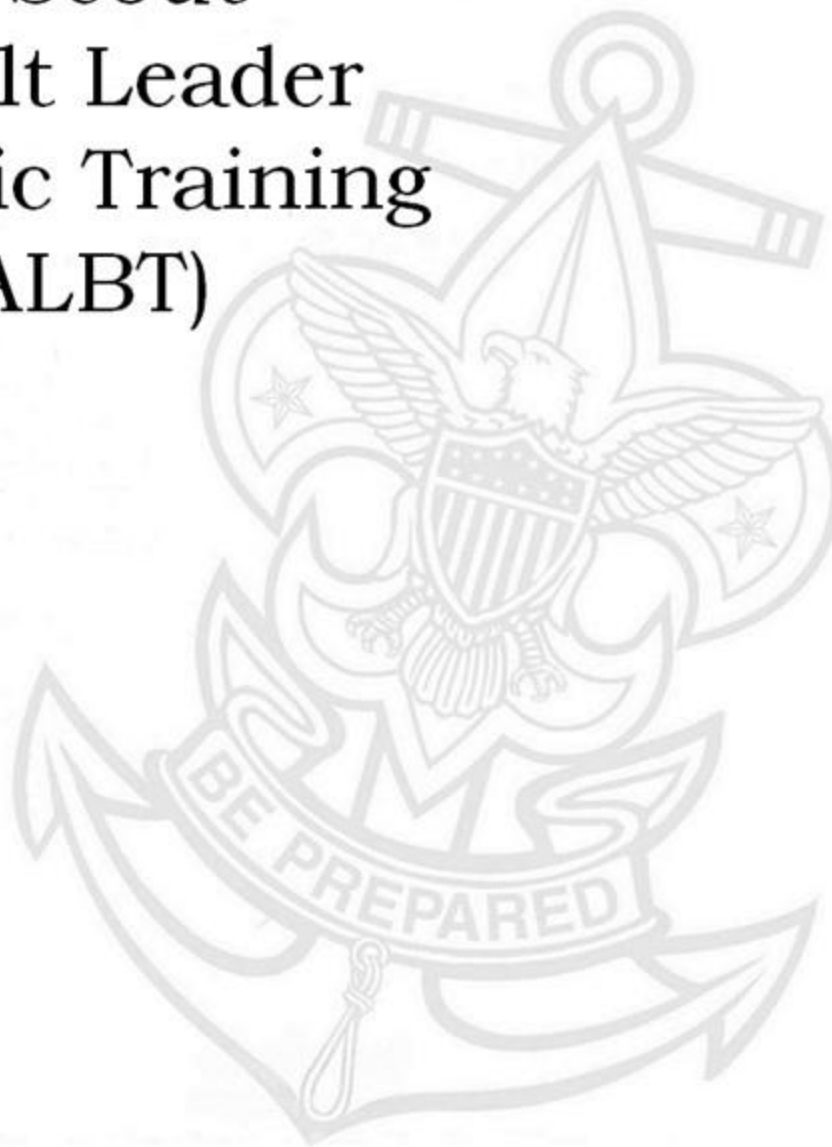


# Sea Scout Adult Leader Basic Training (SSALBT) P44



Boy Scouts of America  
National Sea Scout Support Committee

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## **OVERVIEW**

Sea Scout Adult Leader Basic Training is the first step in training for all Sea Scout leaders focusing on the skills and attributes necessary to be an effective advisor in the ship’s delivery of

service to youth. It is intended primarily to enhance individual knowledge of and connectivity with the strategic plan, program and resources, while emphasizing personal skills necessary for the development of youth in the Sea Scout program.

### **Sea Scout Adult Leader Basic Training (SSALBT) Objectives**

SSALBT will provide participants with:

- a challenging, inspiring, and enjoyable learning experience.
- a better understanding of how the ship works.
- an understanding of planning, ship program, and resources.
- a focus on the personal skills required to effectively communicate and guide both youth and adults in the development of youth leadership.
- the realization that a balance of strategic thought and timely tactical planning is needed to create an environment in which youth may see value, learn by doing, and gain ownership of a ship's achievement of objectives.

### **Course Management**

The course has been developed by and is the responsibility of the National Sea Scout Support Committee. As a national program, the syllabus provided is to be followed as it is written and is not subject to revision (*either by adding or subtracting elements*) by the ship, district, council, or territory delivering the training.

The basic training for Sea Scout adult leaders is the responsibility of the district or council to be offered as needed to meet the needs of all adults involved in delivery of the Sea Scout program. It is the intent of the National Committee that the course be staffed primarily by members who have completed *Seabadge*, but it is understood that not all councils have an adequate number of adults available who have experienced the *Seabadge* course. Each council can work with the territory leaders to support their training needs. The council approves the individuals who are authorized to conduct this training.

### **Intended Audience**

The training is intended for Skippers, mates, committee adults, professionals, commissioners, and district and council volunteers who are actively working with a ship, parents, or other adults interested in the Sea Scout program. The course is designed for one-time participation.

### **Length of Course**

The length of this course should be scheduled for a minimum of 4 hours to cover the materials.

### **Size of the Course**

The course is designed for around 25 participants at maximum. Extending the number is not encouraged as larger participation compromises the effectiveness of information sharing among

participants and the staff. It is also not intended to interfere with one or two being trained as the need arises. This can be done on a one-on-one basis if necessary.

### **Recognition**

Upon completion of this course, participants will receive a certificate and will have fulfilled one of the qualifications for the Sea Scout Leader Training Award. When the training is complete, the training code **P44** can be entered into the leader's training record. Those Sea Scout adults who complete this training, Youth Protection training, and Hazardous Weather Training are considered "trained." The code for an instructor for this course is **P43**.

### **Staff Attitude**

Staff members are on stage throughout the course from the time the first participant arrives until the last one departs for home. They need to be in the Official Sea Scout Uniform, and they need to be excited about the training and growing the Sea Scout program.

The course is but one step in the process of becoming a better adult leader and beginning to network with other Scouters and Sea Scouts. The staff needs to work to keep all participants actively involved in the process. If the staff is having fun, the participants are more likely to do the same.

### **Equipment**

- Tables and chairs (for participants, presentations, and resources)
- Computer(s) with projector for slides
- Extension cords
- Microphone system (if available and if needed)
- Flip Chart and markers
- Post-it Notes or index cards
- Pre-prepared list of key Sea Scout contacts for council/territory/national and appendices

### **Suggested reference material to have available:**

- Available at [www.seascout.org](http://www.seascout.org).
- Award Nomination Forms
- SSALBT certificates (template in appendix).

## **I: INTRODUCTION AND OBJECTIVES**

### **A. Learning Objectives The participant will:**

- Review the history and values of Sea Scouts
- Examine how ships are organized and operate
- Review the resources that support the Sea Scout program

- Explore opportunities, advancement, and recognition unique to Sea Scouting
- Learn about training both in Scouting and seamanship
- Review appropriate safety practices

## **B. Introductory Activity**

“Burning Issues” are questions which anyone in the course can write down on Post-It notes and place on a designated location in the training room. The issues may be specific to their ship or anything relating to the program in general. “Burning Issue” questions may be handled at any appropriate “down time” throughout the course.

The course leader should assume responsibility for monitoring the questions as they may be posted at any time throughout the seminar. Working together, the staff can decide how and when to respond to the questions.

Begin the course session by offering participants an opportunity to ask their burning issue questions.

**Option One:** Hand out three index cards or Post-It notes for each participant. They will use the card/note to answer each of the following questions:

- What do you absolutely need to know before you leave this class?
- What do you hope to take back to your ship to help it grow?
- What are your greatest concerns about Sea Scouts?

Collect the card/notes. During a break distribute them among the staff to prepare responses before closing.

**Option Two:** Divide the group into groups of four. Ask each participant to tell the group one thing about being a Sea Scout leader they are looking forward to, and one thing that concerns them. Allow the group about five minutes for discussion. At the end of the time allowed, choose one person to summarize for the group. List the positives and concerns comments on a flip chart. Refer back to the positives as reinforcement during presentations. Answer the concerns in the same manner. Since time is tight, mention to the class that during breaks, staff is available to answer ship specific concerns *one-on-one*.

## **C. What is Sea Scouts?**

Sea Scouts is a unique program within the Boy Scouts of America. The program has skills-based advancement like Scouts BSA, high adventure like Venturing with a strong STEM focus through navigation, engineering and knowledge of the marine environment. There is a vocational opportunity like Exploring with a clear path to the marine and maritime industry and the military. Just as the name implies, the Sea Scout program

focuses on aquatics. Challenging rank advancement, traditions and ceremonies prepare youth to be safe on the water and treasure our maritime heritage.

## **II. SEA SCOUT HISTORY**

### **A. Beginnings**

In 1909, Lord Baden-Powell, founder of Boy Scouts, was concerned by the homeless youth and gangs in England's streets. Europe was politically unstable, and England's merchant marine, the backbone of British Navy, was manned by foreigners.

Baden-Powell decided to combine the best attributes of seamanship with the character training of Boy Scouts. It would give an avocation to older youth and England would be better prepared for what was ahead.

In 1912, Sea Scouting came to America. On July 9, 1912, Arthur Carey began taking Scouts sailing on his schooner *Pioneer*, sailing out of Boston, Massachusetts and Portsmouth, New Hampshire. This was the genesis of Sea Scouts in America. To be a Sea Scout, a young man had to subscribe to the Boy Scout Oath and Law, pass Tenderfoot requirements, be 15, and weigh at least 112 pounds.

Troops across the nation had Sea Scout ships for their older Scouts. Sea Scouting grew and thrived in most of the country from 1912 through the beginning of World War II.

### **B. WWII**

America was changed forever on December 7, 1941. Our Pacific fleet was decimated at Pearl Harbor. The nation was faced with a need for seamanship knowledge and leadership to grow the Navy rapidly, and Sea Scouts rose to the challenge. Secretary of the Navy, Frank Knox, formally asked Sea Scout leaders and youth to consider naval service during WWII. Current and former Sea Scouts and leaders with at least two years of college between ages 19 and 50 were given immediate commissions in the maritime services. By the end of 1943, over 100,000 Sea Scouts were serving in the US Navy, Coast Guard and Marines, and those too young to serve were assisting the Coast Guard with coastal watches. Admiral Chester Nimitz credited Sea Scouts with helping the Navy mobilize rapidly.

### **C. WII to Today**

- 1949 - In May 1949, the BSA consolidated the senior programs, with the exception of Sea Scouts and Air Scouts, into Explorer Scouts. Sea Scouts was renamed Sea Explorers, and Air Scouts was renamed Air Explorers. The joining age of all senior Scouting programs was lowered to 14.

- 1960 - The most radical change in the Explorer program was to drop the advancement program, as the research concluded that boys at that age didn't care for advancement. Officer terminology changed to a more generic club based one. Other features like the Explorer Cabinet were added.
- 1968 - A new Exploring Division was organized and established, and emphasis was given to Sea Exploring with the appointment of the first director of Sea Scouting since 1935. A new National Sea Exploring Committee was formed to help promote and support Sea Exploring.
- 1969 - 50 years before girls were allowed to join Scout troops, girls were allowed in the Exploring program.
- 1998 - The Venturing program was launched, and we were named Sea Scouts again.
- 2016 - The Sea Scout program was recognized as a top-level program in the BSA, a peer of Cub Scouts, Scouts BSA and Venturing.

#### **D. Sea Scouts Today**

So, what does the program look like across the nation today? Ships across America are fulfilling Baden-Powell's vision. Each ship has a unique, gender inclusive program designed and implemented by its youth members aged 14 to 20. Some ships sail small boats and catamarans or cruise in sailing sloops. Many sail competitively. In northern states, youth sail in the summer and ice race in winter. On the west coast, ships maintain and cruise in retired naval vessels.

