

BASE KODIAK MORALE, WELL BEING AND RECREATION (MWR)
STANDARD OPERATING PROCEDURE (SOP)

BOATHOUSE – Boat Operations

Effective Date: April 2025

1. PURPOSE. To set forth guidelines for the operation of the Base Kodiak MWR Boathouse.
2. AUTHORITY.
 - a. Coast Guard Morale, Well Being, and Recreation Manual, COMDTINST M1710.13(series)
 - b. Coast Guard Non-Appropriated Fund Instrumentalities (NAFI) Manual, COMDTINST 7010.5 (series)
 - c. International Navigation Rules (72 COLREGS)
3. PATRONS. Active-Duty Military, dependents of Active-Duty Military, reservist, retirees, civilian federal government employees, auxiliary members and any other authorized customers as outlined in the Coast Guard Morale, Well-Being, and Recreation Manual or Base Kodiak Commanding Officer.
4. DISCUSSION. The Base Kodiak MWR Boathouse is a category B facility. These programs satisfy the basic physiological and psychological needs of service members and dependents, providing to the extent possible, a community support system that makes Coast Guard units temporary hometowns for a mobile military population. These activities differ from those in Category A primarily because fees are usually charged for participation and thus some revenue, although limited, is generated.
5. PROCEDURES.
 - a. MWR Eligible Patrons are authorized to check-out boats attached to the Kodiak MWR Boat House. The MWR Boat House reserves the right to refuse use of its boats and equipment to anyone who is deemed irresponsible and/or a danger to themselves, others, or any property.
 - b. Patrons must be at least 18 years of age or older with a valid driver's license to rent a boat. Active-Duty members who are under 18 years of age, with a valid driver's license are also eligible to rent boats.
 - c. **All patrons must have, in their possession, a valid I.D. card and a current Kodiak MWR Boat Card (issued through the Sportsman Online Platform) before any boat or raft with an engine can be checked out.** The Kodiak MWR Boat Card is good for 4 boating seasons and is, obtained by completing the following items:
 - i. Complete the Boating Safety Certification for the state of Alaska: <http://www.boatus.org/alaska/>. This card must be shown to the Boat House staff any time asked.

- ii. Pass the Kodiak MWR [Boat House Test](#).
 - iii. Check rides with Boat House are no longer mandatory. Patrons may request a check ride to get familiar with the boat, and Boat House staff may REQUIRE a check ride if deemed necessary.
- d. Patrons who were qualified to rent boats during the 2024 season will be given a 2025 Kodiak MWR Boat Card. Any patrons who were NOT qualified to rent boats during the 2024 season will need to complete the entire process listed above.
- e. MWR boats, watercraft, filet house, and sealing room may not be used for any commercial purpose or personal monetary gain. The patron making the reservation is required to check out the boat, remain on the boat at all times, and is responsible for the boat. If a patron is found in violation of this policy, they will lose access to all Boat House facilities (filet house and sealing room) and gear.
- f. Reservations:
 - i. All Boat House reservations will be made via MWR's online registration system. The link to this registration system can be found on the Boat House page of the MWR website: kodiakmwr.com.
 - ii. For boats, the reservation will be submitted as a request and will be approved by Boat House staff during working hours. Once the reservation has been approved, the patron will be charged for all fees associated with the rental. Patrons who do not have a valid Kodiak MWR Boat Card on file, WILL NOT have their reservation request approved.
 - 1. Boating Safety Course Certificates shall be emailed to the Boat House email account: BaseKodiakBoatHouse@gmail.com.
 - iii. MWR boats may be reserved up to 14 days in advance. Only one boat can be reserved at a time within any 14-day window. However, there is always a chance for a second boat reservation during that 14-day period, examples below:
 - 1. First example: A patron reserves a boat on a Saturday. That patron may come in person, one day prior to that reservation to see if an additional boat is available. If there is an open boat on that Friday before their current reservation, they may take that open boat.
 - 2. Second example: If that same patron were to come in on Saturday to pick up their current reservation and see that Sunday has a boat available, they may request their second boat for the day following their reservation.
 - 3. Float plans are required for all boat rentals which also includes, rafts with engines.
 - iv. Boats will not be released from the pier prior to the reservation time. Boats MUST be returned to the pier, with all gear returned to the Boat House NLT the end time on the reservation. Patrons must confirm return with the Boat House staff. **Failure to return a boat on time will result in a \$150 late fee.**
- g. **Cancellations must be made 7 days prior to a reservation. Failure to cancel within 7 days will result in a forfeit of all fees.** In the event of an emergency or a duty

