skill, at <ORGANIZATION> we can you gain more confidence on the water,” said <NAME>, <TITLE>, of <ORGANIZATION>. “Our NSBC Certified Instructors have undergone rigorous training to teach recreational boaters in accordance with the American National Standard for on-water skills.”

NSBC’s Boat Control On-Water Training course offers small group on-water power boat instruction in a ratio of 1 instructor to 4 students. The course may only be taught by a NSBC Certified Instructor. Boat Control On-Water Training advances boaters through four modules; Module 1: Introduction to Powerboating, Module 2: Precision Docking and Boat Handling, Module 3: Open Water Boat Handling, and Module 4: Open Water Advanced Maneuvers. Each maneuver is repeated advancing from idle speed to displacement mode, then planing mode. A boater may take one or all four modules.

“We welcome <ORGANIZATION> as a course provider and grateful for their dedication to boating safety,” said Peg Phillips, executive director, of the NSBC. “Our network of course providers and NSBC Certified Instructors help create a safe boating experience for all recreational boaters by training responsible powerboaters.”

NSBC’s Boat Control On-Water Training conforms to the American National Standard for on-water power skills as verified through an independent third-party assessment process. *Please note, this is not a certification or licensing program.*

The NSBC and <ORGANIZATION> recommend all boaters participate in instruction and education prior to launching. To register for Boat Control On-Water Training, please visit <or please contact> <ADD INFORMATION ON HOW SOMEONE MAY REGISTER FOR YOUR COURSE>.



About <ORGANIZATION>
<ORGANIZATION BOILERPLATE>

About National Safe Boating Council

Founded in 1958, the National Safe Boating Council (NSBC) serves as a national catalyst for developing a safe boating culture by providing educational resources, outreach programming, and training opportunities for industry partners and the boating community to influence safe, secure, and responsible boating. For more information, please visit <https://www.safeboatingcouncil.org>.

Media Contact

<NAME>, <TITLE>, <ORGANIZATION>, <PHONE>, <EMAIL>

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COURSE PREPARATION FOR NSBC CERTIFIED INSTRUCTORS

- 1. Know the boat.** You should always operate the training boat prior to performing the skills to ensure you understand the handling characteristics of that particular boat. Identify any missing or inoperative equipment, quirks or flaws it may have and determine if they constitute a safety issue. This is especially important to understand at speed when the boat is planing mode. In evaluating, know if the boat is stable and operates normally, and if it has any deficiencies or issues that can increase risk. Make sure the boat is in compliance with all applicable local, state and federal boating laws. Attempt to mitigate all risks present to ensure a safe and enjoyable training day!
- 2. Know the curriculum.** It is paramount that you train our students in accordance with the established curriculum using the best practices available to you. Your training and experience are invaluable assets to this program. You will receive a NSBC Instructor Binder with important information to ensure the integrity of the NSBC's Boat Control On-Water Training curriculum. The course conforms to the American National Standard for on-water skills as verified through an independent third-party assessment process. It is imperative that the curriculum is adhered to; there can be no modifications or variations as that would jeopardize the course verification.
- 3. Set the tone.** As a NSBC instructor, you wear many hats. You are an educator, a mentor, a leader, an influencer and a role model. Set an immediate presence of being in charge. Be firm, but congenial. Set the bar high for an expectation of quality learning with an emphasis on safety and risk management. Be sensitive to any learning, physical disabilities or limitations a student may have. People dislike being patronized, so use the same tone you would with your colleagues, and be respectful and calm. Our goal is to develop responsible, lifelong boaters, and you are the influencer of their boating behaviors.
- 4. Safety first.** All essential safety gear including life jackets to be worn by the operator and passenger at all times, engine cut-off device, fire extinguisher, flares, whistle, VHF radio, personal locator beacon and more. See the U.S. Coast Guard's *A Boater's Guide to Federal Requirements for Recreational Boats*. Keep a close watch on the weather forecast and current. Be aware of any obstructions in the water. Be aware of any medical conditions of students.