In recent years, paddlecraft has become the fastest growing segment in the boating world. Paddlecraft are inexpensive, and you can learn to paddle quickly. Since 2016, paddlecraft have been fully supported as a Sea Scout advancement option, and we are seeing paddlecraft ships pop up around the country. A paddlecraft ship has a great collaborative opportunity with BSA camps and high adventure.

The newest focus for some ships is SCUBA diving. In 2020, advancement options for SCUBA were enhanced making it easier for Sea Scouts focusing on SCUBA to advance. SCUBA ships are a great option for ships not as interested in boating.

You don't have to be near an ocean, gulf, bay, or great lake to have a successful Sea Scout ship. Well over half of today's ships are inland in places like Bozeman, Montana, Phoenix, Arizona, and El Paso, Texas. Options for paddlecraft, SCUBA and small sailboats mean that Sea Scouts is a realistic possibility almost anywhere. Basically, if it is an activity about, on, in, under or through the water, Sea Scouts are involved.

So, who can be a Sea Scout? Youth who are 14, or a 13-year old who has completed 8th grade, and not yet 21 can join Sea Scouts. They agree to live by the Scout Oath and Law, follow their ship's Code of Conduct and By-Laws, actively attend ship meetings, and keep the Sea Promise.

### III. THE ESSENCE OF SEA SCOUTS, The Four S's

- A. Carl Lane wrote the definitive Sea Scout Manual in the 1930's. He explained the essence of Sea Scouts as the 4 S's: Scouting, Service, Seamanship, and Social

First and foremost, Sea Scouts are **Scouts** in word, deed, and appearance. We share the same salute and sign. We have a recognizable uniform, and most importantly, we have shared the same values based on the Scout Oath and the 12 points of the Scout Law for over a hundred years.

Sea Scouts have the same commitment to **Service** as the rest of BSA. Foremost is service to our community and nation based on our Scout values, but also service to the rest of Scouting is important. If we are perceived as useful to our districts and councils, they will be useful to us.

**Seamanship** is what makes us Sea Scouts instead of Scouts or Venturers. Seamanship spans paddlecraft, SCUBA, sailboats and power boats. The technical skills we perfect enable successful outings and keep us safe on the water.

**Social** is the way we accomplish the other three S's - together. Because teenagers have a developmental need for dedicated social time, Sea Scouts enjoy spending time with one another within our ships and between our ships. We work together and collaborate, but most importantly, we have fun together.

Sea Scouts, BSA continues to improve members' boating skills, water safety, and knowledge of our maritime heritage, and it promotes good citizenship. The program fosters self-esteem as youth share responsibility for the upkeep of boats and equipment. The value of teamwork, an important life lesson, receives emphasis every time the boats are underway where the actions of one impact the safety and well-being of all.

### IV. MISSION, VALUES, AND PURPOSE

- A. As a part of the Boy Scouts of America, the Sea Scout mission is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

**Note:** Begin a short discussion by asking, *"What does it mean to 'prepare young people to make ethical choices' and 'instill values'?"*



- B.** After a few minutes, redirect the discussion by asking, *“What methods do Sea Scouts use to accomplish BSA’s mission?”*

You can expect answers such as sailing, adventure on the high seas, leadership skills, fun activities, community service, social experiences, etc.

Stated Sea Scout methods include: ideals, group activities, advancement, adult association, high adventure, outdoor and nautical activities, leadership, uniforms, teaching others. (Share Appendix A)

**Note - Back to script:** Simply put, our purpose is to promote better citizenship, to improve boating skills and knowledge in water safety, to provide outdoor, social and service experience, to gain knowledge of our maritime heritage and to have fun on the water. The end result: We are forming responsible and caring young adults.

- C.** The Sea Promise supports this purpose. The experiences and goals you just described help achieve that goal of forming responsible and caring adults. As adult leaders, we make a real difference in the lives of young people especially if we are aware of the many developmental issues each Sea Scout is facing.
- D.** The first step in good planning is to establish a vision that is clear and purposeful. Every organization has a mission, a purpose, a reason for being. A good mission statement should accurately explain why your unit exists and what they hope to achieve in the future. The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law. Encourage the youth of your ship to articulate their values and vision. One ship’s mission statement that has stood the test of time is, “Our mission is to have fun, to learn, and to cooperate and share responsibility.”
- E.** Developing a Code of Conduct will empower your youth to take responsibility for their behavior and the behavior of their shipmates. This simple document forces the youth to think through their purpose, their values, and what will be an intolerable threat to their safety and the welfare of their ship.
- A Code of Conduct defines acceptable/unacceptable behavior and clearly states consequences for misbehavior. The document should be composed by the youth and should reflect their beliefs. It gives them ownership, and they are more likely to honor their code. (Hand out sample Code of Conduct, Appendix B.)
- F.** By-Laws are the rules that govern your unit. When the youth develop them they need to consider membership, meeting days and times, officers, elections, dues, how revisions will be handled, etc. (Sample By-Laws can be found in the *Sea Scout Manual*.)

## V. SEA SCOUT TRADITIONS

- A. Sea Scouts are Scouts first and we share the Scouting traditions of the oath, law, values and insignia, but we also have some unique nautical traditions. We use a Boatswain's pipe to give the commands when performing a flag ceremony, and when we board a landship, we perform a double salute. When performing a double salute we salute the mast first because it represents God, then we salute our country's ensign (flag) at the stern to show our respect for our country. When leaving the ship, we salute the ensign first and then the mast.
- B. On a naval vessel, the officers make important decisions on the bridge. In keeping with this tradition, Sea Scouts assemble a landship for installation of officers, bridges of honor, and recognizing achievement. Unit Boards of Review are called Bridges of Review in Sea Scouts. Youth officers sit on Bridges of Review except for Quartermaster. The District Advancement Chairman conducts the Quartermaster Board of Review. Courts of Honor are called Bridges of Honor in Sea Scouts.

Awards should be recognized and officers should be installed with a Bridge of Honor. Sample formal landship ceremonies can be found in the Resources section at [www.seascout.org](http://www.seascout.org).

- C. Sea Scout ships can and do name themselves. There is no registry or approval process, but ships apply Scout values and avoid duplication with nearby ships. Ship patches, worn on the uniform's left sleeve, are usually a 2½ inch round patch with the ship name, number and home port. They can be other shapes but must be less than 3 inches in any dimension.

## VI. SHARING THE HELM - LEADERSHIP AND ORGANIZATION

Let's spend a few minutes talking about sharing, delegation, empowerment, and accountability.

- A. While there is great diversity in the Sea Scout age group, it is important to remember that, "This is NOT a Scout Troop!" Scouts begin the transition from fully adult-run Cub Scout activities toward more youth-run activities. Sea Scouts goes a significant step further:
- Sea Scout age youth are fully capable of planning and executing the ship's programs - *if we teach them, they will be capable, and we can let them lead.*
  - Sea Scout age youth are fully capable of adult-level technical competence in sailing, motoring, paddling and seamanship - *if we teach them and give them the opportunity.*

A properly-run Sea Scout ship is a youth-led organization in which the youth recruit members, elect officers, and plan and execute programs.

Adult advisors provide training and guidance for the ship's elected officers. The *Sea Scout Manual* has a chart depicting specific adult advisors and the respective youth officers. Fill these roles with interested adults and expand from there. If adults have a purpose in becoming involved, they will return and contribute. This is a major responsibility of the Skipper and Committee Chairman – to find a purpose for all interested adults. Participants take this course because they want to be involved. If you are a Skipper-to-be, this is the way you build your team. If you are a mate or committee member and haven't been given a role, ask for one. Volunteer in an area where you are most comfortable.

If you have a ship where the Sea Scouts show up and only do what the adults tell them to do, you DON'T have a true Sea Scout program. A successful ship is one where the Sea Scouts take responsibility for the program of their ship. Our role as adult leaders is to enable them to that end without telling them what to do.

- B.** Sea Scouting in its ideal state is run by the youth with very little interference from the adults, but in most cases, youth have had no experience with this kind of responsibility. As soon as your elections are over, train your officers. The Sea Scout Manual contains comprehensive job descriptions that can be adapted for your unit.

**C. Youth Leadership**

- The **Boatswain** plans and conducts quarterdeck (similar to a Troop's PLC) meetings and provides leadership to all ship meetings and activities. The boatswain supervises the officers in the quarterdeck and represents the ship at council and territory Sea Scout events.
- The **Boatswain's Mate for Program** supports the boatswain and other ship officers. This officer collects activity ideas, plans the calendar, keeps the ship's schedule up to date, helps activity chairs plan and conduct successful activities and provides meeting programs.
- The **Boatswain's Mate for Administration** takes over for the ship's boatswain when necessary, and generally supports the boatswain and other officers in their leadership function. Other responsibilities include managing membership and

advancement records, providing leadership to new members, and conducting the opening and closing ceremonies for the ship.

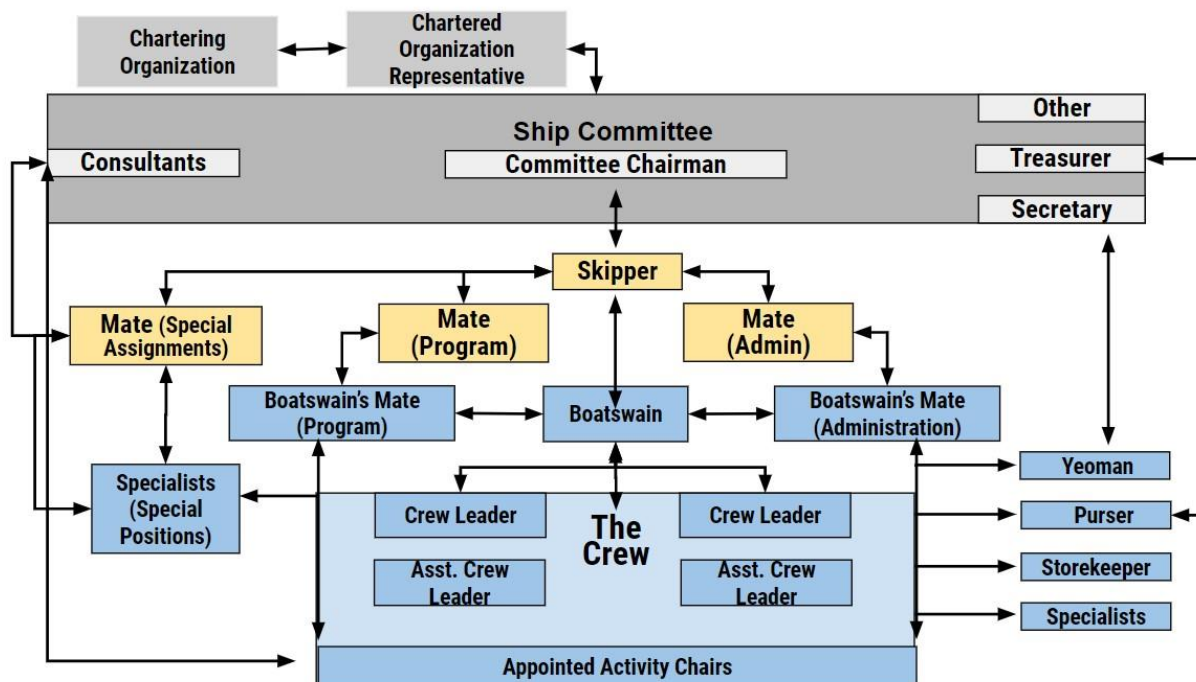
- **The Yeoman** keeps minutes of the quarterdeck meetings and other ship meetings and ship member records, while keeping all ship members updated about upcoming meetings, activities, and projects.
- The **Purser** collects, deposits, and accounts for all money coming into ship and oversees ship money-earning projects. This officer works with a ship committee member on finance to set up bookkeeping procedures, bank accounts and money-handling methods.
- The **Storekeeper** is responsible for procuring and maintaining ship property (including storage, inventory, maintenance, and acquisition). The storekeeper checks in and out all equipment and keeps a complete inventory of all equipment.
- If a ship is large enough, the youth may be split into crews. A **Crew Leader** is responsible for the morale and conduct of the crew and leads and inspires by example, stimulates participation and encourages teamwork, is familiar with each member's abilities and interests and helps train each crew member, and mentors new Sea Scouts.
- **Specialist** is a "wild card" position. It can be anything - navigation specialist, customs and courtesy specialist, whatever Skipper and the boatswain think needs to be recognized.
- The **Media Specialist** is responsible for the ship's web and social media presence and usually also acts as ship historian. The media specialist maintains a channel for communication to the ship and to the public.
- A **Chaplain's Aide's** primary responsibility is to encourage unit members to do their duty to God and ensure that a spiritual component is included in unit activities. With the unit chaplain, the chaplain's aide helps plan appropriate religious services, helps plan and conduct an annual religious observance, preferably during Scout Week in February, maintains the unit's religious emblems award progress chart, and helps to plan and conduct a religious emblem recognition ceremony.

