

# Recreational navigation: requirements for the education and training of pleasure craft operators

## Transmitted by the Russian Yachting Association

This draft is prepared by the Russian Yachting Association with the support of Training Centre “Captain” for marine and flight crews for the consideration by the Informal group of volunteer experts on pleasure navigation.

### 1. Application scope

Application scope of these recommendations is water transport; recreational navigation on inland waterways and coastal areas; water tourism. Education and training of pleasure craft operators in order to improve safety on water transport.

### 2. Normative references

2-1 UNECE Resolution No. 40, International Certificate for Operators of Pleasure Craft.

2-2 ISO 11121:2009(en) Recreational diving services — Requirements for introductory training programmes to scuba diving.

2-3 ISO 24802-1:2014. Recreational diving services -- Requirements for the training of scuba instructors -- Part 1: Level 1.

2-4 ISO/DIS 13687-2(en) Tourism and related services — Yacht harbours — Part 2: Minimum requirements for intermediate service level harbours.

### 3. Definitions

In this document, the following definitions are used:

1. **Service provider:** a legal entity (individual entrepreneur or organization), including any person acting on behalf of that legal entity, that offers the education and training services for pleasure craft operators.
2. **Client:** an individual or group of persons who have concluded a contract with the education and training service provider for pleasure craft operators for his personal use.
3. **Pleasure craft intended for the education and training services for pleasure craft operators:** a sailing and/or motor boat fully prepared and equipped to meet the minimum safety requirements for a charter boat.
4. **Yacht harbour:** a mooring facility giving a shelter against bad weather conditions, including landing stages and the appropriate land and water-based facilities for the maintenance of craft and their crews. Yachting and boating clubs and marinas are considered also as yacht harbours.
5. **Vessel:** vessels engaged in inland navigation and sea routes, including small craft.
6. **Motorized vessel:** any vessel using its own mechanical means of propulsion.
7. **Small craft:** any vessel with a hull less than 20 m long without rudder or bowsprit.

8. **Sports or pleasure craft:** any vessel used for purposes of sports and recreation and not financial gain.

9. **Sailing vessel:** any vessel proceeding under sail only; a vessel proceeding under sail and making use at the same time of its own mechanical means of propulsion shall be considered as a motorized vessel.

10. **Operator:** means a person navigating a vessel who has the necessary qualifications for that.

11. **Training and education instructor for pleasure craft operators:** a person having the necessary qualification and a sufficient knowledge to organize the training and education for recreational boaters.

12. **Leading instructor:** a person having the necessary qualification for managing the training and education process as well as training and education for instructors.

13. **Risk assessment:** the identification of possible threats and those persons who may be exposed to these dangers, the probability of harm and the appropriate security measures.

#### 4. General

4.1 The class level and the qualification of clients and all crew members shall be sufficient to ensure overall safety during the training and education course. Compliance with this requirement as well as other preliminary conditions, if any, are under the responsibility of the service provider.

#### 4.2 Information

##### 4.2.1 *Information to be provided before the training course*

The following information shall be provided to clients before the start of training courses:

- contractual issues, including the terms and termination conditions of the contract, a clause indicating that the official records will contain the client's personal data which can be transferred to the training centre;
- the service costs;
- prerequisites and qualification requirements for the admission of the client to training and education services (e.g. the medical examination, the log-book, boatmaster's certificates);
- requirements for the pleasure craft used for training and education purposes: the type (motorized or sailing craft) and length, the category, the navigation area etc.;
- requirements for the equipment and outfit of the craft, including the safety equipment, the navigation equipment and additional equipment etc.;
- legislation acts regulating the recreational navigation and mandatory requirements for these services;
- mandatory insurance requirements in accordance with the national legislation;
- pollution hazards for the local environment and recommendations for boatmasters how to minimize their impact, e.g. using of waste collection receptacles, the disposal of garbage, using of detergents etc.;
- restrictions due to the qualification level, namely: the information about already completed training courses, the distance in miles covered during the practical

courses, the number of night watches, the functions performed as a crew member, the navigation experience in intertidal waters etc.;

- the scope of the education and training course;
- training procedures;
- methods of assessment of the knowledge and skills obtained during the course, the criteria for the successful completion of the programme.

#### 4.2.2 *The information to be provided in the process of the education services*

Before each training the clients shall be informed about the security conditions, including:

- the identification and role of the training personnel;
- action plan in case of emergency;
- the role and tasks of the crew members;
- the clients' behaviour in case of emergency situation.

#### 4.2.3 *Responsibility for providing the information*

The service provider is responsible for submitting the information as per paragraphs 4.1.1 and 4.1.2.