STUDENT EVALUATION **FOR NSBC CERTIFIED INSTRUCTORS**

- 1. Recognize learning styles.** You should recognize the type of learning behavior your students will exhibit. You may have a mix of visual learners, auditory learners, reading and writing learners and kinesthetic or hands on learners. Be prepared to observe your students and orient your presentation as needed to include these learning styles to keep each student engaged. Boat Control On-Water Training format includes memory skills such as terminology, navigation rules and boating laws interspersed with a significant amount of hands-on training. Some students are good book learners, but may need more hands-on repetition to demonstrate the skills.
- 2. Teach skills sequentially.** Training will include you presenting the skills one at a time in sequence as they build on each other in a progression. Deliver the skill as it is defined in the curriculum. Ensure everyone understands the skill as each student rotates through the hands-on evolution. Guide them as necessary to ensure the skill is being performed correctly, but allow the student to maneuver with as much freedom as is safely possible to make mistakes and learn through discovery. Evaluate and give feedback as necessary to ensure the skill is performed safely and correctly. Frequent feedback or evaluations and additional instruction are vital to achieving success. Experiencing success leads to better self-esteem and motivation.
- 3. Evaluate skills.** The Boat Control On-Water Training curriculum is based on the excellent and time proven skills taken from the NSBC's Open Water and Close Quarters Boat Control courses. These courses have been approved and conform to the American National Standard. As the NSBC Certified Instructor, you are charged with delivering these skills. After presentation of each skill, you must determine whether each student is ready to advance to the next skill. Understanding the different learning types as outlined above, you must determine with accuracy and confidence whether each candidate is ready to advance to the next skill. This curriculum defines many close quarters and technical skills. It is imperative that all skills be demonstrated with understanding and a safe and practical performance of the skill. Since this course is designed around a process of building on preceding skills, it is necessary to ensure that each one is a building block and must be presented by you and demonstrated with confidence by the student.
- 4. Trust your instinct.** It is not uncommon to have a very intuitive learner who grasps the skill in its entirety quickly, while others will take more time and may require extra hands-on repetition to acquire the competency to move forward. This evaluative insight is necessary to determine if your instruction has been understood by all students and if they are ready to move forward to the next skill as a group. Our goal is to have all of our students learn enough to demonstrate adequate competence and confidence to complete all skills and finish the course.



- 5. Know student ability.** As the course progresses the skills get more challenging, thus riskier. In order to safely transition from displacement mode to planing mode, each student shall demonstrate a minimum level of competence as the difficulty and risk increase with the speed. The instructor shall present in detail the riskier skills at speed and demonstrate them at the helm so the students know what to expect. Be ready to stop the evolution or take over the helm if necessary, to avoid any dangerous situation. This is not a course everyone can do because it is technical and fast moving; you must be able to determine that! If a student is not capable of performing in a dynamic situation it may be best for all concerned to stop and re-evaluate. No student should be allowed or encouraged to perform above their demonstrated capability, it is not safe or prudent. Progressing through the four modules may take a student multiple years to accomplish. Some students will progress through the courses over a four-day period. It is the role of the NSBC instructor to evaluate each student independently and make the decision on whether the student has confidently demonstrated the skill and is ready to progress to the next level.
- 6. File course report.** Following each course, you must file a course report to keep your certification online at <https://www.safeboatingcouncil.org/training>. This includes the instructor information, course(s) taught, environmental conditions, boat description, student information, student roster, pass/fail, waivers, and other comments.



COURSE REPORTS **FOR NSBC CERTIFIED INSTRUCTORS**

NSBC instructors must file course reports after each course to maintain certification. This includes the instructor information, course(s) taught, environmental conditions, boat description, student information, student roster, pass/fail, waivers, and other comments.

File online:

<https://www.safeboatingcouncil.org/training>

Following is the information a NSBC instructor will need to collect for the course report. This is for reference only, please complete the online form.

- NSBC instructor information, including first and last name, email and phone
- Course taught
- Date(s) of course
- Body of water
- Location
- Environmental conditions, including wind, current, and temperature
- Boat description, including type, length, and color
- Student information, including number of students enrolled, number of students passed, number of students failed, and number of students incomplete
- Student roster, including first and last name, email address, age, and boater safety card no.
- Waiver form(s), only if the online form not used
- Instructor evaluation form(s), only if the online form not used
- Additional comments



MAINTAIN CERTIFICATION FOR NSBC CERTIFIED INSTRUCTORS

NSBC instructors must maintain their certification to teach the Boat Control On-Water Training program. If providers do not have NSBC instructors in good-standing, they are not able to offer the course.

- 1. Maintain annual membership.** Each instructor must maintain annual membership with the NSBC to maintain certification and adhere to the policies and procedures as outlined in the NSBC Instructor Policy Manual. Each instructor must register as a NSBC member with their individual email address. Only NSBC Certified Instructors can teach the NSBC curriculum.
- 2. File course report.** Following each course, you must file a course report to keep your certification online at <https://www.safeboatingcouncil.org/training>. This includes the instructor information, course(s) taught, environmental conditions, boat description, student information, student roster, pass/fail, waivers, and other comments.
- 3. Waiver and release of liability.** Each student and instructor candidate participating in a National Safe Boating Council training course must complete a waiver and release of liability prior to the course. Your organization may also require another waiver. The NSBC waiver only protects the NSBC from liability, and it is highly recommended that instructors obtain their own liability insurance. Independent NSBC instructors are not covered under the NSBC liability policy unless directly hired by the NSBC to conduct a course. A hard copy of the National Safe Boating Council's Waiver and Release of Liability is in the Instructor Binder, as well as online: <https://www.safeboatingcouncil.org/training/waiver-and-release-of-liability>
- 4. Course evaluation forms.** There is an Course Evaluation in the NSBC Instructor Binder. This can be copied and shared with students at the completion of the course, or the online survey link shared with students. In the online survey, please ask the student(s) to include the instructor's email address and a copy of the evaluation form will be sent to the instructor:
<https://www.safeboatingcouncil.org/training/course-evaluation/>