#### D. Adult Leadership

- The **Skipper** is the key adult leader and is responsible for training the ship's youth officers and upholds the chartered organization and BSA standards. The Skipper mentors both youth and adults and serves as a role model. The Skipper works

with the boatswain, supervises mates, attends all quarterdeck and ship meetings, and provides direct leadership to ship program planning.

- **Mates** serve in the absence of the Skipper and assist the Skipper in the coaching and mentoring of the ship. Mates advise and help the boatswain's mates with ceremonies and work with assigned Sea Scout youth officers.
- The **Committee Chair** recruits, approves, and supervises the Skipper, mates and committee members, and facilitates an audit of the ship's funds and property.
- **Committee Members** are a resource to ship and work with assigned officers. They recruit consultants and serve on Quartermaster Boards of Review.
- The **Institutional Head** or **Executive Officer** is the head of the chartered organization.
- The **Chartered Organization Representative** provides a liaison between the ship and the chartered organization. The COR recruits the ship committee and approves the Skipper, mates, and committee members. The COR also participates in district leadership.
- A **Commissioner**, although not part of the ship, is vital to the success of a Sea Scout ship. The Commissioner's job is to provide direct service to your ship. Commissioners are experienced Scouters who help chartered organizations and unit leaders to achieve the aims of Scouting by using the methods of Scouting. They help to ensure that the unit has strong leadership, and they encourage training, promote the use of the unit committee and encourage a relationship with the chartering organization. Commissioners know how to navigate BSA policies and personalities. If your ship doesn't have an assigned commissioner, ask for one. If your district/council cannot provide you with a Commissioner, seek assistance from your territory leadership."



### E. Skipper and Boatswain Relationship

After each election, a meeting should be held with the new boatswain, Skipper, and one other adult (two-deep leadership) in attendance. The purpose of this meeting is for the Skipper to define the parameters in which the new boatswain will operate. The Skipper empowers the boatswain to take control and run the ship, because it is now his/her ship. The Skipper should brief the boatswain on the officer job descriptions found in the Sea Scout Manual, and suggest that the boatswain might want to modify the responsibilities to suit the ship's program and purposes. The boatswain also needs to know s/he can rely on the Skipper's counsel whenever it is needed.

It is imperative that the Skipper communicate clearly with the boatswain. The Skipper must create an atmosphere of trust with the boatswain. The Skipper offers a lifeline to the boatswain – not a leash. Mistakes will be made, and that is okay within safety and health guidelines. The boatswain must understand that it is alright to ‘fail’, provided that they learn from the experience. Leadership and Sea Scouts is a learning process and should be treated as such. **Note:** All communication between the Skipper and the boatswain must be YPT compliant. Copy a parent or another adult on all communications.

The Skipper should consult regularly with the boatswain regarding meeting agendas and upcoming activities, and coach the boatswain to supervise rather than participate in running the activity. The Skipper can help the boatswain learn to delegate by making suggestions regarding the appointment of the right youth to be an activity chairmen and which ship's officer might be the best mentor. Coach the Boatswain to supervise rather than run all activities and to make collaborative decisions rather than unilateral ones. Remember, "For growth, lead followers. To multiply, lead leaders."

It is important to remember that there can be only one boatswain, and there can be only one Skipper. Multiple people giving conflicting instructions (whether youth or adult) will cause your youth to become frustrated and eventually leave.

#### **F. Adult Interaction with Youth**

Successful Sea Scout leaders are good team players. Sea Scout youth are moving away from being dependent on parents, teachers, and other adults (including the Skipper and mates) and are becoming more interdependent with them. Sea Scouts will likely be the first opportunity a youth has to be treated as a team member (peer) by adults.

Adult leaders must help them learn to make good choices by allowing them to make meaningful decisions, and then live with the consequences - good or bad, but not fatal. When a ship is new, the youth will need to be trained to plan, to be safe on the water, and to run the program. As the ship matures, the youth gradually take on the full mantle of responsibility for ship operations. There will still be times when an adult leader will need to take charge, but they are far less frequent than you think.

Relationships evolve over time. The confidence of the entire ship, youth and adults, will grow with capability, maturity, and experience. It will take the youth, and quite possibly some of the adults, some time to get used to the idea of being allowed to mess up and learn from mistakes. Until then, the youth will expect you to step in and save them from themselves.

It is important that the adults listen and keep channels of communication open. A comfortable relationship may cause the youth to confide in you with things they wouldn't say to anyone else as they test their abilities to think in adult ways. Adults must also remember; you can't fool the youth. Don't even try. You must walk the talk.

The youth of your ship will come to you with a variety of life experiences, ages, abilities and intelligence. Although there is great diversity, there are some developmental issues that all young adults are facing. It is an age of experimentation. Teens will try out new social roles, responsibilities, values and personalities. It is an age of taking risks which

can be interesting, if not dangerous. Cognitive skills are in place, but the ability to see cause and effect is still under development.

The youth you work with will be moving from dependence to interdependence. Social relationships take on a greater importance, and it is all complicated by physiological changes and sexual maturity. Bodies change, but so do bodies of thought. The youth in your ship will begin to think more critically and analytically as they age. They will reevaluate personal, family and social values. They will question inconsistencies in the values of those about them as they define their personal values that will help them become competent and capable adults.

Successful Skippers and adult leaders: teach, coach, mentor, encourage, ask “What if ....?”, have high expectations, are honest, never give up, set high standards, are able to relate, show mutual respect as a team member, use conflict management skills, and never lose their sense of humor and youthful spirit.

## VII. SHIP OPERATIONS

- A. Meetings and Activities:** Your youth need to decide how often to meet. The pattern of two meetings a month is an option; however, as your ship begins to grow and the youth become more enthusiastic about what they are doing, do not be surprised if they choose to meet at least once a week topped off with an aggressive weekend activity schedule, as well.

Almost every scout training course covers planning. We all know, “To fail to plan is to plan to fail,” but our youth have little experience with planning. If your goal is to have a ship that is run by the youth; you need to give them some guidance and some tools to do the job. It is important that you provide some “scaffolding.” Help with frameworks for planning that help the youth understand the shape of what is needed to run the ship. (Pass out Sample Meeting Plan, Appendix C and Sample Activity Planner, Appendix D.)

- B. Quarterdeck Meetings:** The first quarterdeck after officer elections and quarterdeck training, and all subsequent quarterdecks, should be run by the boatswain. The boatswain must empower the officers to perform the tasks expected of them, generally as outlined in the manual. The boatswain outlines a personal vision for the ship while in office and gets buy-in from the officers.

Depending on the size of the ship and the aggressiveness of the calendar, the quarterdeck may meet quarterly or every month. While your unit is small, the officers may not feel the need to set aside a specific date and time for a quarterdeck meeting; however, the purpose of a quarterdeck is for long-range planning and goal setting. Make



sure your youth have planning tools to assist them. (Hand out Quarterdeck Training Plan, Appendix E and Quarterdeck Meeting Plan, Appendix F.)

- C. Super-Activity/Long Cruise:** Super-activities take many forms for Sea Scouts. A super-activity or long cruise is anything that helps push both youth and adults out of their personal comfort zone for the sake of adventure and learning. Adventure is the primary objective, but the planning and execution are a focal point for training, advancement, growth, fundraising and recruiting.

If your ship has never planned a long cruise, The *Kodiak Challenge* is a valuable tool for helping youth and adults develop their vision and planning. The *Kodiak Challenge* syllabus builds on the training received in ILSS, and can be downloaded at [www.scouting.org](http://www.scouting.org). On the site's search field, enter Kodiak Challenge. The next page will list *Kodiak Challenge* along with a PDF you can download.

So, where can you go for a long cruise? A ship in the Houston area traveled to Destin, Florida, and chartered a tall ship. The youth crewed the ship and handled the navigation. The total cost including transportation, food, etc. was about \$700 per person. The trip was the spark for a significant upswing in skills and enthusiasm.

A Virginia ship worked with the Greater Smoky Mountain Council and rented canoes from their Camp Pellissippi. They put in on Clinch River below Norris Dam, paddled down the Clinch to the Tennessee River and Watts Bar Lake. They pulled out at Camp Buck Toms 7 days later after paddling 129 miles. They camped in state and local parks along the river and the cost was approximately \$150 per person.

A long cruise adventure is limited only by the imaginations of the youth, time, and cost.

- D.** If meetings and activities are going to go as planned and be successful, complete and timely communication from the youth to the youth and the youth to adults and youth to parents is a must. The problem is, what works for youth probably doesn't work for adults. Some ships operate almost entirely via Facebook. Others via email, text messages, Remind, Slack, or GroupMe. Work with the youth and adults to figure out what works and use it – a lot. A competent and engaged yeoman and media specialist is critically important to the success of your ship.

**E. Launching a New Ship**

Work with a council professional to identify a chartering organization. The professional will guide you through all the steps for forming a new unit. You may also want to reach out to your Territory Commodore for assistance in identifying a chartering organization. Meet with the ship adults and the council professional to select a Skipper, two or more

mates and the committee. There are a great deal of things you must determine before starting a ship. Take a dispassionate and objective look at potential strengths and weaknesses. You need to consider the abilities and training of your ship's committee, your youth, and yourself. You need to assess the equipment available to you and determine whether anyone is competent to use it.

Asking the right questions is important.

- What do you have? What are the capabilities of the adults?
- What are the capabilities and interests of the youth?
- Is there a specific focus of the ship or will it be more generalized?
- Does anyone know anything about boats?
- Does anyone have any experience –with boats, teenagers, Scouting?
- Has anyone received any specialized training such as navigation sailing, knot tying, etc.?
- Has anyone had their basic training and Youth Protection?
- What are the demands on everyone's time beyond Scouting?
- If you're coed, do you have a male and female advisor?
- What equipment do you have access to? Consider both what you own or control and what you can borrow or rent.

Other questions you need to ask concern time, types of activities and super-activities, insurance, fundraising, and boats.

- F. A ship's program must have a happy balance between the chartering organization's expectations, the desires of the youth and the wishes of the adults. Helpful resources for organizing and chartering a new Sea Scout ship can be found in the New Ship Organization Kit at <https://seascout.org/new-ship-organization-kit/>.

Once you have your chartered organization, recruited the adults and some youth and everyone has been registered, don't sit and try to hash out mission statements and By-Laws. Have some fun. Plan a trip to the water, hold a boater safety course, then have some more fun and get out on the water. The youth and adults need to get to know one another so team spirit can begin to grow. A good reference if you are starting a new ship is "How to Organize a Sea Scout Ship." It includes a two year plan for a new ship, and it can be found at <https://seascout.org/download/how-to-organize-a-sea-scout-ship/>.

