

MWR RECREATIONAL BOAT PROCEDURES

1. MWR eligible patrons are authorized to rent morale boats. Dependents must be at least 18 years of age or older with a valid driver's license in order to rent a boat.
2. For the purposes of this instruction, the 17' fiberglass Boston Whaler boats will be referred to as (BW). The 23' aluminum boats will be referred to as (AL).
3. All renters must have in their possession a valid I.D. card and a current year MWR Boat card before any boat can be checked out. To obtain the boating card, MWR eligible patrons must obtain a safe boating certification from a *USCG Auxiliary or US power squadron approved course*, or hold a current *Afloat CO/XO/OINC/XPO certification*. Members may also be qualified *USCG Coxswains/Crewman/Engineer/ on a Coast Guard standard boat or hold a QMOW qualification*. Members must pass *MWR Kodiak boathouse specific written exam, and demonstrate knowledge of local area and equipment*.
4. There are many ways to attain a Boating Safety Class Certification. Patrons may attend a local Boating Class through the Coast Guard Auxiliary, or complete an online course and print out the completion certificate. Many of these courses cost a nominal fee. To offset the cost, the boathouse will deduct the cost of the boating safety course off your first boat rental. Patron must show certificate and a receipt showing the payment for the class. The following link will take you to a list of approved Boating Safety classes.
http://www.uscgboating.org/safety/boating_safety_courses.aspx
5. **Morale boats may not be used for any commercial purpose or personal monetary gain.** The person renting the boat is responsible for the boat and must remain on board the boat at all times.
6. Rental rates and charges:
 - A) \$75.00 deposit check is required for all boats and equipment.
 - B) (BW) boats are \$10.00 per hour, \$ 30.00 minimum and \$60.00 maximum.
 - C) (AL) boats are \$15.00 per hour, \$45.00 minimum, and \$100.00 maximum.
 - D) Gas, bait, and tackle rental are not included in the above rental rates.
 - E) All gas must be obtained from the Boat House and the current gas rates will be posted at the Boat House.

F) In addition to the above rental rates, there is a late charge of **\$20.00 for every hour past the agreed upon return time**. The agreed time of the return is included in your float plan.

G) There will be a damage fee for all equipment lost or damaged. This fee is based on a direct replacement cost or current value of that item. The person renting the boat is responsible for the boat and all equipment. If anything is lost or damaged due to negligence or inappropriate conduct, the renter will be held liable for the cost to replace or repair that item.

7. Reservations:

All members are required to have a \$75.00 deposit on file with the MWR Office.

A) All reservations must be made in person.

B) All MWR Boats may be reserved up to 10 days in advance depending on your priority:

Priority for rentals:

1. Active Duty Members, Retirees and Active Reserve (10 Days)
2. Dependents and MWR eligible Contractors (7 days)

C) Specify which boat you wish to reserve, either 17' (BW) or 23' (AL). Boats are assigned and launched in a predetermined order by boathouse personnel and requesting a specific boat by anything other than type cannot be accommodated.

D) **Reservation times given are launch times.** Patrons are required to arrive at the Boat House **30 minutes prior**, to the launch time to complete the boat check-off and float plan.

E) Reservations may be cancelled at any time prior to the required arrival time for all MWR Boats. Please notify the Boat House as soon as you know you are going to cancel. **If the cancellation is not made prior to the arrival time, you will be charged the minimum rental rate for the boat reserved and will not be allowed to rent a boat that day.**

F) Cancellations need not be made on days with posted weather advisories.