standing issue, the patron may contact the Boat House Supervisor to request a refund. Decisions will be made on a case-by-case basis.

- h. Cancellations need not be made on days with posted weather advisories. Refunds will be automatically initiated by Boat House staff.
- i. Before leaving the pier at the end of the boating day, the operator is required to thoroughly clean the boat. **Failure to thoroughly clean the boat will result in a \$150 cleaning fee.**
- j. Personnel requirements for boats:
 - i. There must be always at least 2 people in the boat.
 - ii. The second person in the boat must be at least 14 years old.
 - iii. There can be no more than 6 people in any boat at any time.
 - iv. Failure to follow these rules may result in forfeiture of your boat card.
- k. The boat's anchor should always be accessible and kept in a ready condition so that it can be deployed quickly in the event of a loss of power. A timely deployment of the anchor, even in deep water, may accomplish two things; it will keep you from going on the beach and keeps the boat bow into the seas, which reduces the chances of swamping.
- l. The anchor will be made (tied) to the bow cleats only! Securing the anchor line in any other position is extremely hazardous and will likely result in swamping and/or capsizing. Patrons must be aware of a fouled anchor, which is, an anchor that is hung up on the bottom. In order to free the anchor, pull up the slack line and tie the line off to the bow. As the line becomes vertical, move the boat over the line and the anchor should release. Once released, attach anchor ring using shackle with buoy. After attached, maneuver the boat in a gradual circle or straight line to aid in anchor retrieval. Alternatively, a fouled anchor may be cut loose if conditions are safe to do so. Attempt to cut the anchor line as close as possible to the water's edge. All boats that no longer have an anchor on board must notify the Boat House and return immediately for a replacement anchor. The operator will be charged for the cost of the anchor and assembly. Patrons who choose to remain out fishing without an authorized anchor on board, may lose their privilege to rent MWR boats.
- m. As Per Alaska Department of Fish and Game Regulations, a Rockfish Conservation and Deepwater Release Tool will be available on each Boat. If the tool is lost or damaged, the patron will be responsible for a replacement fee. Patrons are more than welcome to bring their own Deep Water Release tools.
- n. Gillnetting is not authorized from any 23' Pacific boat.
- o. Crab pot pulling is authorized from any 23' Pacific boat.
- p. There is no swimming or water skiing from any watercraft.
- q. No pets are allowed on morale boats.
- r. **NO ALCOHOL IS ALLOWED ON MORALE BOATS**
- s. **MWR WILL NO LONGER CONDUCT ANY TOWING OR EMERGENCY RESPONSE OPERATIONS. IF PATRONS FIND THEMSELVES IN A DANGEROUS OR EMERGENCY SITUATION, THEY SHALL USE CHANNEL 16 TO REQUEST ASSISTANCE FROM THE APPROPRIATE EMERGENCY RESPONDERS.**
- t. Outboard Motors – Operations and Procedures

