# NATIONAL SAFE BOATING COUNCIL
# INSTRUCTOR POLICY MANUAL

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The National Safe Boating Council Instructor Policy Manual can be amended or revised as needed to meet the needs of the National Safe Boating Council (NSBC). Changes must be approved by a majority vote of the NSBC Board of Directors at any official NSBC Board meeting. All such changes shall be documented and published as dated addenda to this document. Only verbatim referenced quotes of these official policies may be used elsewhere as NSBC policy statements.

Policies, course outlines, insurance documents, and all other NSBC documents shall be considered in force after approval by the Board of Directors. Waivers for exceptions to NSBC policy must be made in writing to the NSBC Headquarters. Only approvals signed by the NSBC Executive Director are official.

# Table of Contents

Instructional Policies……..……...…….. 3

NSBC Verified Courses…….. 6

NSBC Instructors…… 7

NSBC Instructor Trainers…….. 9

Certification Maintenance, Reinstatement, & Challenges…… 12

Addendum A…… 13

Approved Changes to the Policy Manual…… 13

## INSTRUCTIONAL POLICIES

A. The NSBC is committed to an educational environment in which all individuals are treated with respect and dignity. Harassment due to gender, race, religion, or other federally protected characteristics is both discriminatory and illegal, and will not be tolerated by the NSBC. Therefore, the NSBC expects that all relationships between participants in training will be professional and free of bias, prejudice, and harassment. Complaint procedures and additional information are available by contacting the Executive Director of the National Safe Boating Council.

B. The NSBC authorizes certified Instructors and Instructor Trainers the use of the NSBC logo and marks with the following qualifications.

    1. NSBC Instructor or Instructor Trainer membership must be in effect at the time of logo use. Should NSBC membership lapse, use of logo and marks is suspended. Continued use of the NSBC logo and marks will be considered fraudulent.

    2. Instructors or Instructor Trainers may identify themselves as NSBC certified. Their organization, employer, host, or sponsor may not claim to be “NSBC certified” without an express written agreement in force with the NSBC National Office. NSBC Crew Club, Mariner Club, or Admiral Club membership is required of an organization. Authorization requires written permission from the NSBC Executive Director.

    3. Any use of the NSBC logo and marks comes under the authority of the NSBC’s acceptable use policy. The NSBC reserves the right to selectively withdraw individual use in any portrayal of the NSBC name, logo, and marks that, in the sole opinion of the NSBC, is of an offensive, inappropriate, or unwholesome nature. Alterations to the logo are not permitted.

C. Use of the NSBC's instructional insurance requires:

1. Current NSBC Instructor or Instructor Trainer certification
2. Current NSBC Instructor Membership
3. Current First Aid and age-appropriate CPR
4. Use of the current unaltered *NSBC Waiver and Release of Liability*
    i. This waiver must be signed and dated by each participant prior to the start of the NSBC insured instructional program and this original must be submitted to the NSBC National Office with the course report.
5. NSBC Instructors and Instructor Trainers are only covered by the NSBC liability insurance while conducting courses hired directly by the NSBC.
6. NSBC Instructors and Instructor Trainers are responsible for their own liability insurance for courses not scheduled by the NSBC. The NSBC offers a self-pay liability policy to members.

D. The NSBC reserves the right to revoke or suspend a certification for cause when an Instructor or Instructor Trainer's conduct has the potential to be detrimental to the association or its reputation. Any illegal action which occurs during the course of the performance of NSBC instructional duties will be considered sufficient cause for revocation of all certifications. Instructors or Instructor Trainers are expected to follow recreational boating safety best practices and represent the NSBC with integrity and professionalism. Allegations, concerns, and appeals regarding an Instructor or Instructor Trainer's conduct may be presented to the NSBC Executive Director. Any investigation of an Instructor or Instructor Trainer will follow due process and allow full opportunity for rebuttal.

E. NSBC Instructor Candidates must submit to a background check as part of their vetting process. The NSBC reserves the right to deny membership to any candidate based on findings.

