Appendix B

Operating Procedures for the Offshore Sailing Program
TEXAS A&M UNIVERSITY AT GALVESTON

OPERATING PROCEDURES FOR THE OFFSHORE SAILING PROGRAM

OBJECTIVES

The objectives of the offshore sailing program at Texas A&M Galveston are to:

a. Provide safe platforms and procedures for the professional leadership and seamanship training of students on the water (an experience which cannot be duplicated in the classroom).

b. Train students in the following areas:

   1. Leadership and teamwork
   2. Watchstanding
   3. Small boat handling
   4. Knowledge of and appreciation for the forces of wind and sea
   5. Relative motion
   6. Marlinspike seamanship
   7. Meteorology and oceanography
   8. Shipboard organization
   9. Preventative and corrective maintenance
   10. Navigation (open ocean and coastal piloting)
   11. Damage control
   12. Vessel log entries and completion

c. Provide an instrument with which to promote the public image of TAMUG and to assist in recruiting qualified applicants for enrollment at TAMUG.

STUDENT ELIGIBILITY

In order for a student to participate in the offshore sailing program he/she must meet the following requirements:

a. 2.0 GPA overall or better
b. Full time student carrying a minimum of 12 semester hours
c. Enrolled in or completed at least one semester of Competitive Offshore Sailing (See attachment a)
d. Swim 50 yards fully clothed under the supervision of a certified life guard in controlled conditions
e. May not compete in more than 8 semesters of Intercollegiate Sailing Competition
f. Students may be approved by the Head Coach to participate beyond 8 semesters in team events other than intercollegiate competitions
g. Good physical condition
AUTHORITY

The Head Coach of the offshore sailing team will be a full-time employee designated by The University and is delegated the authority for the operation of vessels participating in the program. Coach/Safety Officers will be selected from volunteers who are U.S. Coast Guard licensed officers, certified instructors of the American Sailing Association, or equivalent experience such as Naval, Coast Guard or maritime academy graduates with appropriate off-shore sailing experience.

OFFICER IN CHARGE/COACH/SAFETY OFFICER

A fully qualified Coach/Safety Officer shall be onboard anytime that a vessel is in a competitive event or regatta. Only one individual on board can have ultimate command responsibility and the Coach/Safety Officer shall notify all crew members that he/she has assumed this responsibility before the vessel gets underway. During training, students may be permitted to operate the vessels under the supervision of the coach/safety officer in a chase boat or from shore.

THE COACH’S ROLE WHEN RACING

Except for those situations where the vessel or crew will be endangered, the Coach will afford the students the latitude to make decisions. This does not relieve the Coach of his or her ultimate responsibility for the safety of the crew and the vessel.

STUDENT SKIPPERS

The Head Coach will assign Student Skippers to each crew based on experience and the sailing ability of the individual. Coaches will afford the Student Skipper the opportunity to direct the movements and manage the operation of his/her vessel. However the Coach shall intervene whenever necessary to prevent the Student Skipper from “getting in over his/her head.”

LOCAL OPERATING AREA

The local operating area is defined as the area bounded by the North and South Galveston Jetties, the Inter-Galveston Harbor and west to Buoy #16 of the Houston Ship Channel. Permission to sail outside the local operating area must be secured from the Head Coach.

SAFETY

a. Individual Gear
   1. Safety Harnesses and Personal Flotation Devices. All crew shall wear safety harnesses and sailing vests and shall clip onto jacklines at all times when topside between sunset and sunrise, during periods of restricted visibility and during heavy weather. Crew will don appropriate personal safety equipment below before relieving the watch.
   2. Crew shall wear non-skid deck shoes.
   3. Crew shall not wear jewelry aboard the vessel.
b. Drills. Abandon ship and man overboard drills shall be carried out on a regular basis. Safety briefs will be held to insure that all hands are familiar with equipment and aware of potential hazards. Drills will be documented in the vessel logs.