- i. All MWR 23' Pacific boats have an electric key start.
- ii. As soon as the engine starts, release the key. Check to see if water is discharging from the engine. If no discharge is seen or an alarm sounds, shut off the motor immediately! Monitor this discharge stream frequently during operation. Tilt the engine up to inspect the water intakes. If the intakes are clear and water is still not being discharged, DO NOT USE THE ENGINE. Call the Boat House cell phone for assistance. (907) 217-4252.
- iii. If you need to tilt the engine out of the water, turn it off first. To tilt the engine out of the water you must push the "up" side on one of the trim switches. There is one switch located on the side of the engine and also another switch located on the engine throttle handle. To lower the engine, push the "down" switch and return the engine to its optimal trim setting as indicated by the trim position indicator.
- iv. To put into gear, snap the shifter into the desired position. Do not slowly engage the shifter, as this will damage the gear.
- v. ENGINE ALARMS: MWR boats have system "check engine" monitors. System check alarms are dash mounted gauges and buzzers that alerts the operator to certain system failures. Sensors on the power head monitor the following conditions:
 1. No oil, Water temperature, and check engine.
 2. When a failure is detected, the ECU stores a service code, the buzzer sounds for 10 seconds, and a gauge LED will light for a minimum of 30 seconds.
 3. If the failure is momentary, the light will remain lit for the full 30 seconds but will go out.
 4. If the failure is persistent, the light will remain lit until the key is turned off or the failure is corrected. The light will re-occur on the next start-up if the problem is not corrected.
- vi. Trouble shooting alarms: For any troubleshooting procedures, head to safe water before proceeding:
 1. For high temperature alarm, come down to neutral and observe raw water discharge from outboard, if discharge has good flow, then continue running for 30 seconds and wait for alarm to clear. If no discharge is observed, tilt the engine up out of the water and check the cooling intakes and clear any obstructions (i.e., seaweed, kelp). Lower the engine back in the water. At this point, restart the engine and allow engine to run on idle for two (2) minutes to cool down. If the alarm continues, after 30 seconds, shut down the engine and contact the boat house on (907) 217- 4252. If the alarm ceases, continue boating.
- vii. The maximum operating RPM for all morale boats is 5500 RPM. Do not exceed the RPM limitation or major ENGINE DAMAGE IS LIKELY TO OCCUR. The CPU on the engine will record how the engine was operated and if the CPU indicates that the operating procedures were not followed, the operator will be held liable for any damages.

- viii. If you have any questions about the outboard operations, ask the Boat House personnel. They will show you the proper procedures. This will help prevent accidents and damage.
- u. Navigation Rules
 - i. All waters in Alaska fall under the International Navigation Rules (72 COLREGS) and are enforced by law enforcement. All operators have a legal obligation to understand and abide by these rules and will be held liable for failing to abide by them in the event of a marine traffic accident. Before operating a boat, be sure to review and know the rules and follow them! A copy of the rules can be viewed and downloaded at <https://www.navcen.uscg.gov/?pageName=navRulesContent>

6. SAFETY.

- a. If there is a weather advisory of any type (gale, small craft advisory etc.), or the Boat House supervisor deems that the weather is not conducive to boating, MWR will not allow the boats, including rafts, to leave the pier, until conditions improve and/or the advisory is lifted. The shift leader has the right to determine that the weather is not conducive to boating even if weather advisory is not in effect. In this case, Boat House personnel will hold the boats from leaving the pier until conditions improve (i.e. fog). If this occurs, the MWR Boat House shift leader will check weather conditions and reports then decide for the boating day to be canceled. For reference, less than ½ mile visibility due to fog or heavy rains, seas over four feet and/or winds greater than 20kts as reported by NOAA are considered upper thresholds for safe boating.
- b. Boats must be back at the pier at the designated time. **Failure to return a boat on time will result in a \$150 late fee.** Boathouse personnel reserve the right to restrict operational hours and areas due to safety conditions (including fog).
- c. **If the operator has any non-emergency problems or concerns that arise during the boating day, the operator may contact the Boat House on the Boat House cell phone (907) 217-4252.**
- d. If the operator has an emergency condition, the operator should conduct a distress call “mayday” on channel 16.
- e. Filing a float plan at the Boathouse is required. The operator may make changes to their float plan by contacting the Boat House (907) 217-4252; any changes to the float plan must be made prior to the agreed return time.
- f. The MWR boat is outfitted with gear that is to be used for emergencies. Please refrain from using such gear for anything other than its intended purpose. If the emergency kit is opened and any of the contents used, you must let the Boat House staff know so the items can be replaced.
- g. **In the event of an engine failure, the MWR boats are equipped with a kicker engine. This engine should be used to get the operator back to the MWR Boat House pier.**
- h. Boarding the Boats
 - i. Never jump into the boat from the pier. Never board the boat with an arm full of gear. Leave the gear on the pier. Board the boat and then load the boat.