Some of the common mistakes made when launching a new ship and problems that face ships that are struggling include:

- Not on the water soon enough or often enough
- Too much time working on boats and not enough sailing

- All meetings, no outings
- Program too repetitive, not enough variety
- Program too varied, not enough focus
- Not enough challenge
- No social time or down time during outings
- Too much emphasis on fundraising
- Recruiting youth of all the same age

Sea Scouts is a youth led organization, but when you are starting a new ship, there is more adult interaction in the program. Teenagers are not wired or taught to do the level of planning necessary to make the ship work, so initially, you will need to be giving more support and making sure the expectations are clear. But this is only temporary, and you don't want to stay in this stage too long. Again, the goal is to enable the YOUTH to lead the ship and as quickly as they are ready for it.

## **VIII. RECRUITING AND MARKETING**

- A.** Recruiting and marketing are perhaps our most important tasks. If you do not have youth enrolled, you do not have a program. No program means no impact on the character of youth.

Adults must think of recruiting all the time. Encourage the youth to recruit friends who are at least one grade level below them in school. This will keep your ship from collapsing because all the youth age out at the same time. **Note:** Youth will form strong bonds with each other and may resist recruiting new members who they fear may be challenging and not fit in. It is imperative that they understand the consequences of everyone in the ship graduating or aging out at the same time.

Sometimes youth are hesitant to join because of conflicts with sports, band, or other extra-curricular activities. We cannot afford to have an either-them-or-us attitude, or we will close the door for too many youth. High school youth are pulled in many directions, but they will stay with the ship if you provide some attendance flexibility. For lots more, see the two recorded recruiting webinars at [youtube.com/seascoutsbsa](https://youtube.com/seascoutsbsa).

### **B. Tips for Recruiting Youth**

Program is the most important element in recruitment of new members. Make sure your ship's annual calendar includes several exciting adventure activities, service to your district, community service, vocational explorations, and nautical training opportunities, and make every event a recruiting event and recruit year-round.

The ship's track record is important to show that you are running a great program. Ship newsletters and photographs of past events and activities are helpful in demonstrating your ship's record of accomplishment.

Increase the visibility of your ship in your community. Perform flag ceremonies, march in parades, do community service. Let the community you serve know who you are.

Participate in council activities in uniform: Scout fair, NYLT, Wood Badge, Order of the Arrow, Camporees, Klondike Derbies, Pinewood Derbies, etc.

Have an open house. Prepare a top-quality, well-planned agenda for your open house. It should focus on the opportunities and activities offered by Sea Scouts and should heavily involve the youth members of the ship. Have a slide presentation of some of the ship's exciting activities and get the prospective members involved in some hands-on activities such as tying knots, splicing, throwing the heaving line, etc.

Be friendly and attentive to young people visiting the ship meetings. If they don't feel welcome, they certainly won't join.

Look through the Scout Handbook and the Cub Scout handbooks to find water-related advancement requirements. Contact some of these groups and offer to run a program on water safety to help fulfill some of the Scouts' advancement requirements. You will not see an increase in membership right away, but parents and youth will remember Sea Scouts. Volunteer to serve on staff for camporees and other events that have water-related activities. Make sure your Sea Scouts are present in official uniform.

Some of the most effective recruiting tools involve inviting interested youth to a Sea Scout activity that is a day of fun on the water with a social aspect like a BBQ. One Sea Scout ship arranged for an article in the local paper that ran the headline AMERICA'S CUP SKIPPERS WANTED. The article explained that high school age youth could learn to sail free and have fun on the water by attending a clinic at the local lake, followed by a BBQ. This technique was very effective.

Develop a ship business card or postcard and hand them out liberally. Include a contact phone number and your meeting time and place. You might add a QR code that links to your ship's website.

Many successful ships introduce eighth grade students in their spring semester to Sea Scouts because youth recruited in the summer between eighth and ninth grade will be with the program for the maximum number of years. Another benefit is that eighth graders do not drive. Their parents must bring them to meetings, so you've got a potential adult recruit, too.

Be visible! Share the story of Sea Scouts and how their youth members can stay active in the program for a longer time, as well as their older siblings.

It bears repeating - The most important thing of all is to have an exciting and adventurous ship program. After all, the program attracts and holds young people.

**C. Tips for Recruiting Adults**

We established earlier that Sea Scouting is too big a job for the Skipper alone. When a youth joins the ship, you have a prospective adult who can help lighten the load with transportation, vessel repair, training, or whatever is necessary to help facilitate the program for the youth. If you give the adults a purpose to be there, they will return. Think about it. 14-year-olds can't drive. Hook their parents while you can.

And how do you hook them? Program - Again, this is the most important element in recruitment of new adult leaders. Just like the youth, adults want to see an active program. Your track record speaks volumes. Make sure to demonstrate the ship's record of accomplishment with pictures, newsletter articles, etc. Work with local maritime organizations in securing the participation of their adults with your ship as a resource to teach boating skills.

- D.** There are right adults and there are wrong adults for the Sea Scout program. It is important that each adult leader in your ship has an understanding of and a fondness for young adults. While the youth are busy developing and changing, they must be connected to caring adults who can coach, mentor, guide and remember what it was like to be an adolescent. Adults that can't be positive while working with youth need to be used in non-contact roles only. Consider this. It might be easier to teach an experienced Scouter to sail than to teach an experienced sailor to Scout.

- E. Marketing:** Another important component of recruitment is marketing. Have you ever had someone ask, "What is Sea Scouts?" or say, "I didn't know we had Sea Scouts in this area!" There are only two times you need to market your ship - when you need new members and when you don't. In other words, market all the time.

Our job is making Sea Scouts a common name, and the program will sell itself. Start by knowing the youth and what they want. Do research. Ask youth that are already in your ship why they joined and use that information to your advantage. Get members of your ship to make posters and display boards. Who better to know what will attract youth to your program than youth?

Start marketing your ship by increasing the visibility of your ship in your community.

- Follow BSA guidelines and liberally make use of social media. Your youth media specialist will easily be able to post via Twitter, Instagram and whatever is currently being used by the youth.
- Develop a ship website and a Facebook page and keep it updated.
- Use newspaper releases, such as announcing the election of officers, advancement recognition, and other ship activities. Befriend a reporter or editor who can get articles in the paper or stories on TV and/or radio.
- Place posters in prominent locations in the community (Starbucks, library, schools, grocery stores, retail stores, community centers).
- Develop fliers about your ship and its program.
- Set up an information table at a local mall or in front of a grocery or large retail store.
- Have Sea Scouts in uniform performing community service.
- Have some hands-on items at Webelos Woods, district picnics, etc. (demonstrate knots, splicing, etc.).
- Participate in community events for exposure (adopt-a-highway, local parades, and other community events in your area).
- Get your program on the community cable television programs.
- Participate in Scout expos and camporees.
- Participate in anything that has press coverage, like safety displays, food drives, boating shows, etc.

When your ship has a Bridge of Honor, participates in a service project, or just does something that is remarkable and fun, make sure the papers know about it. Submit an action-packed photo of kids having fun and list a contact and a phone number. If it looks and sounds like fun, youth will come.

## **BREAK**

## **IX. ADVANCEMENT AND RECOGNITION**

There are many opportunities for advancement in Sea Scouts. Included are the trails to Eagle and Quartermaster. Each of these trails is a highlight experience, but each requires the Sea Scout to set goals and follow through to achievement.

There are really three advancement tracks in Sea Scouts. The traditional track takes a youth from Apprentice to Quartermaster rank. The non-traditional track earns a Small Boat Handler Bar and a Qualified Seaman Bar. In addition, Scouts who have earned First Class in a troop can earn Star, Life and Eagle in the ship.

**A. Apprentice Rank:** Apprentice rank requires learning basic customs and courtesies, basic knots and completing a swim test. Not only does this rank introduce a youth to what unites Sea Scouts across the world, but it prepares the youth to function safely in ship activities.

**Ordinary Rank:** To achieve Ordinary, a youth must study and learn almost everything that is in the Sea Scout manual, and achieving it is an important milestone. A youth must be Ordinary to apply for SEAL. A youth must be Ordinary to be considered for many of the opportunities that arise for our Sea Scouts, for example, sailing on the US Coast Guard's *Barque Eagle*.

**Able Rank:** Able rank requires a youth to perform at higher skill levels and be actively involved in the leadership of the unit. Able is all about applying skills.

**Quartermaster Rank:** Quartermaster is the highest rank that can be earned in Sea Scouts. A youth who achieves this level has taken a greater leadership role in their ship and has taught others in his/her unit the skills that meet ordinary requirements. Two unique requirements for this rank are the Quartermaster project and the Quartermaster sail.

To complete the project, a youth must follow the guidelines and use the Quartermaster Leadership Service Project Workbook (420-011). For a Quartermaster cruise, the youth commands a crew of at least four other Scouts for a 40 hour cruise that includes some time underway at night. Successful completion of SEAL is an alternative for the Quartermaster cruise.

Once all the requirements for Quartermaster have been met, a youth begins the process outlined in the Quartermaster Award Application (420-015). These two documents and a Quartermaster Fact Sheet (420-012) can be found online at [www.seascout.org](http://www.seascout.org).

## **B. Mechanics of Advancement**

When a youth completes their rank requirements, it is verified by the Skipper or a designee. After a Skipper conference, a Bridge of Review is held if the rank is Apprentice, Ordinary or Able. The bridge is chaired by the boatswain and includes both youth and committee adults. Quartermasters have a Board of Review that is usually chaired by the District or Council Advancement Chairman and committee adults. Follow the steps outlined in the BSA Guide to Advancement. You can find the most current copy at [Scouting.org](http://Scouting.org).

## **C. Non-Traditional Advancement**

A recent survey of Sea Scout youth confirmed that the Bar Awards are important achievements and motivators. To operate a vessel, a youth must take a NASBLA approved boating course which meets most of the requirements for the **Small Boat Handler Bar**. Wearing the bar indicates the Sea Scout has the knowledge and skills to be safe on the water.

The **Qualified Seaman Bar** indicates a Scout not only has the knowledge and skills to be safe on the water, but has also demonstrated the ability to take charge of a vessel and handle it with competence.

#### **D. Awards**

There are aquatics awards, religious awards, and those for heroism. Our youth can also earn the Distinguished Conservation Service and the STEM in Scouting Einstein Awards. It is not uncommon for a Quartermaster project to qualify as a distinguished conservation service project. The National Outdoor Award is also available to be earned by Sea Scouts. There is also a Sea Scout Marksmanship Award program available to be earned.

Sea Scout Leadership Awards are official BSA awards. Presented by Councils, Territories, and the BSA National Council to Sea Scouts, these leadership awards go to those who have made exceptional contributions to Sea Scouts and who exemplify the Scout Oath and Law.

The National Youth Leadership Society recognizes youth members of the BSA who have learned and practiced outstanding leadership skills. We want these youth, who have worked so hard at learning and leading, to enjoy a form of recognition that other organizations, such as schools, colleges, employers, and the military, can understand and value.

#### **E. Order of the Arrow**

Sea Scout youth, both male and female, can now be elected into the Order of the Arrow. The requirements are equivalent to those for Scouts BSA. The youth must have achieved Ordinary rank. Nights spent on board count as camping nights and a long cruise is considered a long-term camp. Go to <https://oa-bsa.org/about/membership> for current membership information.

### **X. RESOURCES**

- A. All too often, units fail and no one understands why. The youth were present, the leaders were in place, but the unit didn't thrive. Sometimes people buy into a program thinking that it runs so well elsewhere that it will be a guaranteed success. Before



investing too much time and effort into launching your ship, take a dispassionate and objective look at your unit's strengths and weaknesses. You need to consider the abilities and training of your ship's committee, your youth, and yourself. You need to assess the equipment available to you and determine whether anyone is competent to use it.

