

# KODIAK MWR RECREATIONAL BOAT PROCEDURES

## Definitions:

- MWR Eligible Patrons- Any Active Duty Member of the Armed Services, Coast Guard Auxiliary, Reservist, Retired Military, Active Duty Dependent, bona fide veteran, or as outlined in COMDTINST M1710.13D
  - AL- 23' Aluminum Pacific Skiff
  - Raft – 13' & 14' Inflatable Saturn Raft ( hard floor )
  - Raft - 11' Inflatable Saturn Raft ( soft floor)
1. 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.**
  2. Dependents must be at least 18 years of age or older with a valid driver's license in order to rent a boat.
  3. All patrons must have, in their possession, a valid I.D. card and a current year Kodiak MWR Boat Card before any boat or raft with an engine can be checked out. To obtain the boating card, MWR eligible patrons must obtain a safe boating certification from a USCG Auxiliary or U.S. Power Squadron approved course. **Members may also be a qualified (letter-holding, certified or lapsed) USCG**
    - a. Coxswain
    - b. Crewman
    - c. Engineer

.....on a Coast Guard standard boat or hold an Underway DWO Letter. However, even these members must still pass the MWR Kodiak boat house specific written exam, and demonstrate knowledge of local area and equipment via check ride with qualified personnel.
  4. There are many ways to attain a Boating Safety Class Certification. Patrons may attend a local Boating Class through the Coast Guard Auxiliary, or complete an online course and print out the completion certificate. Many of these courses require a nominal fee. Patron must show a completion certificate. The following link will take you to our recommended, free course:

<http://www.boatus.org/alaska/>

5. MWR boats and/or watercraft may not be used for any commercial purpose or personal monetary gain. The patron checking out the boat is responsible for the boat and must remain on board the boat at all times.
6. Fees for MWR Eligible Patrons:
  - a) 23' Pacific boats cost \$100 per day; (\$15/hour with a \$45 minimum).
  - b) Command-Approved Morale Events, set up through the shops chief, are offered at a half-cost rental rate.
  - c) Gas, bait, and tackle retail costs are not included in the above fees.
  - d) 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 operator use of boat house equipment will be suspended until payment is made. If the operator damages the boat to the degree that the boat requires a tow, the operator will be responsible for all fuel costs associated with the tow.

**Reservations:**

1. All reservations must be made in person, and all patrons are required to show proof of MWR boating card.
2. MWR boats may be reserved up to 14 days in advance. Only one boat can be reserved at a time within that 14 day window. However there is always a chance for a second boat during that boating weekend, examples below:
  - a. First example: A patron reserves a boat on a Saturday of the boating weekend within the 14 day window. 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.
  - b. 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.
  - c. Any boat usage beyond a second boat, s/he may put their name down on the standby list for any additional rental days. If a slot has not been filled, they will receive a call from BH staff. This policy has been adopted to prevent a single patron from reserving the whole weekend, ultimately giving more patrons a chance to reserve.
3. Boats are assigned and launched in a predetermined order by Boathouse personnel and requesting a specific boat (other than type – i.e. AL or raft) cannot be accommodated.

4. Patrons are required to arrive at the boat house 30 minutes prior to the launch time to complete the boat check-off and float plan. **Float plans are required for all boat rentals which also includes, rafts with engines.**
5. Reservations must be cancelled the day prior to the required arrival time for all MWR Boat House reservations. Please notify the boat house as soon as you know you have to cancel.
6. Cancellations need not be made on days with posted weather advisories.
7. Personnel may have a third person make a boat reservation in their name if boat card holder is held up for extenuating circumstances (i.e. member on duty.) The requesting member must have a valid Kodiak MWR boat card in the system.
8. The boat will be provided with enough fuel to support the intended trip. The operator will be charged per gallon for fuel used during the rental, as measured by the on-board fuel flow meter. All fuel must be obtained from boat house personnel and fuel will be charged at the rate posted at the boat house.
9. If there is a weather advisory of any type, or the Boathouse 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 every two hours from 0800 until 1400. If conditions do not improve after 1400, the boating day will be canceled. For reference, seas over six feet and/or winds greater than 25kts as reported by NOAA are considered upper thresholds for safe boating.
10. The fixed VHF radios on board the boats must always remain on and monitoring **Channel 22A.** The operator is required to maintain hourly communications with the Boathouse. If a radio call is missed the boat house will start “lost communications procedures” within 15 minutes after the missed call. In addition, if weather advisory is issued after a boat is launched; the boats will be recalled via the VHF radio on Channel 22A. **This recall is MANDATORY.**
11. Boats must be back at the pier prior to 1700. Boathouse personnel reserve the right to restrict operation hours and areas due to safety conditions (including fog).
12. If the operator has any problems or concerns that arise during the boating day, the operator must contact the Boathouse immediately on channel 22A. If the operator cannot contact the Boathouse for any reason, the operator should hail CG Sector Anchorage. **If the operator has an emergency condition, the operator should conduct a distress call “mayday” on channel 16.**

13. The operator may make changes to their float plan by contacting the Boathouse on channel 22A; any changes to the float plan must be made prior to the agreed return time.
14. After returning to the pier, the operator will be required to thoroughly clean the boat. When the operator is finished cleaning the boat and the attendant has inspected the boat, the operator will proceed to the Boathouse and pay their bill prior to any fish processing (**pay before filet.**)
15. Personnel requirements for boats:
  - a. There must be at least 2 people in the boat at all times.
  - b. The second person in the boat must be at least 14 years old.
  - c. There can be no more than 6 people in any boat at any time.

