

## **Overview – Division 4 Boat Crew Academy (2014)**

The Coast Guard Auxiliary Boat Crew Qualification process closely mirrors the active duty process. The same skills must be demonstrated with few exceptions. Whereas the active duty personnel have specific physical fitness tasks, the Auxiliary program simply directs that *“Auxiliary members must be able to perform each task personally with no physical assistance, with little assistance, with confidence and in a safe manner.”*

There are several paths a member can follow in order to become certified as boat crew. All paths, however, require a mentor to sign off on the required tasks. You should speak with your flotilla Member Trainer about assigning you a mentor. Mentors must, themselves, be currently certified as Boat Crew or Coxswain.

Qualifying as Boat Crew usually means that you will spend some time in a classroom, additional time will be spent as a trainee on the water, and significant time in self study. This Boat Crew Academy will focus on the classroom portion of the process. Although it is not mandatory to attend an academy, experience has shown that the greatest qualification success rate can be expected by following that path.

The academy allows you the opportunity to benefit from the knowledge and experience of the instructors, other students, and other mentors who help with the classes. Often times members who are already qualified, desire to attend in order to refresh their knowledge and help new members achieve their goals.

### **Prerequisites**

1. You must be either IQ (Initially Qualified) or BQ (Basically Qualified) to participate fully in the training program. If you have prospective member (PA) status and have received a member number from the Director, you may also participate in the training.

**Note:** You must acquire BQ status prior to final certification; this status can be gained by taking an authorized safe boating class, or by challenging the final test of an authorized class. We will offer the opportunity to challenge the test during the academy.

### **What does a crew member do and what will you learn?**

Crew members stand Helm watches, lookout watches, towing watches, and anchor watches. In order to be safe and proficient at these duties, you will learn about crew fatigue, how it can effect safe performance, and how to recognize and prevent it. You will learn the language and protocol of helm, line handling, and lookout reporting. You will learn about Personal Protection Equipment (PPE) and how to properly use it, basic first aid, and how to properly use the Radio-telephonic equipment aboard our facilities (boats). You will learn how to safely and properly handle lines, tie common nautical knots and how to safely set and weigh an anchor, and pass lines to a distressed vessel requiring a tow. You will learn some basic navigation and chart reading skills as well as some of the basic Rules of the Road intended to prevent collisions.

## Reference Materials

Boat Crew Seamanship Manual	COMDINST M16114.5C
Auxiliary Boat Crew Training Manual	COMDINST M16794.51A
Auxiliary Boat Crew Qualification Guide (vol. 1)	COMDINST M16794.52A
Operations Policy Manual	COMDINST M16798.3E
Navigation Rules	COMDINST M16672.2D

**Note:** All of these manuals can be downloaded at <http://www.uscg.mil/hq/cg3/cg3pcx/publications/comdtinst/default.asp>. The Qualification Guide must be in hard copy so you should ask your member trainer to acquire one for you.

## Tasks that must be accomplished outside of the classroom

There are four tasks that you will have to accomplish on your own outside of the academy classroom:

1. Attend the 5 or 8 hr. TCT (Team Coordination Training) – See task BCM-01-03-AUX.  
**Note:** This class is sometimes hard to find. You should ask your member trainer to find you one as soon as possible.
2. Complete FEMA self study classes IS-100 and IS-700. - see task BCM-01-04-AUX.  
**Note:** These courses are *NOT* automatically entered into your training record. Be sure to save the satisfactory completion email and certificate as proof. These classes are found at <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-100.b> and <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-700.a> respectively.
3. Complete an authorized safe boating test or challenge an authorized safe boating course final test – see task BCM-08-01-AUX
4. Complete the PFD, Coverall, or Dry Suit Swim – see task BCM-02-08-AUX. **Note:** This task may be accomplished in conjunction with the annually required dry suit leak test.

## Who may attend the Crew Academy?

Any member of Division 4 who wishes to become Boat Crew certified and any currently certified crew member or coxswain who wishes to assist with the training of new crew members or wishes to refresh their knowledge. Members who are attending the academy for the purpose of qualifying should plan to attend most or all of the scheduled classroom sessions.

## When will I be certified as a Crew Member?

After you have demonstrated proficiency and have *all* of the qualification tasks in your Qualification Guide signed off by a mentor, you will be allowed to participate in a Qualification Examination which consists of both a shore side oral examination (questions taken from your Qualification Guide) followed by an on-water check ride.