- G) Personnel may have a third person make a boat reservation in their name if boat-card holder is held up for extenuating circumstances (i.e. member on duty) The person making the reservation is required to have the boat card of the person whose name the reservation is placed under. Be prepared to present it to the boat house attendant. All other reservation policies will still apply to this reservation.
8. When you receive the fuel tanks, they will be full (BW) or have enough fuel in them for a day of cruising (AL). You will be charged current prices per gallon of fuel used. All fuel must be obtained from boat house personnel.
 9. If there is a weather advisory of any type in effect, or the boathouse supervisor deems that the weather is not conducive to boating, we will not rent the boats out until conditions improve and/or the advisory is lifted. If in the opinion of the shift leader that the weather is not conducive to boating, yet there is not a weather advisory in effect, they may hold the boats from going out until the conditions improve (i.e. fog). Shift leader will check weather every two hours from 0800 until 1600 at which time the boating day will be canceled.
 10. The fixed VHF radios in the boats must always remain on and monitoring **channel 22**. You will be required to maintain hourly communications with the boathouse and give your ops and position (Buoy 4, Williams Reef, North Side of Long, etc). If a radio call is missed the boat house will start lost communications procedures 15 minutes after the missed call. If a weather advisory is issued after a boat is launched the boats will be recalled. This recall will be accomplished via the VHF radio on channel 22 and is mandatory.
 11. Patrons must be back at the docks prior to 2000. Boathouse personnel reserve the right to restrict operation hours and areas due to safety conditions (including fog).
 12. If you have any problems or concerns that arise during your boating day, please contact the boathouse immediately on channel 22. If you cannot contact the boathouse for any reason, hail CG ComSta Kodiak or CG Air Station. If you have an emergency, you must conduct a mayday on channel 16. You may make changes to your float plan by contacting the boathouse on channel 22; any changes that you would like to make must be done prior to your agreed return time.
 13. The boathouse attendant will launch and recover your boat for you (BW). After returning you will be required to thoroughly clean your boat. The boathouse provides cleaning supplies. When you have finished cleaning your

boat, and the attendant has inspected the boat, you should proceed to the boathouse and pay your bill prior to any fish processing (pay before you filet).

14. Personnel requirements for boats:
There must be at least 2 people in the boat at all times.
 - a. The second person in the boat must be at least 12 years old.
 - b. There can be no more than 4 people (BW) or 6 people (AL) in the boat at anytime.
 - c. Failure to follow these rules may result in forfeiture of your boat card.
15. The boat and all equipment are the renter's responsibility. **You will be charged for any lost or damaged equipment.**
16. Your boat is outfitted with gear that is for emergencies. Refrain from using such gear for anything other than its intended purpose. If you open or use the emergency kit please let the Boat House attendant know so that the items can be replaced.
17. The anchor should be accessible at all times and kept in a ready condition so that it may be deployed quickly in the event of a loss of power. A timely deployment of the anchor, even in deep water, may accomplish two things; it will keep you from going on the beach and keeps your bow into the seas, which reduces your chances of swamping.
18. The anchor will be made to the bow cleats only! Securing the anchor line in any other position is extremely hazardous, and will likely result in swamping, and capsizing.
19. Renters must be aware of a fouled anchor, one that is hung up on the bottom. To attempt to free the anchor, pull up the slack and tie it off to the bow. As the line becomes vertical, move the boat over the line and the anchor should release. If the anchor does not release, drop the line with the buoy attached and return to the boathouse to notify us of its location. We will go out and try to retrieve it. **If the anchor is irretrievable you will be responsible for the fuel for the recovery boat and replacement cost of the anchor assembly.**
20. **Crab pot pulling may be done in the utility boats (BW) or the (AL) boats**
21. There is no swimming or water skiing from the morale boats.