- ii. Stow and secure all gear to keep it from becoming loose while underway, especially during rough or heavy seas. Keep in mind the trim aspects of the boat; try to keep the center of gravity slightly aft of the middle of the boat.
- i. Getting Underway
 - i. Release and secure mooring lines and push boat away from the pier before putting into gear.
 - ii. Remember: Extra caution and slower speeds reduce your chances of having an accident (slow is pro). "Safe speed" is defined as that speed where you can take proper and effective action to avoid collision.
 - iii. The Emergency stop lanyard will always remain attached to the operator! There is a D-ring on the right side under the pocket for this purpose. NOTE: You may detach the kill cord in the immediate vicinity of the pier, if necessary, once the outboard is in neutral.
 - iv. Do not gun the engine. Take off slowly and gradually increase speed.
 - v. Do not exceed 5500 RPM or 30 knots. Once you get the boat on a plane, cut back on the throttle. This will save gas and cut down on engine wear and tear.
 - vi. Life jackets are REQUIRED both on the morale boats and pier. There are no exceptions. Failure to do so will result in the loss of boating privileges.
 - vii. Do not hang over the bow or sides or sit on the rails.
 - viii. Do not operate without a lookout. Always keep your crew alert.
- j. Be aware of changes in water appearance. This can be a change in color or change in the surface action. An area that has a different wave action than the rest of the surrounding areas may indicate submerged rocks or strong currents. These areas are to be avoided if possible.
- k. Always keep an eye on the weather. If the wind picks up considerably, or if you see a storm heading in, don't hesitate to head back to the nearest safe port. Alaskan waters can change drastically in a matter of minutes.
- l. Always stay in sight of land especially in fog or reduced visibility.
- m. Do not beach the boat. Only in extreme emergencies is this acceptable.
- n. Never leave the boat unattended for any reason. In the event of an infrequent stop in town, the boat card holder must stay with the MWR boat.
- o. If you are caught in a storm or rough seas, secure all gear. Reduce speed and head back to port. Place the bow of the boat into a 45-degree angle to the seas, if possible. This is called "quartering". You will maintain the best maneuvering ability this way. In the event of a loss of power, and in immediate danger call MAYDAY on channel 16 and deploy the anchor and/or a sea drogue (bucket, cooler etc.) from the bow. This will keep your bow into the seas and reduce your chances of swamping. ***NOTE*** if conditions are too bad, head for any safe harbor or buoy and get word back to the Boat House.
- p. There is a chart posted at the boat house which outlines the boundaries of operation for MWR boats. You must stay within these boundaries! If there is any doubt or questions to the operational areas of the morale boats, ask the boat house staff prior to launch. These charts are also provided in the boat safety book that is in your boat. Rafts must remain one (1) nm from shore.