A ship's program has to have a happy balance between the chartering organization's expectations, the desires of the youth and the wishes of the adults. Other questions you need to ask concern time, types of activities and super-activities, insurance, fundraising, and boats. Write down your observations. Doing the analysis with your committee and your youth gives you a starting point for planning. Plan to capitalize and build upon your identified strengths and overcome your weaknesses.

- B. Local Resources:** As we've already discussed, the youth in the ship are obviously a key resource as are the adults in the unit. The Skipper and the ship's committee are the key to the success of the crew. Together they make sure the interests of the Sea Scouts, the program, and the wishes of the Chartered Organization are matched.
- C. Council:** (Hand out the contact list you have pre-prepared for key contacts in your council. Point out key individuals on the contact list. Highlight people who are knowledgeable about local boating or have specific skills such as engine repair. Appendix G, Sample Contact List)

Perhaps the single most critical factor in the longevity of the Sea Scout program is the networking that has occurred through the years. You are not alone. There are others nearby who have gone through the growing pains of launching a new ship, the trials of recruitment, and the sometimes overwhelming task of keeping boats in good working order.

Councils with a number of ships will often form a council committee, wardroom or fleet that shares the responsibility of planning programs such as council regattas, a rendezvous, training and social activities. They will sometimes have sub-committees that handle boat and gear issues, marketing, training and service opportunities. Ships in councils where there are few ships should network with those in councils nearby. BeAScout.org is a great tool for locating ships in your geographic area.

It is to your benefit to get to know the Skippers and adults in nearby ships. Plan multi-ship activities so the youth and adults can share expertise and knowledge of local waters, and they can infect each other with enthusiasm for the program. Networking is the simplest way to smooth out the bumps while you are getting your program established.

Again, I want to reinforce the importance of having a commissioner assigned to your unit. While they are seldom experts in seamanship, they have experience in how a Scout unit works. They can help you with your people problems which are usually the majority of the serious problems you will confront. District Executives have contacts for recruiting, and they may know of other resources that will be of assistance to you.

Your council may offer access to water-based facilities, swimming certification personnel, program and reference materials, and contact with other ships and scout units.

#### **D. Chartered Organization**

Your Chartered organization may have more resources than just providing a meeting place. They may be a source for new members, consultants, and community contacts. You may just find a boat mechanic who is willing to give your ship a hand. To help locate and foster resources within your chartered organization, make sure your ship conducts annual service projects. It is also a good idea to compose an annual report for your ship and share your activities and advancement with them.

#### **E. Community**

Instead of asking for help for your ship when seeking community or personal support, start by explaining how the Sea Scout program can benefit them. Explain that they will be assisting a youth program that builds leadership and character.

Other important community resources are:

- Newspapers, radio, and television – Ask a reporter to join your committee.
- Service clubs – Rotary, Lions, Kiwanis, VFW, etc. provide joint fundraising, vessel donations, and consultants.
- Marinas, yacht clubs, boating clubs and boat stores ● The American Red Cross, American Heart Association, etc.
- Other organizations in the maritime industry and recreational boating

#### **F. Territory Resources**

There are 16 BSA territories in the United States. All territories have a National Service Territory Commodore who is appointed by the National Commodore. National Service Territory Commodores work as part of the National Sea Scout Support Committee's Operations Subcommittee to provide resources to assist Councils in each Territory to grow and develop the Sea Scout program in the councils, and to help Councils collaborate on Sea Scout events and training. Territory Commodores appoint a Territory Boatswain.

(Determine prior to teaching this course how your territory supports Sea Scouts and who the key contacts are for the territory.)

There are many long-standing events in the different territories. Some territories sponsor a Safety at Sea event in conjunction with the Coast Guard, and many have annual rendezvous and regattas. (Prior to conducting SSALBT, you should update and revise the activities your region sponsors.)

## G. National Resources

**Tim Anderson** serves as the National Director of Sea Scouts. He coordinates the appointment of our National Commodore; currently **Sal Ciampo**, who chairs the National Sea Scout Support Committee. Tim oversees development of Sea Scout publications, networks with the boating and maritime industry, and represents Sea Scouts at BSA meetings on the national level.

The **National Sea Scout Support Committee** is composed of industry representatives, and others whose skills and knowledge add depth to the committee. This committee has input into publications, promotional and program literature, training, and activities offered at the national level.

**Seabadge**, an advanced Sea Scout leadership course, is hosted by councils around the nation. Check the calendar at [seascout.org](http://seascout.org) to find course and registration information. Seabadge will not teach you to operate a vessel, but it will give you intense training in ship operations as well as providing an opportunity to network with other Sea Scout leaders throughout the territory. This course, Sea Scout Adult Leader Basic Training, is a prerequisite for Seabadge.

The **U.S. Coast Guard Academy** offers an extraordinary opportunity to Sea Scouts to be a part of their Cadet cruise during the summer. The **USCGC Barque Eagle** is the 295 foot square rigger that is used to train U.S. Coast Guard Academy cadets and officer candidates for careers in the world's most unique seagoing service. Those chosen to participate serve as regular crew members, and are integrated into the underclass of cadets aboard the ship. Applications are available online in January, and must be sent in before the March deadline.

The mission of the **National Organization of Sea Scout Alumni** is to serve those previously involved in Sea Scouts, who still believe in the program, and provide ways for them to stay informed and involved.

## H. Key BSA Partners

BSA has a memorandum of understanding with the United States Coast Guard Auxiliary

(USCGA), America's Boating Club, formerly known as United States Power Squadrons (USPS), and the American Canoe Association. The memorandums with USCGAux and America's Boating Club encourage these organizations to charter or support Sea Scout ships, to help ships provide both basic and advanced education courses and custom training opportunities to Sea Scouts, and give Sea Scouts the opportunity to join the organizations for a reduced fee. Both organizations also conduct free comprehensive courtesy marine inspections of vessels to check them for required safety equipment and seaworthiness.

In 2018, Sea Scouts became the official youth program of the Coast Guard Auxiliary. Auxiliary flotillas are encouraged to charter ships, and our Sea Scout youth are the only youth who can join the Auxiliary. This relationship offers a great potential for the growth of the Sea Scout program nationwide.

Local Coast Guard Auxiliary flotillas often sponsor safety at sea events where Sea Scout and Auxiliary boater safety interests coincide. Some auxiliarists also offer on the water opportunities for Sea Scouts to learn skills while underway.

The American Red Cross offers training in First Aid, CPR, Swimming, Lifesaving, Paddlecraft and Lifeguard Certifications. All of these trainings support Sea Scout rank requirements.

- I. **Seascout.org:** This is our single most important resource for Sea Scouts, leaders, and the public. This is where you can find the latest updates on program and events, territory news and information, the Sea Scout Manual, videos and related resources. Most important for you will be the special section for new leaders and those starting ships. Look under Resources → New Leaders.

## **XI. STUFF YOU'LL NEED - Boats, Money, Uniforms**

- A. **Boats:** As already stated, you do not have to own boats to be a Sea Scout ship, but more likely than not, your unit will make use of some type of boat. So, who will own them?

**Chartered organization or ship-owned boats:** If the ship owns the boats, the advantages are possession and control. You will need to ensure that they are properly titled because the equipment that belongs to a Scout unit normally belongs to the chartered organization. It may mean that you need to establish a 501 (c) 3 corporation to maintain control of your boats. The boats then become your complete responsibility.

When the chartered organization owns the boats, you may be able to fit some of your liability and property insurance needs under their insurance umbrella. However, you are

subject to the changing minds of the institution's governing board, and a large equipment exposure may make them cautious.

**Privately owned boats** - A subset of ship-owned boats is where the individual leaders of the ship own the boats and let the members of the ship use them. There are several disadvantages to this option. The leaders essentially bear all the costs of upkeep and liability on the boats, and should they leave the ship, the boats will leave with them.

### What kind of boats?

Each Sea Scout ship must select vessels that are right for their ship. The selection criteria must consider the body of water the ship will be using. Boating on a small lake is quite different from boating on a large body of water like Puget Sound or the Great Lakes. The type of boating must also be considered. There are many choices, including power boating, small sailboat day sailing and racing, large sailboat day sailing, racing, and cruising.

Boating skills must also be considered. Do you have adults or youth with previous boating experience? Your ship could build on these resources. Small boats may be suitable for ships with limited experience. Add to all of the considerations previously mentioned the fact that all boats need work. Skills and resources available to the ship are important factors to consider.

The Skipper and the committee need to look at what they have and what is possible and weigh the pros and cons. Look at the pros and cons:

	Pros	Cons
<b>Sailboats</b>	<ul style="list-style-type: none"> <li>• Fuel is free</li> <li>• High skill, feeling of accomplishment</li> <li>• Lots to learn, never boring</li> <li>• Best fit for advancement</li> </ul>	<ul style="list-style-type: none"> <li>• Can be hard to find skilled adults</li> <li>• Harder to launch, recover, trailer</li> </ul>
<b>Power Boats</b>	<ul style="list-style-type: none"> <li>• Youth love boats that go fast</li> <li>• Potential to water ski</li> <li>• Easier to borrow or rent</li> </ul>	<ul style="list-style-type: none"> <li>• More costly to operate</li> <li>• Riskier (liability perspective)</li> <li>• Less amenable to overnight event</li> </ul>

<b>Paddlecraft</b>	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• Easy to rent</li> <li>• Scout camps have them</li> <li>• Easy to trailer</li> <li>• Easy to find and develop capable adults</li> <li>• No need for insurance</li> </ul>	<ul style="list-style-type: none"> <li>• More challenging for youth to prepare by blue water experiences such as SEAL</li> </ul>
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**B. Sailboat tradeoffs**

	<b>Pros</b>	<b>Cons</b>
<b>Small Boats (&lt;20')</b>	<ul style="list-style-type: none"> <li>• Cheap (less expensive)</li> <li>• Easy to maintain</li> <li>• Easy to sail</li> <li>• Easy to store</li> </ul>	<ul style="list-style-type: none"> <li>• Lots of trailers</li> <li>• Need lots of vehicles with hitches</li> <li>• Not so good in cold weather</li> </ul>
<b>Keelboats (&gt;20')</b>	<ul style="list-style-type: none"> <li>• Great for overnights</li> <li>• Youth learn to work with larger crew</li> <li>• Better prep for blue water sailing</li> </ul>	<ul style="list-style-type: none"> <li>• Too hot to sleep aboard in summer</li> <li>• Slip fees</li> <li>• Expensive parts, repairs, refurbs</li> </ul>

**C. Acquiring Vessels**

Boats may be acquired from a variety of sources by various means. Boats can be donated or purchased. Tell the adults affiliated with the ship that you are looking for a boat. Look in your neighborhood and church. People may want to donate their boat or sell it at a bargain price because they no longer use the boat or are planning on buying a larger boat. Marinas, boatyards, yacht clubs, and other organizations occasionally have excess boats that they want to relocate.

Many boats offered to Sea Scouts require far more work than is practical for a Sea Scout ship. Make sure the boat is usable, saleable, and storable. A boat is usable if the engine runs, the sails are serviceable (if it is a sailboat), and the major systems (head, hull, rigging, water, navigation lights, etc.) are operational. There will be plenty of work to do on a boat even if it is received in good condition. **Note: Never accept a boat just because it is free!**

**Free Boat Case Study: Glastron X-16:** This boat was accepted as a donation as it was a good match for the ship's requirements, and was in much better shape than several others that were viewed. The ship felt it could handle the obvious cons. However, when they were preparing the boat for service, they discovered that despite having very few hours on the engine and having been stored indoors for most of its life, the transom was completely rotten. It took a solid week of labor to remove and replace the transom – the operation required complete removal of the engine and outdrive. In the process, it was discovered that the outdrive needed replacement bellows, gimbal bearing, etc. The “free boat” eventually cost more than \$500 and several weeks of labor to put into service.