Outboard motors – Operations and Procedures

1. All boats have an electric key start.
2. As soon as the engine starts, release the key. Immediately check to see if water is discharging from the engine. Monitor this discharge stream frequently during operation. If you don't see discharge water, **shut the engine down ASAP**. Tilt the engine up to inspect the water intakes. If the intakes are clear and water is still not being discharged, **DO NOT USE THE ENGINE**. Call for assistance on channel 22.
3. If you need to tilt the engine out of the water, turn it off first. To tilt the engine out of the water you must push the up side on one of the trim switches. There is one switch located on the side of the engine and also another located on the control panel. To lower the engine, push the down switch and return the engine to its optimal trim setting as indicated by the trim position indicator.
4. To put into gear, snap the shifter into the desired position. Do not slowly engage the shifter, as this will grind the gear.
 - A. **ENGINE ALARMS:** Our boats have a system check engine monitors. System check alarms are dash mounted gauges and buzzers that alerts the operator to certain system failures. Sensors on the power head monitor the following conditions.
 1. No oil, Water temperature, and check engine.
 2. When a failure is detected, the ECU stores a service code, the buzzer sounds for 10 seconds, and a gauge LED will light for a minimum of 30 seconds. If the failure is momentary, the light will remain lit for the full 30 seconds, but will go out. If the failure is persistent, the light will remain lit until the key is turned off or the failure is corrected. The light will re-occur on the next start-up if the problem is not corrected.
 - B. **Trouble shooting alarms:** For any alarms, immediately turn off the engine. For high temperature, tilt the engine up out of the water and check the cooling intakes and clear any obstructions (i.e. sea weed, kelp). Lower the engine back in the water. At this point, restart the engine. If the alarm continues, shut down the engine and contact the boathouse. If the alarm ceases, continue boating.
5. The maximum operating RPM for all morale boats is **5500 RPM**. Do not exceed the RPM or major **ENGINE DAMAGE IS LIKELY TO OCCUR**. The CPU on the engine will record how the engine was operated and if it indicates

that the operating procedures were not followed, you will be held liable for any damages.

6. If you have any questions about the outboard operations, ask the Boat House personnel. They will show you the proper procedures. This will help prevent accidents and damage.

Boarding the Boats

1. Never jump into the boat from the dock. Never board the boat with an arm full of gear. Leave the gear on the dock, board the boat and then load the boat.
2. Stow all gear to keep it from becoming loose while underway. Keep in mind the trim aspects of your boat; try to keep your center of gravity slightly aft of the middle of the boat. Ensure that all heavy items are secured so that they will not shift if heavy seas are encountered.
3. **Conduct a radio check with the Boat House on channel 22.**

Getting underway

1. **Release and secure mooring lines and push boat away from the dock before putting into gear.**
2. **Remember:** Extra caution and slower speeds reduce your chances of having an accident (slow is pro).
3. **The Emergency stop lanyard will remain attached to the operator at all times! NOTE:** You may detach the kill cord in the immediate vicinity of the dock.
4. Do not gun the engine. Take off slowly and gradually increase speed.
5. Do not operate the boat at full speed for extended periods of time, never exceed **5500 RPM**. Once you get the boat on a plane, cut back on the throttle. This will save gas and cut down on engine wear and tear.
6. **Do not operate at full speed in reverse (BW), you will swamp the boat!**

7. **Always wear your life jackets both on the morale boats and pier. There are no exemptions. Failure to do so will result in the loss of boating privileges.**
8. Do not hang over the bow or sides or sit on the rails.
9. Do not operate without a lookout. Keep your crew alert at all times.
10. **Be aware of changes in water appearance. This can be a change in color or change in the surface action. An area that has a different wave action than the surrounding areas may indicate submerged rocks or strong currents. These areas are to be avoided if at all possible.**
11. Always keep an eye on the weather. If the wind picks up considerably, or if you see a storm heading in, don't hesitate to head back to the nearest safe port. Alaskan waters can change drastically in a matter of minutes.
12. Always stay in sight of land especially in fog or reduced visibility.
13. Do not beach the boat. Only in extreme emergencies is this acceptable.
14. Never leave the boat unattended for any reason. In the event of an infrequent stop in town, the boat card holder must stay with the MWR Boat.
15. If for any reason you stop in town and pick up or drop off any person, you are required to notify the MWR Boat House prior to getting underway to update your float plan.
16. If you are caught in a storm or rough seas, secure all gear. Reduce speed and head back to port. Head into seas at a 45 degree angle if possible. This is called quartering. You will maintain the best maneuvering ability this way. **In the event of a loss of power, immediately call the Boat House on channel 22 or if the situation dictates, call MAYDAY on channel 16 and deploy the anchor and/or a sea drogue (bucket, cooler etc.) should be deployed from the bow. This will keep your bow into the seas and reduce your chances of swamping. ***NOTE*** if conditions are too bad, head for any safe harbor or buoy and get word back to the Boat House.**
17. In the boathouse there is a chart that will give you the boundaries of operation for each size of boat. You must stay within these boundaries. If there is any doubt or questions to the operational areas of the morale boats, ask the boathouse attendant prior to launch. These charts are also provided in the boat safety book that is in your boat.
18. Always know your location, at any time you should be able to pin-point your location on the chart.