- q. Always know your location. At any time, you should be able to pin-point your location on the chart.
- r. Know your fuel status. This is especially true in rough seas.
- s. Do not run the boats through kelp beds. If kelp is present, the water is shallow, and rocks are near. Kelp will also clog the cooling intakes, overheat the engine, and cause engine damage.
- t. Never anchor in a channel or tie up to a navigational aid. Both are illegal.
- u. If you see a boat heading your way, do not assume they see you. Their boat may be on autopilot. Get out of their way.
- v. If in immediate danger, broadcast a mayday on channel 16 VHF, activate your PLB by holding down the button for 1 second, or signal others by standing, if possible, and waving your arms over your head. Use the flare kit if you are in sight of someone and they are not responding.
- w. If the danger is not immediate, contact the Boat House cell phone 907-217-4252 or another morale boat on channel 22A VHF.
- x. Avoid excessively sharp turns.
- y. Avoid standing while underway in the boats. All seats should be occupied. The boat operator and lookout may stand at the console for better visibility.
- z. Kodiak is notorious for its ever-changing weather. What starts out as a bright, clear day could quickly deteriorate into a foggy or rainy day. Most often, the fog banks come in from sea and can be seen rolling in from considerable distances. The safest course of action to take when fog approaches or slowly develops is to return to the base boat launch immediately. If you find you are unable to make it to base, but you can make it to the town launch, seek safe harbor there and call the Boat House. Should you become completely enveloped in dense fog; do not try to make it back to the pier. Remain where you are until the fog lifts or thins out enough to allow you to see familiar land or navigational aids and then proceed. Be patient and remain calm.
- aa. From the MWR pier to buoy 19 in Woman's Bay is a no wake zone for all MWR Boats. Never cut buoys in Woman's Bay!
- bb. Remember, from buoy 11 to buoy 15 in Kodiak Harbor is considered a no wake zone. Speed must be held to or under 5 KTS (3.7 MPH). The Harbor Master or Alaska State Troopers can write citations for anyone exceeding the speed limit. Please do not damage the reputation of all morale boat users by speeding in these areas. You are responsible for your wake and the damage it may cause.

7. FEES.

- a. Fees for MWR Eligible Patrons:
 - i. 23' Pacific boats (fuel included)
 - 1. \$175.00 - Half day Saturday & Sunday
 - 2. \$275.00 - Full day
 - ii. Raft- Max rental 2 weeks
 - 1. \$40.00 – per day
 - 2. \$250.00 – per week
 - iii. Raft plus 8hp Kicker
 - 1. \$45.00 – per day

- 2. \$300.00 – per week
- iv. Raft plus 9.9/15hp Kicker
 - 1. \$50.00 - per day
 - 2. \$325.00 – per week
- v. 8hp Kicker
 - 1. \$10.00 – per day
 - 2. \$50.00 – per week
- vi. 9.9/15hp Kicker
 - 1. \$15.00 – per day
 - 2. \$75.00 – per week
- vii. Downrigger
 - 1. \$10.00 – per day
 - 2. \$15.00 – per day for two (2) downriggers
- viii. Nets
 - 1. \$2.00 – per day
- ix. Generators- Max rental 1 week
 - 1. 1000 watt - \$5.00 – per day
 - 2. 3000 watt - \$10.00 – per day
- x. Fishing Poles
 - 1. \$5.00 - per day
 - 2. \$15.00- per week
 - a. Note: If you are renting a boat, you will not be charged for poles. Poles are issued on a first come first serve basis and are not guaranteed with your boat rental.
- b. Gas, bait, and tackle retail costs are not included in the above fees, except for boat rentals where fuel is included.
- c. The operator will be charged for all equipment which is lost or damaged. The damage fee is based on a direct replacement cost, or current value of item(s). If any equipment is lost or damaged due to negligence or inappropriate conduct, the operator will be held liable for the cost to replace or repair that item. Future use of boat house equipment will be suspended until payment is made. Patrons MAY NOT purchase their own items to replace broken or damaged MWR equipment or gear. A copy of the purchase receipt will be given to the patron when they are charged for the replacement equipment or gear.

8. HOURS OF OPERATION.

- a. Boat rentals are available between 22 May 2025 and 15 September 2025. Full day rentals are from 9am-7pm, ½ day rentals are from 9am-1:30pm and 2:30pm-7pm.
- b. All rental gear other than boats are available to rent between 1 May 2025 and 31 December 2025.
- c. Boat House hours will be from 8am to 4pm, Monday through Friday, 1 May 2025 to 16 May 2025, and 22 September 2025 to mid-December 2025, staffing dependent.
- d. Boat House hours will be from 8:30am-7:30pm Thursday through Monday, 22 May 2025 to 15 September 2025.

- e. The above listed dates and times are subject to change at the discretion of the MWR staff. A real time calendar can be found on the MWR Boat House website. Kodiakmwr.com.