**Free Boat Case Study: Pearson 27':** This boat was offered as a donation. While it was taking on water via a thru-hull there didn't seem to be any structural damage, and the boat was complete. However, the engine and cabin electrics had been submerged, and the interior wood was waterlogged. We found someone who would economically rebuild the engine (around \$500), so that wasn't a factor. However, we couldn't find anyone with a trailer that could move it (fixed keel boat), and it would have cost \$500 to have it hauled. Because we couldn't justify that expense, we declined the donation. About a month later, we found out that the boat had sunk, and that the “owner” had disavowed any knowledge and tried to escape the expense of having it removed because the title was actually in the name of his ex-girlfriend.

Moral: make certain that the donor really has the title in hand and is able and willing to sign it over. And think about all the potential expenses. In this case, we'd have had slip fees to pay as well.

Let's talk about titling for a moment. DO NOT accept a boat or trailer that requires a title without a clear title in hand! A clear title means that there are no liens (legal claims) recorded against the vessel's or trailer's title. Most lien holders are lenders, but there can also be so-called “mechanic's liens,” placed on the title, for example, by marinas or boatyards. If the vessel or trailer is titled and registered with a state- recorded lien, it usually appears on the face of the state certificate of title. If the vessel is documented (i.e., titled and registered with the U.S. Coast Guard's National Vessel Documentation Center (NVDC)), obtain an abstract of title to verify clear title. If the prospective donor paid off the loan, but never had the title cleared, they must also provide an original lien release or satisfaction document from the original lender, or the original lender's successor(s) with letter(s) of succession to prove it. (Small boats that are not designed to have a motor, e.g., small sailboats, rowboats, canoes, etc., do not usually need or have a

title. In that case, obtain a deed of gift or have the donor sign to acknowledge the donation and for receiving a copy of your receipt or letter of acknowledgement.)

#### **D. Boat Maintenance Resources**

Once the youth and adults know what type of program they want to run, look about you for all available assets. Where are the marinas and boatyards? Will they offer free space in return for community service? Sea Scouts have a special relationship with **BoatUS** and **West Marine**. Apply for a West Marine Pro card so you can receive significant savings.

Where are the camps located in your council? What activities can be held there? Do the adults in your ship have equipment or access to facilities they will share?

Once you know what is already available, you will be ready to make decisions about what is needed and what kind of budgeting and fundraising will be necessary to support your ship's goals.

#### **E. Boat Maintenance Knowledge**

A couple of good resources for boat repair and maintenance are Youtube and anything by Don Casey. He wrote This Old Boat, a universally praised guide that has led thousands of boatowners through the process of turning a rundown production boat into a first-class vessel. He is one of today's best and most trusted do-it-yourself boating writers.

- F. Budget:** There are boaters out there that will tell you the definition of a boat is a hole you pour money into, and most ships don't have the means to pour money into anything. That being said, there are known elements you need to consider when establishing your ship's budget.

When starting up a unit there are initial costs to consider - boats, life jackets and other safety equipment. You need to budget for the unpredictable but inevitable cost of repairs and replacement of equipment that fails. There are the recurring expenses of boat and trailer registrations, insurance, maintenance, and slip fees or storage. You may want to budget for advancement insignia and teaching supplies, as well.

- G. Insurance:** Depending on the type of boat you use in your program, you may need to secure insurance on your vessels. To see the latest BSA insurance requirements, go to <http://www.seascout.org/support/documents/fact-sheets/insurance-coverage> (Go to seascout.org and search for 'insurance'.)

- H. Fundraising:** BSA doesn't have a national fundraising item, but some councils do. Don't be surprised if your young adults shy away from selling stuff. They tend to enjoy fundraisers that provide that fourth "S", social. Refurbishing a boat and flipping it, getting wet while washing cars, hosting a pancake breakfast or a spaghetti supper will



likely be more fulfilling and lucrative than selling popcorn. There are hundreds of fundraising ideas on the internet, but Appendix E lists some that have been enjoyed by ships around the country. (Pass out Appendix H.)

## **XII: TRAINING - Scout and Seamanship**

- A. **BSA Adult Leader Training** – (Hand out and review Appendix I – Sea Scout Adult Leader Training Track.)

**Youth Protection** - Adult leaders must take Youth Protection before their membership in Sea Scouts is approved and is renewed every two years by all registered adults. (See [myscouting.org](http://myscouting.org) for the online training.)

**Hazardous Weather Training** - Adult Direct Contact leaders must complete this training to be considered trained.

**State Safe Boaters Course (NASBLA approved)** - BSA requires this training for a very good cause. The US Coast Guard statistics tell us that 89% of recreational marine accidents are operator error. Should be taken by every adult in Sea Scouts

- Are required for youth to be in command of a vessel in most states
- Covers almost all the requirements for the “Small Boat Handler” award for youth
  - Content and requirements vary by state.
- There are several readily available courses that meet this requirement. Most states have face-to-face classes and online courses. America’s Boating Club offers “America’s Boating Course.” For information go to <http://www.usps.org>. The US Coast Guard Auxiliary offers “About Boating Safety.” You can find information at <http://new.cgaux.org/index.html>.

**On the Water Training:** In addition to the training listed, there are other opportunities for learning your way around the water. If there are other Sea Scout ships in the area, see if you can buddy-up for some activities. That way youth can teach youth; leaders can guide leaders.

If you are planning to sail, US Sailing and the American Sailing Association offer sailing courses that are taught across the nation. America’s Boating Club, US Coast Guard Auxiliary, and the American Red Cross and other first aid organizations offer a variety of courses that will assist you whether you are sailing or power boating.

For smaller craft such as canoes and kayaks, most councils offer training. The American Canoe Association or commercial outfitters also offer training as well as the equipment you may need. Another source of helpful information will be local sailors and power

boaters. Boaters are a fairly genial lot who are eager to share their expertise and experiences.

## **B. Additional Adult Leader Training Opportunities**

**Seabadge** - We touched on this course earlier, but here's a bit more information. This is a conference course taught over a weekend. It focuses on the "how-to" aspect of managing a successful youth-led Sea Scout program. The theme is "Focus on Youth," and the course is valuable for any Scout leader dealing with older youth. Even though it's called Seabadge, it is not a technical or seamanship course. The only boat involved is a landship.

**Introduction to On-Water Leadership Skills (I-OWLS)** - A weekend course, it is part classroom, part on the water, the course helps a new adult leader learn about and use local resources and water. This is a council-level course that is adaptable to any kind of boating - sail, power, paddle

**Advanced On-Water Leadership Skills (A-OWLS) - A weekend course**, it is part classroom, mostly on water to show how to step back as an adult leader and let the youth run the vessel (implementing the patrol method underway).

## **C. BSA Youth Leader Training – (Hand out and review Appendix J – Sea Scout Youth Training.)**

**Introduction to Leadership Skills for Ships (ILSS):** This is the initial Sea Scout leadership training and is a prerequisite for youth to attend NYLT or National Youth Leadership Training. The course can be taught at the ship, district or council level.

**The Kodiak Challenge:** Once the youth have completed their ILSS training, it is highly recommended that the ship incorporate The Kodiak Challenge into their annual plan. The Kodiak Challenge is the experiential application of the leadership skills the youth learned in ILSS that culminates in a high adventure or long cruise.

**National Youth Leadership Training (NYLT):** This co-ed, six day program is taught at the council level in an outdoor setting. The course expands upon the skills introduced in ILSS. Check your council's website for dates, registration deadlines and cost.

**National Advanced Youth Leadership Experience (NAYLE):** This course is for NYLT graduates who want to further enhance their leadership skills in the Philmont backcountry, Sea Base and selected regional venues. NAYLE offers Sea Scouts an unforgettable wilderness experience as they use leadership and team-building skills to resolve exciting and challenging backcountry situations.

**SEa Scout Advanced Leadership Training, SEAL:** This course is designed to teach leadership skills while underway. Youth who have achieved Ordinary Rank in Sea Scouts, 1st Class in Scouts and Pathfinder in Venturing are eligible to take the course. The course will jump start youth leaders from new ships and fine tune leaders from established ships. The course is a hard core, physically and mentally demanding, and extremely

rewarding hands-on leadership experience. The course is taught every summer in multiple venues. Look for an application and more information at [seascout.org](https://seascout.org).

### **XIII. SAFETY**

- A.** Earlier I spoke of the state NASBLA approved course that Sea Scout adult leaders are required to take. The Coast Guard has found that 89% of recreational marine accidents are due to operator error. Boaters with less than 100 hours experience were twice as likely to have an accident as those with 100-500 hours and were 30,000 times more likely to have an accident as those with greater than 500 hours. The good news is that boaters who took a boating education class in the last three years were 466 times less likely to be involved in an accident.

The top five risks are collision 62%, grounding 9%, capsize 8%, falling overboard 4%, and fire 4%. It is well worth reading the Coast Guard statistics for your area to learn the most common risks in the waters where you run your program. (See [https://uscgboating.org/statistics/accident\\_statistics.php](https://uscgboating.org/statistics/accident_statistics.php) for current statistics.)

- B. Vessel Safety Check:** BSA requires that sailing and motor vessels have an annual courtesy marine examination. A Vessel Safety Check is a courtesy examination of your boat to verify the presence and condition of safety equipment that is required by state and federal regulations. The examiner will also make recommendations and discuss safety issues that will make you a safer boater. The US Coast Guard Auxiliary and America's Boating Club offer this service free of charge.

The Coast Guard requires specific equipment for vessels by type and length. Keep in mind these are minimum requirements and the Guide to Safe Scouting and common sense may require more.

- C. Float Plan:** Let's take a moment to define what a float plan is. Regardless of your years and experience on the water, there are BSA requirements that must be met before you can take youth out on the water. (Hand out a copy of the float plan, Appendix K.) BSA requires that you file a float plan for your outings on the water.
- A float plan is not filed with the council. It is left with reliable people on shore.
  - It sets the expectations for the route to be taken and times of arrival.
  - It provides enough information to be able to summon aid should the need arise.
  - Both the US Coast Guard Auxiliary and America's Boating Club have standard forms online that you can download, but the easiest way is to download and use the US Coast Guard app.

- D. Swimming Ability and Life Jackets:** Passing the swim test is part of Apprentice Rank requirements, because all Sea Scouts need to be swimmers. It is required for individual safety and the safety of others, and a swim test should be conducted annually.
- E.** In smaller boats and paddlecraft, everyone must wear a life jacket. On larger vessels, if you are on deck, you should be in a life jacket. We need to be vigilant, follow the Guide to Safe Scouting, and remember that life jackets don't work unless they are worn.
- F. Guide to Safe Scouting:** All participants in official Scouting activities should become familiar with the *Guide to Safe Scouting*, applicable program literature or manuals, and be aware of state or local government regulations that supersede Boy Scouts of America practices, policies, and guidelines. The *Guide to Safe Scouting* is an overview of Scouting policies and procedures gleaned from a variety of sources. For some items, the policy statements are complete. Unit leaders are expected to review the additional reference material cited prior to conducting such activities.

Topics that directly apply to what we do in our program include: Aquatics Safety; Camping; Alcohol, Tobacco and Drug Use and Abuse; Medical Information and First Aid; Chemical Fuels and Equipment; Activity Planning and Risk Assessment; Insurance; Transportation; and Incident Reporting. There are other topics covered and BSA reporting forms of all types.

In situations not specifically covered in this guide, activity planners are expected to evaluate the risk or potential risk of harm, and respond with action plans based on common sense, community standards, the Boy Scout motto, and safety policies and practices commonly prescribed for the activity by experienced providers and practitioners.