19. Know your fuel status (AL) (BW). You want to be aware of the time that you need to switch fuel tanks (BW). This is especially true in rough seas.
20. Do not run the boats through kelp beds. If kelp is present, the water is shallow and rocks are near. Kelp will also clog the cooling intakes, overheat the engine, and cost you a lot of money.
21. **Never anchor in a channel or tie up to a navigational aid.** Both are illegal.
22. If you see a boat heading your way, do not assume they see you. Their boat may be on autopilot. Get out of their way.
23. **If in immediate danger, broadcast a mayday on channel 16 VHF, activate your EPIRB** (MWR EPIRB's are activated by pressing the "test" button and the "GPS 1 button" together for one second.), or signal others by standing, if possible, and waving your arms over your head. Use the flare kit if you are in sight of someone and they are not responding. There are various hand signals printed on the Alaskan Hunting and Fishing Licenses.
24. If the danger is not immediate, contact the Boat House or another morale boat on channel 22 VHF.
25. Any person, 16 years of age or older, in possession of a fishing pole must have in their possession a valid fishing license. If there is a pole in the boat, you must have a license for it. Ask Alaskan Fish and Wildlife if you have any questions.
26. Avoid excessively sharp turns. Someone may fall overboard.
27. **Never stand while underway in the boats!** All passengers must be seated. The coxswain and lookout may stand at the console for better visibility.
28. **No alcoholic beverages are allowed on any MWR boats!** If there is any violation to this policy; your **MWR boat card will be revoked!**
29. Kodiak is notorious for its ever-changing weather. What starts out as a bright, clear day could quickly deteriorate into a foggy or rainy day. Most often, the fog banks come in from sea and can be seen rolling in from considerable distances. The safest course of action to take when fog approaches or slowly develops is to return to the base boat launch immediately. If you find you are unable to make it to base, but you can make it to the town launch, seek safe harbor there and call the boathouse. Should you become completely enveloped in dense fog; do not try to make it back to the dock. Remain where

you are until the fog lifts or thins out enough to allow you to see familiar land or navigational aids, and then proceed. Be patient and remain calm.

Some Basic Rules of The Road

1. Sailboats have the right of way over other boats in nearly all cases. Do not create a wake, which will cause them difficulty.
2. In narrow channels, powerboats under 65' cannot hinder the operations of larger vessels which can't maneuver outside of the channel. Keep your distance from these vessels. You can maneuver more easily than they can.
3. In overtaking and passing situations, the boat being passed or overtaken has the right of way. The passing boat is required to stay clear.
4. In a head-on situation, keep to the right.
5. In crossing situations, the boat on the right has the right of way. Slow down and permit it to pass.
6. When returning into the bay, always keep the red buoys on your right. Remember "**RED RIGHT RETURNING**". The 3 "R's".

*******Do not cut buoys in Woman's Bay*******

7. **From the MWR dock to buoy 19 in Woman's Bay is a no wake zone for all MWR Boats.**
8. Remember, from buoy **11 to buoy 15 in Kodiak Harbor is considered a no wake zone.** Speed must be held to or under 5 MPH. The Harbor Master or Alaskan State Troopers can write citations for anyone exceeding the speed limit. Please do not damage the reputation of all morale boat users by speeding in these areas. **You are responsible for your wake and the damage it may cause.**
9. **The MWR Boathouse reserves the right to refuse rental/use of its boats and equipment to anyone who is deemed irresponsible and/or a danger to themselves, others, or any property.**