c. Safety Equipment. The following safety equipment meets the requirements of U.S. Sailing Special Regulations, Category 1, and Coaches are required to insure each item is onboard and in operating condition prior to participating in an offshore event:

1. EPIRB 406 MHz
2. GPS Transponder
3. VHF Radio
4. Navigational equipment and charts
5. Safety Harnesses and tether lines for each crew
6. Fog horn
7. Flashlight
8. First Aid Kit
9. Manual bilge pump
10. Lifejackets, Type I
11. Plugs for thru hull fittings
12. Lifelines
13. Lifesting
14. Man Overboard Horseshoe Buoy with strobe light
15. Jacklines rigged in place
16. Liferat
17. Emergency steering device
18. Two anchors (sea anchor and properly sized anchor w/chain rode)
19. Flare Kit

d. Coaches and Student Skippers are responsible for compliance with the checklist items detailed for each vessel (sample in attachment B). The Marine Terminal Manager will schedule required maintenance of all vessels to include haul-outs and renewal of any required certifications and inspections which will be documented in the vessel logs no less than once a year.

e. Emergency contact information will be on file for all students participating in the offshore program. The names of all students and staff participating in regattas will be provided to the campus police for each event.

**VESSEL OPERATION**

A check list for operation of each vessel can be found in the log onboard. The check list includes Pre-Departure, Underway and Return and Docking procedures for each vessel. It is the responsibility of the crew to see that all items are completed prior to and during vessel operations. (See attachment b)
ALCOHOL, TOBACCO AND DRUG POLICY

a. Alcoholic beverages will not be consumed by anyone, in any manner, while onboard a TAMUG vessel. Alcoholic beverages are not permitted on the piers or in the parking lots at the Boat Basin.
b. No one may consume alcohol within sixteen (16) hours of a planned underway time.
c. Tobacco products of any kind shall not be used onboard a TAMUG vessel.
d. Illegal drugs are not permitted onboard a TAMUG vessel
Texas A&M University at Galveston
Offshore Sailing Program
Racing Offshore

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Offshore Sailing Website: www.tamug.edu/offshore_sailing/

CLASS MEETING SITE(S): Boat Basin at TAMUG. Classes will meet inside the Physical Plant Training Room at TAMUG in case of bad weather. Students should always dress for activity.

ATTIRE: Proper sailing attire and deck shoes. (No street shoes)

MATERIAL/COST: Required Texts: Performance Racing Tactics and Trim by Bill Gladstone. Sailing vests (PFDs), foul weather gear, safety harnesses and tethers are provided but you are encouraged to bring your own.

OBJECTIVES:

1. Students will acquire a workable knowledge of keel sailboat handling, offshore sailing, racing, navigation, sailing rules and racing strategy.
2. Students will demonstrate fundamental skills in the areas detailed above.
3. Based upon the skills developed, students will be provided an opportunity to participate in local and intercollegiate sailing competition.
4. Students will participate in maintaining vessels and equipment and in making required log entries.

CONTENT:

1. Fundamental skills
   a. boat preparation
   b. boat handling
   c. sail trim for speed
   d. navigation
   e. sound maintenance practices
   f. vessel log entries
2. Basic rules and terminology
3. Strategy and tactics
4. Wind and currents
5. Sailing instruments.

GRADING POLICY:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Skill Tests</td>
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<tr>
<td>Written Exams</td>
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GRADE SCALE:

<table>
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<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

KINE 199 may be taken pass/fail. A numerical grad of "70" is necessary to pass.

Attachment a
*Students entering as freshmen in the fall of 2004 must complete KINE 198 (Health & Fitness) and one KINE 199 (Taken pass/fail) to satisfy graduation requirements.

ATTENDANCE:

The University views class attendance as an individual student responsibility. All students are expected to attend class and to complete all assignments.