# 2014 Crew Academy Schedule and Synopsis

## **Week 1 Crew Efficiency Factors & Survival Gear Feb 22nd**

**Ops Policy (COMDTINST M16798.3E) Chapter 1 & 4**

**Seamanship (COMDTINST M16114.5C) Chapter 3 & 6**

**Training Manual (COMDTINST M16794.51A) Chapter 3**

1. Page 2-3 Task BCM-01-01-AUX Crew Fatigue
2. Page 2-4 Task BCM-01-02-AUX Personal Physical Requirements and Policy  
Page 2-16 Task BCM-02-08-AUX Type III PFD, anti-exposure coverall, or dry suit swim (discussion only -swimming pool)
3. Page 2-18 Task BCM-02-09-AUX Identify Boat Crew Personnel Survival Equipment
4. Page 2-19 Task BCM-02-10-AUX Use the Emergency Signaling Mirror
5. Page 2-20 Task BCM-02-11-AUX Describe the Use of Hand Held Distress Flares
6. Page 2-21 Task BCM-02-12-AUX Describe the Use of Aerial Flares
7. Page 2-23 Task BCM-02-14-AUX State Survival Procedures in the Event the Boat Capsizes or Swamps

## **Week 2 First Aid Mar 1st**

**Seamanship Chapter 5-1 thru 5-48**

8. Page 2-9 Task BCM-02-01-AUX Crew First Aid Responsibility
9. Page 2-10 Task BCM-02-02-AUX Sun and Heat Related Factors
10. Page 2-11 Task BCM-02-03-AUX State the Symptoms and Treatment for Shock
11. Page 2-12 Task BCM-02-04-AUX State the Symptoms and Treatment for Anaphylactic Shock
12. Page 2-13 Task BCM-02-05-AUX Demonstrate Direct Pressure Points and Tourniquet Method to Control Bleeding
13. Page 2-14 Task BCM-02-06-AUX State the Signs and Treatment for Burns
14. Page 2-15 Task BCM-02-07-AUX State the Symptoms of and the Treatment for Hypothermia

## **Week 3 Marlinpike & Line Handling Mar 8th**

**Seamanship Manual Chapter 7 Sections A, B, D, E; Chapter 10 section H; <http://animatedknots.com>**

15. Page 2-25 Task BCM-03-01-AUX Identify the Different Parts of a Line and the Hitches Used in Line Handling
16. Page 2-27 Task BCM-03-02-AUX Tie Various Knots, Hitches and Bends (practice prior to class)
17. Page 2-28 Task BCM-03-03-AUX Secure Lines to Cleats, Bitts and Posts (will have hands-on class at Dock)
18. Page 2-35 Task BCM-04-01-AUX Assist in anchoring the boat (complete reading assignment for this task)
19. Page 2-36 Task BCM-04-02-AUX Assist in weighing the boats anchor (complete reading assignment for this task)

## **Week 4 Watchstanding Mar 15th**

**Navigation Rules Part C, D, Annex IV; Seamanship Chapter 1, 4, 11 (Sections A, F, G, D)**

20. Page 2-37 Task BCM-04-03-AUX Identify Common Navigation Lights Displayed by Ships and Boats
21. Page 2-38 Task BCM-04-04-AUX Identify Common Sound Signals Used by Ships and Boats
22. Page 2-39 Task BCM-04-05-AUX Identify and Describe Accepted Maritime Distress Signals
23. Page 2-40 Task BCM-04-06-AUX Stand a Lookout Watch (complete reading assignment for this task)
24. Page 2-45 Task BCM-05-01-AUX Operate a VHF-FM Radiotelephone (read prior to class)
25. Page 2-46 Task BCM-05-02-AUX Use the VHF-FM Radiotelephone to Give a Position or Ops Normal Report

## **Week 5 Chart Plotting Mar 22nd**

**Seamanship Chapter 13, 14 (Sections B, C, D)**

26. Page 2-48 Task BCM-06-01-AUX Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart
27. Page 2-50 Task BCM-06-02-AUX Identify the Common Aids to Navigation Used in Small Boat Piloting
28. Page 2-51 Task BCM-06-03-AUX Identify Local Landmarks Used in Piloting on a Nautical Chart