### 4.3 **Risk assessment**

4.3.1 The risk assessment shall be carried out before each training class. It includes the following, with due regard of the capabilities of all participants of the training process:

- water areas restricted for the clients;
- suitability of the water areas and pleasure craft for practical courses;
- weather conditions and forecasts;
- action plans in case of emergency.

4.3.2 The service provider is responsible for the risk assessment. He shall take the appropriate precautionary measures to ensure that all the risky situations are under control as far as possible.

4.3.3 The service provider has the right to prevent the participation of any client in the training-related activities, if, based on the risk assessment results, he considers this decision to be optimal in this particular situation in the interests of the client (clients).

### 4.4 **Documents**

#### 4.4.1 *Personnel*

The service provider must keep the records on all personnel engaged in these services. They shall include:

- the name and surname, the address and the date of birth;
- documents confirming the knowledge/attestation, sailing experience and the certificate of medical examination;
- duties for each employee.

The service provider shall have a documented proof that all employees have valid and appropriate qualifications to perform their duties. The evidence of their qualification shall be provided at the request of clients.

#### 4.4.2 *Clients*

The service provider shall ensure that the following records are maintained during the education and training course for all clients:

- the name and surname, the address and the date of birth;
- the certificate of medical examination;
- documents confirming the attestation of previous training courses, sailing experience;
- the progress made in the process of education.

The service provider must ensure the records of certification.

### **5. Arrangement and outfit of places for training and education courses**

#### **5.1 Places for theoretical course**

5.1.1 Theoretical course shall be carried out in the room, the arrangement of which does not distract the attention of customers during classes, such as specialized classrooms. This room must be fitted with a sufficient number of desks and training manuals for each client (reference materials, video and audio aids).

5.1.2 Training aids shall contain, as a minimum, information on types of pleasure craft, the equipment and outfit of modern pleasure boats, including the safety equipment, the maritime terminology, the navigation rules, navigation signs and signals, the positioning, the meteorology, exercises and tests for checking the knowledge of navigation, nautical charts, almanacs, handbooks etc.

Note: in case training courses are held abroad, training aids may be required in the native language of clients.

#### **5.2 Water area of practical training courses**

5.2.1 Water areas used for practical courses shall be typical for local navigation conditions. The water area for training and practical exercises on sailing vessels should have favourable wind conditions according to the type of boats used for training purposes.

5.2.2 Water areas used for training in conditions of tides and currents shall be located in intertidal zones.

5.2.3 Water areas shall have, as a minimum, specially equipped mooring places: marinas, berths, mooring buoys for visitors, navigation signs, areas for sailing manoeuvres, high-speed manoeuvring using the propulsion unit, 360° turns, man overboard rescue turns, etc.

5.2.4 A person responsible for operating of pleasure craft shall have the necessary level of knowledge and understanding of characteristics of vessels and equipment, dangerous sections and ambient conditions at the planned training site. This person shall make every possible and efficient effort to ensure that the water area planned for practical training on pleasure boats is suitable for training and education purposes

#### **5.3 Equipment and outfit for training**

5.3.1 Craft intended for training shall be fitted with the necessary equipment. Specific conditions of navigation may require additional equipment on board (a

plotter, a radar installation, AIS equipment, EPIRB, a thruster, extra sails – a trysail, a spinnaker, etc.).

5.3.2 Depending on the training program, the training is carried out on board a sailing and/or motor pleasure boat up to 10 m and/or 24 m in length.

## **5.4 Emergency equipment and procedures**

### *5.4.1 Emergency equipment*

Places intended for training courses shall be equipped with:

- the equipment necessary for the navigation safety on board of pleasure craft meeting at least the safety requirements for ships applied by charter companies.
- first-aid kits;
- communication equipment suitable for emergency calls.

### *5.4.2 Action plans in case of emergency situations*

In places intended for training courses a documented action plan in case of emergency shall be available. The plan shall include, as a minimum:

- actions in the event of an accident, fire, collision, leakage, flooding, grounding, pirate attacks;
- distress signals;
- a first medical aid manual, contact details of the nearest medical centres.

## **6 Personnel**

6.1 The service provider must indicate the responsibilities of all personnel involved in the educational process.

6.2 The service provider shall assign the instructor responsible for training and education. The instructor shall have sufficient knowledge of techniques and workflows to be capable of organizing the training and education.

Contractual services for managing the training and education shall be provided by a person having at least the leading instructor qualification.

6.3 If the training and education for pleasure craft operators requires special skills additional to the leading instructor qualification, then the manager of training courses shall provide evidence that the pleasure boaters have undergone the relevant specialized training or they have the equivalent experience.

## **7. Bibliography**

ISO 13687-1, Tourism and related services — Yacht harbours — Minimum requirements for basic service level harbours.

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