- G. Worst Case:** Occasionally, in spite of our best efforts something goes wrong leading to damaged property or injury. Your first actions are to take care of the injured and find a safe place. Preserve and document the evidence and take photos if appropriate. If the incident is not deadly, complete an incident and notify your council. If serious injury or death has occurred call your Scout Executive or his designee immediately. If they can't be reached, call 1-800-SCOUTS1. If the local press wants to question you, your response should be, "I am not authorized to speak on behalf of the Boy Scouts of America." Let a BSA professional be the voice of BSA.

#### **XIV. SEA SCOUT UNIFORMS**

- A.** The Aims and Methods of the Boy Scouts of America states: "The uniform makes the Scout visible as a force for good and creates a positive youth image in the community.

Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world of brotherhood of youth who believe in the same ideals."

The official Sea Scout uniform adopted in 2012 serves as both a dress and work uniform. Official uniforms are required for all National Sea Scout events. The dark navy uniform for youth and adults can be purchased at Walmart, Sears or online at [www.dickies.com](http://www.dickies.com). All of the required insignia for youth and adult uniforms can be ordered online at [scoutstuff.org](http://scoutstuff.org). The repurposed Navy uniforms formerly worn by Sea Scouts have been discontinued and may no longer be worn as Sea Scout uniforms.

Please refer to the most current printing of the Sea Scout Manual for correct uniforming and insignia placement. This information can also be found at <http://www.seascout.org>.

Our youth range in age from 13 to 21, and it is possible they will wear three or four different sizes of uniforms while they are in the program. Many ships have had success with a ship's locker. Uniforms can be rented inexpensively through the unit. The money is used to enhance the stock of uniforms as new sizes are required.

**B. Summary:** It's been quite the day. We've looked at: Sea Scout history, ship organization and operation, resources to support your ship, both Scout and seamanship training, what makes our youth tick, how to stay safe, and proper uniforms.

Review note cards or sticky notes on the flip chart. Address any questions or concerns that have not been covered in the course.

## **XV. SKIPPER'S MINUTE**

You came today to get a required training, but somewhere at home or out having fun, there are youth that you love and support. Thank you.

Sea Scouts are a small part of the BSA family, but if we are not visible to our family and our community, we will always remain small. You know that we do something that is unique to the Scouting program, but at our core, we are not unique. We are the Boy Scouts of America.

I leave you with this quote from The Handbook for Skippers, BSA, 1939, "While the Sea Scout program unquestionably has a vocational value, its chief purpose is not to make sailors or seamen. Nor is it even remotely associated with any marine organization or to be regarded as a feeder for the Navy. Its chief emphasis is placed on the "Scout" and not on the "Sea." The best ships in Sea Scouting are making SCOUTS – young men and women who will be marked for their courtesy, their reliability, and their alertness and

shipshapeness. The occasional ship which lays all stress on sailing and seamanship invariably fails; it may succeed in making sailors but it does not produce Sea Scouts.”

## **Appendices**

### **Appendix A: Mission, Vision and Methods of Sea Scouts**

#### **MISSION STATEMENT**

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

#### **VISION STATEMENT**

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

#### **METHODS OF SEA SCOUTS**

Sea Scouts shares the aims of the Boy Scouts of America: to build character, learn citizenship, and develop personal fitness.

**Ideals:** Scouting’s ideals are defined in the Scout Oath, Scout Law, motto, and slogan. These principles guide us as we endeavor to become responsible citizens and serve others. Sea Scouting’s Sea Promise speaks to our commitment to serve others by promoting water safety.

**Group activities:** The cornerstones of the Sea Scout program are Scouting, Seamanship, Service and Social. Each pillar encourages personal development through team building, meaningful experiences, skills development, cooperation and fun.

**Advancement:** The four ranks in Sea Scouts encourage youth in a systematic way to learn and practice Scouting ideals and acquire the seamanship skills necessary to become responsible vessel operators. Advancement helps youth further develop self-reliance and their ability to teach and help others. Advancement challenges the intellect of Sea Scout to develop new skills, work with others, and recognize them for their accomplishments.

**Adult association:** The youth officers or quarterdeck run the program and set the schedule for the ship. The officers and activity chairs work closely with the Skipper, Mates and other adult leaders in a spirit of partnership. The adults are not there to direct. They are there to support, mentor, and ensure the safety of all.

**High adventure, outdoors, nautical activities:** Sea Scouting is designed to take place outdoors in, on, under and through the water. No matter the type of aquatic activity, this is where Sea Scouts share responsibilities and learn to live with each other. It is here that the skills and activities learned at ship meetings are put into practice. Being close to nature helps Sea Scouts gain an appreciation for God’s handiwork and understand our duty to do no harm.

**Leadership:** Sea Scouting is youth led. Introduction to Leadership Skills for Sea Scouts teaches the basics of leadership, and Quarterdeck training defines their responsibilities. There are many opportunities for youth to lead as they design and deliver program and plan and carry out activities.

**Uniform:** The uniform promotes group identity, makes the Sea Scout ship visible, and creates a positive youth image in the community. Sea Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Sea Scout identity in a world brotherhood of youth who believe in the same ideals.

## **Appendix B: Sample Code of Conduct**

### **Declaration**

I am a responsible young adult! As I continue to demonstrate this responsibility, I desire and demand from my peers and advisors, the respect to which I am entitled. I expect to be judged and held accountable for my words and actions both within and outside the ship. Accordingly, on my honor I pledge to conduct myself at all times in keeping with the guidelines established by the following code.

### **Code of Conduct**

#### **As a member of this Ship I am expected to:**

- Uphold the Scout Oath and Law
- Live the Sea Scout Promise ● Have Fun!

#### **When participating as a member of this Ship I will not:**

- Harm another – verbally or physically
- Show disrespect for leaders, shipmates or self
- Plug into a PID (personal isolation device – cell phone, mp3 player, etc.)
- Pair off with a member of the opposite sex without a leader's permission
- Engage in public displays of affection (PDA)
- Leave an activity without a leader's knowledge or consent
- Use offensive or vulgar language
- Use tobacco, alcohol, or other drugs

#### **Consequences for inappropriate actions:**

1. Warning by an officer ...if behavior continues
2. Warning by Skipper ...if behavior continues
3. Parents will be called and suspension from the next activity...if behavior continues
4. Removal from ship membership (secret ballot vote, 2/3 in favor of removal)

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Signature

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Date



## **C: Sample Ship Meeting Plan**

(Developed in advance at the monthly Quarterdeck Meeting)

SHIP \_\_\_\_\_

MEETING LOCATION \_\_\_\_\_

MEETING DATE \_\_\_\_\_

TIME \_\_\_\_\_

1915-1930 - PRE OPENING (Service crew prepares meeting room and provides activity.)

SERVICE CREW \_\_\_\_\_

ACTIVITY \_\_\_\_\_

PROGRAM FEATURE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EQUIPMENT REQUIRED \_\_\_\_\_

\_\_\_\_\_

### **1930-1950 - BUSINESS SESSION**

Call to Order (Boatswain)

Opening (Boatswain)

Minutes (Yeoman) Officer Reports

Activity Promotion (Activity Chairperson)

Questions and Issues for Ship Decision

### **1950-2040 - MAIN INSTRUCTIONAL ACTIVITY**

Class #1 \_\_\_\_\_

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Class #2 \_\_\_\_\_

Class #3 \_\_\_\_\_

Class #4 \_\_\_\_\_

EQUIPMENT REQUIRED \_\_\_\_\_

\_\_\_\_\_

### 2040-2100 - CREW COMPETITION MEETINGS

ACTIVITY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assembling the Crews

Skipper's Minute

Dismissing the Crews

MISCELLANEOUS NOTES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### D: Sample Activity Planner

EVENT:

\_\_\_\_\_

CHAIRPERSON / PHONE: \_\_\_\_\_ ADVISOR / PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

FLOAT PLAN REQUIRED? YES / NO

RESERVATIONS REQUIRED? YES / NO

SHORE PWR REQUIRED YES / NO

TRAILER HITCHES REQUIRED? YES / NO

DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_ PLACE: \_\_\_\_\_

HOMEBOUND CONTACT / PHONE:

\_\_\_\_\_ SCOUT ATTENDEES / PHONE:

1. \_\_\_\_\_ 7. \_\_\_\_\_

2. \_\_\_\_\_ 8. \_\_\_\_\_

3. \_\_\_\_\_ 9. \_\_\_\_\_

4. \_\_\_\_\_ 10. \_\_\_\_\_

5. \_\_\_\_\_ 11. \_\_\_\_\_

12. \_\_\_\_\_

6. \_\_\_\_\_

ADULT ATTENDEES / PHONE:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

DENOTES DESIGNATED DRIVERS

**MEAL MENUS / FOOD STUFFS:**

1. The first meal is always individual sack lunches.

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

## Appendix

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### **EQUIPMENT: WHAT? HOW MANY? WHO HAS THE RESPONSIBILITY?**

1. Permission Slips / Medical Forms
2. Permits / Reservations
3. Tents
4. Water jugs
5. Ice Chests
6. Lanterns
7. Stoves
8. Propane
9. Cookware
10. Pots / skillets / bowls
11. Utensils
12. Paper Products
13. Boats / Boat Papers / Sails / etc.
14. Other Equipment

### **E: Quarterdeck Training Outline**

#### **Pre-Quarterdeck Training with New Boatswain**

- I. Establish Boatswain responsibilities (Boatswain, Skipper and another key adult leader)
  - A. Set your **GOALS** for the year to compliment the **MISSION** of the ship.

- B. Get support and enthusiasm for your GOALS from your officers. Your job is to get your officers to do their jobs and do them well.
- C. Do as little as possible but assure everything is done.
  - 1. Be the best possible assistant to your officers.
  - 2. Maintain open communication. Do not permit yourself to be uninformed--no surprises.
  - 3. **NEVER** do the work for your officers – assist and guide.
  - 4. Make **CONSENSUS** decisions, not **UNILATERAL** decisions.
  - 5. Work **ON** your ship not **IN** your ship. You are the **VISIONARY** for the ship.
  - 6. Attend monthly Roundtable or Fleet meetings as required.
  - 7. Serve as primary liaison with other ships.
  - 8. Motivate by example:
    - a. Uniforms
    - b. Advancement
    - c. Activities
    - d. Recruiting
    - e. Attendance
  - 9. Prepare agenda / run meetings (shared opportunity)
    - a. Input from Skipper
    - b. Input from Boatswain's mate for program
    - c. Input from advancement advisor
    - d. Input from activities chairperson II. The Boatswain can't do it alone – Delegate!
- B. Sea Scouts is an **ACTIVITY DRIVEN** organization.
- C. Your term as Boatswain should have a variety of events.
  - 1. Fun, social, advancement, skill development
  - 2. Work related - boat maintenance and repair
  - 3. Fundraising
  - 4. Recruitment
  - 5. Service
- D. **ACTIVITY** Organization
  - 1. Everything on the calendar will need an **activity chairperson** - rotate among shipmates. Activity chairpersons:
    - a. are the event coordinator - see Activity Planning sheet
    - b. assure available leadership - should be partnered with an officer
    - c. plan menus, **COLLECT NECESSARY FUNDS**, buy food and pack food

## Appendix

- d. make sure all equipment is gathered
  - e. arrange transportation
  - f. make reservations if required
  - g. assist Skipper with float plan, tour plan
  - h. prepare event log
- 2. Coordinates with program, planning
  - 3. Develop plan and agenda for quarterdeck training for all new officers

### Quarterdeck Training for All New Officers

- I. Review the responsibilities of all new officers (Adapt the responsibilities listed in the Sea Scout Manual to meet the needs of your youth and ship.)
- II. Do a “Needs Assessment” for the ship. List strengths and weaknesses for youth, adults, resources
- III. Establish goals for the year that build on strengths and address the weaknesses
- IV. Develop a calendar with a wide variety of events
- V. Appoint activity chairmen for events for the next quarter VI. Determine what training must be done in programs to be successful VII. Have fun!