The student is responsible for providing satisfactory evidence to the instructor to substantiate reason for absence. Among the reasons absences are considered excused by the University are the following:

1. Participation in an activity appearing on the University authorized activity list.
2. Death or major illness in a student’s immediate family
3. Illness of a dependent family member.
4. Participation in legal proceedings or administrative procedures that require a student’s presence.
5. Religious holy day.
6. Illness that is too severe or contagious for the student to attend class (to be determined by campus contract clinic or off-campus physician).
7. Required participation in military duties.
8. Mandatory admission interviews for professional or graduate school, which cannot be rescheduled.

ABSENCES

If a student receives evidence of illness from an off-campus physician, the excuse documentation MUST contain the date, time and the doctor’s opinion that the student was too ill to attend class. If a student is determined not to be ill by a physician, he or she will not receive an excuse.

The student is responsible for providing satisfactory evidence to the instructor within one week of his or her absence return to substantiate the reason for absence.

Each unexcused absence will result in a deduction of 3 pts (5 pts each summer school class missed) from the student’s final grade.

The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unauthorized absence.

After 10 minutes the student will be considered absent.

ATTENTION STUDENTS:

1. It is the responsibility of the student to inform his/her instructor if they have a condition that may impair or influence participation in an activity class (e.g. physical handicap, allergies, use of medications, etc.).
2. Should you become unable to participate in your regular activity class, contact your instructor immediately.
3. The courses in which you have elected to participate are either required as part of your major or elected. Regardless of the case, you must realize that there is a certain assumption of risk in which you engage when you participate in activity classes such as these. You must be aware of this assumption.

**AMERICANS WITH DISABILITIES ACT**

The Americans With Disabilities Act (ADA), is a federal anti-discrimination statute that provides comprehensive civil rights protection for person with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Director of Counseling.

**ACADEMIC DISHONESTY**

For many years, Aggies have followed a Code of Honor, which is stated in this very simple verse: “Aggies do not lie, cheat, or steal, nor do they tolerate those who do.” As such, it is the responsibility of students and faculty members to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. The Aggie Code of Honor and the Scholastic Dishonesty sections in the TAMUG University Rules handbook will be standards upon which scholastic integrity is maintained.

**STATEMENT ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a federal law designed to protect the privacy of educational records by limiting access to these records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. To obtain a listing of directory information or to place a hold on any or all of this information, please consult the Admissions and Records Office.

Items that can never be identified as public information are a student’s social security number or institutional identification number, citizenship, gender, grades, GPR or class schedule. All efforts will be made in this class to protect your privacy and to ensure confidential treatment of information associated with or generated by your participation in the class.
Sample Check-list
GYPSY NORTH
Pre-Departure

1. Vessel request completed and filed in Boat Basin Office
2. Waivers completed for all guests and filed in Boat Basin Office.
3. Lifejackets (PFD'S) for everyone onboard.
4. Check engine oil level.
5. Check transmission oil level.
6. Check engine coolant.
7. Check water level in batteries.
8. Turn on battery master switch to “BOTH”.
9. Start engine. (Max RPM 1500)
10. Check oil pressure and volt meter after start up.
11. Disconnect shore power, leave line on dock.
12. VHF radio check.
13. Log on board.

Underway

1. Leave battery master switch on “BOTH” when engine is running, DO NOT turn off master switch while engine is running.
2. Fuel selector switch on port tank only, DO NOT switch selector to Main or Starboard tanks.
3. Hoist sails in following order, Main, Head and Mizzen.
4. Stop engine when under sail, switch battery master switch to #2 battery for lights, instruments and radio.
5. Switch battery master switch to “BOTH” for restarting and running engine.

Return and Docking

1. Properly cleat and flemish all mooring lines on dock.
2. Stop engine.
3. Connect and turn on shorepower.
4. Turn battery master switch to “OFF”.
5. Remove all garbage from vessel, clean and wipe down inside including heads.
6. Washdown exterior decks hull and standing rigging; wipe down with chammis all bright work, ports and hatches.
7. Pump bilge with manual and pump.
8. Complete log.
9. Turn in key.