F. In addition to annual membership requirements, all NSBC Instructors and Instructor Trainers must submit to a mandatory background check every two years. The NSBC reserves the right to deny membership to any candidates based on findings.

G. NSBC Instructors and Instructor Trainers must either provide a drug test, or participate in a drug test consortium as indicated by the U.S. Coast Guard. This requirement is every two years. Only a DOT 5 Panel (SAMHSA 5 Panel, formerly NIDA 5) test on form CG-719P for marijuana, cocaine, opiates, phencyclidine, and amphetamines will be accepted for a captain's license. Dangerous drugs, according to the Department of Transportation rules, are marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. Only a screening that tests for the five dangerous drugs is accepted. All tests must be conducted in accordance with Procedures for Transportation Workplace Drug Testing Programs (TWIC) in Title 49 Code of Federal Regulations CFR Part 40. All qualifying random and periodic drug testing programs must also meet these requirements.

H. NSBC Instructor Trainers must attend a mandatory training annually. Several options for attendance will be offered to accommodate schedules.

I. NSBC Instructors and Instructor Trainers must sign the Instructor Policy Manual confirming their consent to the policies. Instructor Trainers will also be required to sign an independent contractor agreement.

J. If a candidate, instructor, or instructor trainer is denied membership due to a background check finding, or for a violation of the NSBC policies, they may not act as a training school (hub) for the NSBC.

## VERIFIED COURSES

A. NATIONAL SAFE BOATING COUNCIL INSTRUCTOR CERTIFICATION: This verified curriculum can be taught by NSBC Certified Instructor Trainers. The curriculum is taught over a 3-day period using the curriculum, field notes, PowerPoint presentations, and forms provided in the NSBC Instructor Binder. Each Instructor Candidate must purchase an Instructor Binder prior to the course and register the course with the NSBC by emailing outreach@safeboatingcouncil.org. The course adheres to a ratio of one Instructor Trainer to four Instructor Candidates. All course materials must be ordered directly by a Certified NSBC Instructor Trainer. After successfully completing this course, the Instructor Trainer can issue NSBC Instructor Certificates. Instructor Trainers are required to report courses online at www.safeboatingcouncil.org/training.

B. BOAT CONTROL ON-WATER TRAINING: This verified curriculum can be taught by NSBC Certified Instructors and Instructor Trainers. The curriculum is included in the NSBC Instructor Binder and includes: Introduction to Powerboating, Precision Docking and Boat Handling, Open Water Boat Handling, and Advanced Open Water Maneuvering. The course adheres to a ratio of one Instructor to four boaters. After successfully completing each module, an Instructor can issue a NSBC Certificate of Completion. Instructors are required to report courses online at www.safeboatingcouncil.org/training.

## NSBC INSTRUCTORS

A. DUTIES: NSBC Instructors teach powerboating skills using methods and techniques as outlined in the NSBC curriculum, Boat Control On-Water Training. NSBC Instructors are expected to represent and promote the NSBC in a positive manner. NSBC Instructors may issue NSBC certificates of completion. Instructors may NOT certify other instructors. NSBC Instructors and Instructor Trainers are expected to always wear a U.S. Coast Guard approved life jacket while training. A life jacket must be provided, and worn, by all students. An ECOS must be used while the boat is on plane; a wireless ECOS or the traditional lanyard may be used.

B. SELECTION CRITERIA:

1. Instructors shall be at least 18 years old.

2. Instructors must maintain NSBC Instructor membership. Current NSBC Instructor membership is required for advancement to Instructor Trainer ranking.

3. Satisfy the appropriate Essential Eligibility Criteria. See addendum A.

C. INSTRUCTOR CERTIFICATION PROCESS

1. Successfully complete the National Safe Boating Council Instructor Certification course taught by a certified NSBC Instructor Trainer.

2. Demonstrate teaching, interpersonal, safety, group management skills, knowledge of recreational boating safety, and knowledge of the NSBC curriculum and procedures.