### F: Quarterdeck Meeting Plan

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Presiding: \_\_\_\_\_

Call to Order, Introduction of guests, etc.

Minutes of last Quarterdeck Meeting

Reports:

**Boatswain's Mate (Admin)**

**Boatswain's Mate (Program)**

**Activity Chairs**

**Purser**

**Crew Leaders**

**Storekeeper**

**Yeoman**

**Other**

Old Business: \_\_\_\_\_

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New Business:

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“Action” Assignments (Report at next Quarterdeck Meeting):

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Skipper’s Comments:

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## Appendix

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Next Meeting: \_\_\_\_\_

### G: Sample Local Roster

Fleet Leadership	Name	Phone	email
Commodore	William King	aaa-aaa-aaaa	3timesalady@motown.com
Vice Commodores			
Boats and Gear	Rube Goldberg	aaa-bbb-bbbb	complexmachines@work.com
Finance	Sam Chase	aaa-ccc-cccc	moneybags@\$mail.com
Program	Charles Babbage	aaa-ddd-dddd	Bigbrother.net
Marketing/Publicity	Nellie Bly	aaa-eee-eeee	80daysorless@global.net
Safety	Ralph Nader	aaa-fff-ffff	Corvairbegone.org
Training/Membership	Aristotle Locke	aaa-ggg-gggg	teachersrus@knowledge.edu

**National Sea Scout Director: Tim Anderson,** seascouts@scouting.org

**National Sea Scout Commodore:**  
T.W. Cook, national.commodore@scouting.org

### Helpful Websites

[www.seascout.org](http://www.seascout.org)

[www.scouting.org](http://www.scouting.org)

<https://seascout.org/new-ship-organization-kit/> - New Ship Organization Kit



<https://seascout.org/download/how-to-organize-a-sea-scout-ship/> - How to Organize a Sea Scout Ship

[youtube.com/seascoutsbsa](https://seascoutsbsa.org) - Recruitment Webinars

<https://americasboatingclub.org> - America's Boating Club

[www.cgaux.org](http://www.cgaux.org) – United States Coast Guard Auxiliary

[http://auxbdeptwiki.cgaux.org/index.php/Sea\\_Scouts](http://auxbdeptwiki.cgaux.org/index.php/Sea_Scouts) - Auxiliary Wiki

[www.navy.mil](http://www.navy.mil) – U.S. Navy [www.uscg.mil](http://www.uscg.mil) – U.S. Coast Guard

## Appendix H: Fundraising

### What works?

- Yard sale – need good location, should be several going on in the area, pick up leftovers from other yard sales, toss out the bad – keep only good stuff, no prices – ask “What will you pay us?” or...price for the morning, half price after lunch, zone things into areas of \$2.00/\$5.00 items that are color-coded for sale, end of day whatever fits into a bag is \$2.00. Always get radio and newspaper coverage when possible.
- Offer service: farmers – you work, they donate; park cars for a Rotary event, football games, etc.
- Clean stadiums after big games
- Run concession stands for big/small events
- Lowes allows concessions to be sold in front of store
- Walmart allows concessions – will match funds, offers scholarships and grants
- Target – scholarships and grants
- Food franchises – Subway, Fuddruckers, Applebees, Papa John's Pizza, Cici's Pizza
- Spaghetti, pancake dinners (Lose money if there's inclement weather, community event conflicts, Superbowl weekend). Make money if you sell tickets ahead of time, sell advertising space on placemats to businesses, good/accessible location
- Silent auctions
- Repairing donated boats then selling boats.
- Antique car show, farm show, anything people have to pay a fee to enter
- Corporate pinewood derby (take car to businesses, sell car kit for \$100, they build/design, have categories for racers like police, fire department, auto shops, car dealers, sell concessions, give trophies, invite press, have traveling trophies – cuts expenses for future – sell ad space on the track
- Every adult who joins has to be in charge of a fundraiser – golf tournament, alumni association, Krispy Crème cards, bar-be-ques

## Appendix

- Car/boat washes
- Fourth of July – have concessions at parade, clean up after

### Adult fundraising efforts:

- Community foundations – some have limitations
- Industry/businesses – have giving programs
- Safe Boating Council and BoatUS– give grants and awards
- Check National Grant Directory – in local library

**Important Note:** Check with your council regarding Friends of Scouting and any limitations and submit the council fundraising approval form.

## I: Sea Scout Adult Leader Training Track

### To be considered BSA trained:

1. **Youth Protection Training** (every two years) - **REQUIRED TO BE REGISTERED AND TO BE CONSIDERED A TRAINED SEA SCOUT LEADER**
  - Take online at <https://my.scouting.org>
  - Take this course before becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
  -
2. **Sea Scout Adult Leader Basic Training (SSALBT)– REQUIRED TO BE CONSIDERED A TRAINED SEA SCOUT LEADER**
  - The nuts and bolts of organizing, running and growing the Sea Scout program – people, resources, etc.
  - Taught face-to-face or through online modules at [my.scouting.org](https://my.scouting.org). **Note:** Venturing Leader Basic and Specialized training are no longer required training for Sea Scouts.

### Required by BSA to conduct water activities and file a tour plan:

1. **Safety Afloat** (every two years)
  - Take online at <https://my.scouting.org>
  - Recommended: Take this course within 7 weeks of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
  - Recommended: Train with your ship every year (youth can lead this training).
2. **Safe Swim Defense** (every two years)
  - Take online at <https://my.scouting.org>
  - Recommended: Take this course within 7 weeks of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.
  - Recommended: Train with your ship every year (youth can lead this training).

3. **NASBLA approved state boater course** (once)
  - Online course or instructor lead
  - Recommended: Take this course within 21 weeks of becoming a new leader. ● File a copy of your training certificate with the ship's training chairman.
4. **American Red Cross First Aid** (every two years)
5. **American Red Cross CPR** (adult, youth and infant, every year)
6. **American Red Cross AED** (every year)
  - Recommended: Take these 3 courses within 1 year of becoming a new leader.
  - Offer these courses each year for the new leaders and youth.
  - File a copy of your training certificates with the ship's training chairman.
7. **Hazardous Weather**
  - Take online at <https://my.scouting.org>
  - Recommended: Take this course within 21 weeks of becoming a new leader.
  - File a copy of your training certificate with the ship's training chairman.

**Highly recommended training for Sea Scout Leaders:**

1. **Seabadge**
  - This is a conference course taught over a weekend.
  - Recommended: Take this course within 2 years of becoming a new leader. ● File a copy of your training certificate with the ship's training chairman.
2. **Introduction to On-Water Leadership Skills (I-OWLS)**
  - Part classroom, part on the water, the course helps a new adult leader learn about and use local resources and water
  - Recommended: Take this course within six months of becoming a new leader.
3. **Advanced On-Water Leadership Skills (A-OWLS)**
  - Part classroom, mostly on water to show how to step back as an adult leader and let the youth run the vessel (implementing the patrol method underway).
  - Recommended: Take this course within eighteen months of becoming a new leader.
2. **USCG Auxiliary and America's Boating Club courses**
3. **American Red Cross Wilderness and Remote First Aid**
  - Recommended: Take this course before your first long sail or 18 months of becoming a new leader
  - File a copy of your training certificate with the ship's training chairman.
5. **Wood Badge** - Wood Badge focuses on leadership and "people" skills, and not Scoutcraft or outdoor skills. Participants learn techniques to make them better leaders, and also how to lead groups to achieve objectives.
6. **Powder Horn** - The course is designed to help the troop, team, or crew by teaching older Scouts, Venturers, Sea Scouts and adult leaders to safely conduct outdoor/high-adventure activities of a fun and challenging nature.

## Appendix

### 7. Leave No Trace or Tread Lightly! trainings

#### J: Sea Scout Youth Training

#### Leadership Training

1. **Introduction to Leadership Skills for Ships (ILSS)** - First introduction to leadership training, develops organizational, communication, and leadership skills, can be conducted at the ship, district, or council level
2. **Quarterdeck Training** – Elected officers are trained by their Skipper to fulfill their responsibilities (Ordinary 3.a)
3. **NYLT** - National Youth Leadership Training is an exciting, action-packed program designed for councils to provide youth members with leadership skills and experience they can use in their units and in other situations demanding leadership of self and others. NYLT is a six day course that centers on the concepts of what a leader must be, what he/she must know, and what he/she must do.
4. **NAYLE** – The National Advanced Youth Leadership Experience is offered at Philmont and Summit Bechtel Reserve. Youth use leadership skills to resolve exciting and challenging backcountry situations.
5. **Kodiak Challenge** - Kodiak Challenge is a youth leadership course offered in an exciting and challenging atmosphere using whatever high-adventure resources are available. The course can be run by a unit or a council.
6. **Wood Badge** – Wood Badge focuses on leadership and “people” skills, and not Scoutcraft or outdoor skills. Participants learn techniques to make them better leaders, and also how to lead groups to achieve objectives. Youth participants must be 18-20 years of age.
7. **Seabadge** - This is a weekend conference that focuses on giving youth the tools they need to successfully lead their ship. Must be 18 to attend.

#### Safety Training

1. **Safe Swim Defense** – can be taken online, but is best when the ship youth teach the course to the ship. (Apprentice 4.b)
2. **Safety Afloat** – best taught by ship youth to the entire ship. (Ordinary 5.a)
3. **State Boater Education Course** – required by state law for vessel operation (Ordinary 14)
4. **American Red Cross First Aid** (Able 5.f) 5. **American Red Cross CPR** (Able 5.g) 6. **American Red Cross AED** 7. **Hazardous Weather**

**8. USCG Auxiliary and America's Boating Club courses 9.**

**American Red Cross Wilderness and Remote First Aid**

**Additional Opportunity**

- 1. Powder Horn** - The course is designed to help the troop, crew or ship by teaching older Scouts, Venturers, Sea Scouts as well as adult leaders to safely conduct outdoor/high-adventure activities of a fun and challenging nature. It is for any youth or adult interested in experiencing a unit-level, high-adventure program.

## Appendix

### K: Sample Float Plan

INSTRUCTIONS: Complete this plan before you go boating and leave it with a reliable person who can be depended upon to notify the United States Coast Guard, or other rescue organization, should you not return or check-in as planned. If you have a change of plans after leaving, be sure to notify the person holding your Float Plan.

Name of vessel's operator:		
Telephone number:		
Name of vessel:		
Description of vessel: Type: Make: Color of hull: Color of trim: Most distinguishing identifiable feature:		
Rafts/Dinghies: Number _____ Size _____ Color _____		
Radio: Type _____ Frequencies monitored _____		
Number of persons onboard:		
Name:	Age:	Address and Telephone:

Note: List additional passengers on back.

Engine Type: \_\_\_\_\_ H.P.: \_\_\_\_\_ Fuel Supply (days): \_\_\_\_\_

Survival equipment on board (check as appropriate):

☐ Life Jackets

☐ Flares

☐ Smoke signals

☐ Medical kit

☐ EPIRB

☐ Paddles

☐ Anchor

☐ GPS

☐ \_\_\_\_\_

Food for \_\_\_\_\_ days. Water for \_\_\_\_\_ days.

Trip:

Date and time of departure:

Departure from:

Departure to:

Expected to arrive by: \_\_\_\_\_ In no case later than: \_\_\_\_\_


## Appendix

Additional information:



## L: Certificate Template

**CERTIFICATE OF COMPLETION**



This is to Certify that \_\_\_\_\_

\_\_\_\_\_ has successfully completed the course of instruction  
**SEA SCOUT ADULT LEADER BASIC TRAINING**  
as prescribed by the National Sea Scout Support Committee

Given at \_\_\_\_\_, on this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