- 29. Page 2-52 Task BCM-06-04-AUX Plot a position using Latitude and Longitude
- 30. Page 2-53 Task BCM-06-05-AUX Plot a Magnetic Course on a Nautical Chart
- 31. Page 2-54 Task BCM-06-06-AUX Measure Distance on a Nautical Chart
- 32. Page 2-55 Task BCM-06-07-AUX Compute Time, Speed and Distance

## **Week 6 MOB Towing & Fire Mar 29th**

### **Seamanship Manual Chapter 16 (Section A), Chapter 17 (Section D), Chapter 18 (Sections C, D)**

- 33. Page 2-59 Task BCM-07-01-AUX Participate in a Man Overboard Evolution as a Pointer
- 34. Page 2-60 Task BCM-07-02-AUX Participate in a Man Overboard Evolution as a Recovery/Pickup Man
- 35. Page 2-61 Task BCM-07-03-AUX Bend a Heaving Line to a Bridle and Pass the Heaving Line to another Boat
- 36. Page 2-62 Task BCM-07-05-AUX Pass the Towline (bridle) to another Boat and Take in Stern Tow
- 37. Page 2-65 Task BCM-07-06-AUX Connect a Towline to a Trailer Eye Bolt Using a Shackle or Kicker Hook
- 38. Page 2-66 Task BCM-07-07-AUX Take a Boat in Alongside Tow
- 39. Page 2-68 Task BCM-07-09-AUX Identify the Different Classes of Fires; State the Fuel and Primary Extinguishing Agents Associated with Each
- 40. Page 2-72 Task BCM-07-11-AUX Operate a CO2 Fire Extinguisher (Simulate)
- 41. Page 2-73 Task BCM-07-12-AUX Operate a Dry Chemical Fire Extinguisher (Simulate)

## **On-Water Tasks**

- 42. Page 2-16 Task BCM-02-08-AUX Type III PFD, anti-exposure coverall, or dry suit swim (swimming pool)
- 43. Page 2-30 Task BCM-03-04-AUX Assist coxswain with pre-underway check-off
- 44. Page 2-35 Task BCM-04-01-AUX Assist in anchoring the boat
- 45. Page 2-36 Task BCM-04-02-AUX Assist in weighing the boat's anchor
- 46. Page 2-40 Task BCM-04-06-AUX Stand a Lookout Watch
- 47. Page 2-41 Task BCM-04-07-AUX Act as a helmsman and steer a compass course
- 48. Page 2-42 Task BCM-04-08-AUX Cast off and stow lines and fenders
- 49. Page 2-43 Task BCM-04-09-AUX Prepare for, moor and secure The boat to A dock
- 50. Page 2-50 Task BCM-06-02-AUX Identify the Common Aids to Navigation Used in Small Boat Piloting
- 51. Page 2-56 Task BCM-06-08-AUX Determine the depth of water using a fathometer and/or sounding pole
- 52. Page 2-59 Task BCM-07-01-AUX Participate in a Man Overboard Evolution as a Pointer
- 53. Page 2-60 Task BCM-07-02-AUX Participate in a Man Overboard Evolution as a Recovery/Pickup Man
- 54. Page 2-61 Task BCM-07-03-AUX Bend a Heaving Line to a Bridle and Pass the Heaving Line to another Boat
- 55. Page 2-62 Task BCM-07-04-AUX Pass a towline (bridle) to another boat and take in stern tow
- 56. Page 2-63 Task BCM-07-05-AUX Stand a towing watch
- 57. Page 2-65 Task BCM-07-06-AUX Connect a towline to a trailer eye bolt using a shackle or kicker hook
- 58. Page 2-66 Task BCM-07-07-AUX Take a boat In alongside tow
- 59. Page 2-68 Task BCM-07-08-AUX Moor a towed vessel
- 60. Page 2-71 Task BCM-07-10-AUX Locate and operate the boat's dewatering equipment
- 61. Page 2-76 Task BCM-08-02-AUX Perform as a crew member during a night navigation and piloting exercise
- 62. Page 2-78 Task BCM-08-03-AUX Dockside Oral Examination
- 63. Page 2-80 Task BCM-08-04-AUX Underway Check Ride

**Congratulations, You're now Boat Crew Qualified!**