3. If an Instructor Candidate is not certified, they may be “continued.” Continued candidates have specific deficiencies that need to be addressed prior to certification. These may include specific powerboating skills, modeling, teaching, leadership, or organizational skills.

    a) Specific deficiencies and suggested corrective actions must be reported, in writing, to the Instructor Candidate and the NSBC National Office. This report must accompany the certification course report.

    b) To complete their certification process, continued Instructor Candidates may submit a deficiency list and demonstrate proficiency to an appropriately certified Instructor Trainer within four years of their course. The expiration of a certification earned under this process will

be December 31 of the fourth full year from participation in the initial course.

4. Successful completion of the certification process must be reported in writing to the NSBC National Office by the facilitating Instructor Trainer within 30 days of the Instructor Candidates' demonstration of proficiency.

D. MAINTENANCE OF INSTRUCTOR CERTIFICATION

Certification is valid for one year from the last date of the course. To maintain certification, Instructors must renew their annual NSBC membership. Dues can be renewed on the NSBC website.

1. Maintain annual NSBC Instructor membership. If NSBC Instructor membership dues lapsed at any point during the certification period, back dues must be paid in order to renew/maintain certification.

2. Instructors must teach and properly report at least four courses every four years. Courses should be reported on the NSBC website at www.safeboatingcouncil.org/training/instructor-course-report.

3. Exceptions to maintenance requirements may be requested in writing to the NSBC.

   a) The NSBC may authorize a one-year extension if requested in writing prior to the certification expiration. The NSBC may, on a case-by-case basis, extend certification for an additional time frame. Instructors who require extensions greater than one year in length should contact the NSBC as soon as possible. Situations requiring prolonged extensions include overseas military or work deployments, and significant health issues. Prolonged extensions will be granted on a case-by-case basis and may include a mandatory re-evaluation.

   b) Any certification not updated within the eligible period will become void and may be reinstated as noted in **CERTIFICATION MAINTENANCE, REINSTATEMENT, & CHALLENGES**.

## NSBC INSTRUCTOR TRAINERS

A. DUTIES: Instructor Trainers evaluate and certify Instructors and Instructor Candidates to ensure they meet certification criteria. Instructor Trainers conduct Certification Courses using the NSBC Instructor Certification Curriculum and may teach the Boat Control On-Water Training curriculum to boaters. Instructor Trainers are expected to represent and promote the NSBC in a positive manner.

B. SELECTION CRITERIA:

1. Instructor Trainer Candidates shall be at least 25 years of age.

2. Instructor Trainer candidates must:

   a. Hold current NSBC Instructor membership and NSBC Instructor Certification.

   b. Be an active NSBC Instructor for at least two years, or formally request waiver. The two-year Instructor experience requirement may, in exceptional situations, be waived at the discretion of the NSBC National Office. Exceptions must be requested in writing, with documentation supporting the exception request.

   c. Have taught and properly reported at least six Boat Control On-Water Training courses within the past four years. Demonstrate an understanding of the NSBC training materials and resources and follow the procedures for course reporting and communications with the NSBC.

   d. Instructor Trainer Candidates should have advanced powerboating skills relative to their level of certification and should possess excellent overall knowledge of powerboating safety.

C. INSTRUCTOR TRAINER CERTIFICATION PROCESS:

1. Submit the Instructor Trainer Candidate form on the NSBC website.

2. Receive written confirmation from the NSBC National Office that you are eligible to begin the Instructor Trainer Candidate process.

3. Schedule a National Safe Boating Council Instructor Certification course co-teach under the direct supervision of a mentoring Instructor Trainer in coordination with the NSBC National Office. The co-teach curriculum is the NSBC Instructor Certification.

4. Prior to leading the co-teach course, the Instructor Trainer Candidate and the supervising Instructor Trainer will both confirm with the NSBC National Office the Instructor Trainer Candidate's eligibility for certification.

5. Following the co-teach, the supervising Instructor Trainer must submit an evaluation of the Instructor Trainer Candidate, and submit a letter to the NSBC Executive Director to recommend elevating the Instructor to Instructor Trainer status.

6. Immediately following the co-teach course, the Instructor Trainer Candidate must submit the following to the NSBC National Office.

    a. Course report (see online Instructor Resources)

    b. Course evaluations completed by the Instructor Candidates (see online Instructor Resources)

    c. Evaluations of each Instructor Candidate completed by the Instructor Trainer Candidate (see NSBC instructor binder)

7. The Instructor Trainer Candidate's application, letter of recommendation, course report, course evaluations, and instructor candidate evaluations will be reviewed by the NSBC National Office, with final certification to be approved by the NSBC Executive Director.

## D. MAINTENANCE OF INSTRUCTOR TRAINER CERTIFICATION

Certification is valid one year from the last date of your certification course. To maintain certification, Instructor Trainers must complete the following within each four-year certification period.

1. Maintain annual NSBC Instructor membership. If NSBC Instructor membership lapsed at any point during the certification period, back dues must be paid in order to renew/maintain certification.

2. Teach and properly report at least four courses within a four-year period. Reports and evaluations for these courses must be forwarded to the NSBC National Office.

3. Exceptions to maintenance requirements may be requested in writing to the NSBC National Office.

   *The NSBC National Office may authorize a one-year extension if requested in writing prior to the certification expiration. The NSBC National Office may, on a case-by-case basis, extend certification for an additional time frame. Instructor Trainers who require extensions greater than one year in length should contact the NSBC National Office as soon as possible. Situations requiring prolonged extensions include overseas military or work deployments and significant health issues.*

## CERTIFICATION MAINTENANCE, REINSTATEMENT, & CHALLENGES

A. MAINTENANCE OF NSBC CERTIFICATION: Certification is valid one year from the last date of your certification course and renewed annually through membership renewal. To maintain certification, Instructors and Instructor Trainers must complete the items listed below.

1. Maintain annual NSBC Instructor membership. If NSBC Instructor membership lapsed at any point during the certification period, back dues must be paid in order to renew/maintain certification.

2. Teach an appropriate minimum number of courses (as described in previous sections).

3. Exceptions to maintenance requirements may be requested to the NSBC National Office in writing. These can only be approved by the executive director.

4. Submit to drug testing every two years, or provide proof of consortium, and background check as described in the Instructional Policies section above. The NSBC reserves the right to deny membership based on findings.

*The NSBC National Office may authorize a one-year extension if requested in writing prior to the certification expiration. The NSBC National Office may grant an additional extension in unusual circumstances (e.g., prolonged medical problems, overseas military deployment), or as needed for discipline development.*

## ADDENDUM A

Instructor Candidate Selection Criteria

Age Requirement: 18 for NSBC Instructor; 25 for NSBC Instructor Trainer

Captain License: a U.S. Coast Guard Captain's License is required to operate a commercial vessel or to take paying passengers out on your vessel.

NSBC Instructor Candidates must complete an application. All applications are reviewed by the NSBC, and the NSBC reserves the right to deny membership to any applicant based on the answers provided. A candidate must demonstrate powerboating experience, teaching / training experience, and meet the age requirements. NSBC candidates will be asked if they have received a boating violation or been convicted of a felony. The NSBC may conduct a criminal record review to determine the safety and suitability of an applicant.

After submitting a candidate application, the NSBC will want to know about an applicant's history of criminal convictions through a background check to determine if an applicant's character and habits of life make the applicant a safe and suitable person in accordance with the mission of the NSBC and the NSBC training program. Failure to disclose a boating violation, or felony, will terminate your application for instructor.

## APPROVED CHANGES TO THE POLICY MANUAL

| Date of Change | Policy Manual Change | Approved By: |
|---|---|---|
| January 31, 2022 | Creation of Policy Manual | Board of Directors |
| September 17, 2024 | Revised | Board of Directors |

**Signature:**

**Date: MM/DD/YY**