**Failure to follow these rules may result in forfeiture of your boat card.**

16. 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 Boathouse staff know so the items can be replaced. Emergency use of the supplies will not require reimbursement for items used from the kit.
17. The boat's anchor should be accessible at all times 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.
18. 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.
19. 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. If the anchor does not release, drop the line with the buoy attached and report the location (latitude and longitude) to the MWR Boat House staff. MWR staff will try to retrieve the anchor when time allows. **If the anchor is irretrievable, the operator will be responsible for the cost of fuel for the recovery boat and replacement cost of the anchor assembly. If the anchor is retrieved, the operator will only be charged the fuel cost of the recovery boat. 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. The operator will be charged for the cost of the anchor and assembly. All boats that no longer

have an anchor on board must notify the boat house and return immediately for a replacement anchor.

**20. As Per 2020 Alaska Department of Fish and Game Regulations, Rockfish Conservation and Deepwater Release.**

<http://www.adfg.alaska.gov/index.cfm?adfg=fishingSportFishingInfo.rockfishconservation>  
[http://www.adfg.alaska.gov/static/regulations/fishregulations/PDFs/SpeciesID/rockfish\\_id.pdf](http://www.adfg.alaska.gov/static/regulations/fishregulations/PDFs/SpeciesID/rockfish_id.pdf)

**Deep Water Release Tool will be available on each Boat.  
The replacement cost will be \$30 if lost and/or damaged.  
However you are more than welcome to bring your own Deep Water Release tools.**

21. Gillnetting is not authorized from any 23' Pacific boat.
22. Crab pot pulling may be done only from 23' Pacific boats.
23. There is no swimming or water skiing from any watercraft.
24. No pets are allowed on morale boats.
25. **NO ALCOHOL IS ALLOWED ON MORALE BOATS.**

**Outboard Motors – Operations and Procedures**

1. All MWR 23' Pacific boats have an electric key start.
2. 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 for assistance on channel 22A.
3. If you need to tilt the engine out of the water, turn it off first. To tilt the engine out of the water you must push the “up” side on one of the trim switches. There is one switch located on the side of the engine and also another 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.
4. To put into gear, snap the shifter into the desired position. Do not slowly engage the shifter, as this will damage the gear.

- a. **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:
  - 
  - i. No oil, Water temperature, and check engine.
  - ii. 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.
  - iii. If the failure is momentary, the light will remain lit for the full 30 seconds, but will go out.
  - iv. If the failure is persistent, the light will remain lit until the key is turned off or the failure is corrected. The light will re-occur on the next start-up if the problem is not corrected.
- b. **Trouble shooting alarms:** For any troubleshooting procedures, head to safe water before proceeding:
  - i. 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. sea weed, 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 channel 22A. If the alarm ceases, continue boating.
5. 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.
6. If you have any questions about the outboard operations, ask the boat house personnel. They will show you the proper procedures. This will help prevent accidents and damage.


### **Boarding the Boats**

1. Never jump into the boat from the 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.

2. 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.
3. Conduct a radio check with the Boat House on channel 22A when you are ready to depart the pier.

### *Getting Underway*

1. Release and secure mooring lines and push boat away from the pier before putting into gear.
2. Remember: Extra caution and slower speeds reduce your chances of having an accident **(slow is pro)**.
3. "Safe speed" is defined as that speed where you can take proper and effective action to avoid collision.
4. The Emergency stop lanyard will remain attached to the operator at all times! 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.
5. Do not gun the engine. Take off slowly and gradually increase speed.
6. Do not exceed 5500 RPM. Once you get the boat on a plane, cut back on the throttle. This will save gas and cut down on engine wear and tear.
7. Always wear your life jackets both on the morale boats and pier. There are no exceptions. Failure to do so will result in the loss of boating privileges.
8. Do not hang over the bow or sides or sit on the rails.
9. Do not operate without a lookout. Keep your crew alert at all times.
10. Be aware of changes in water appearance. This can be a change in color or change in the surface action. An area that has a different wave action than the rest of the surrounding areas may indicate submerged rocks or strong currents. These areas are to be avoided if at all possible.
11. Always keep an eye on the weather. If the wind picks up considerably, or if you see a storm heading in, don't hesitate to head back to the nearest safe port. Alaskan waters can change drastically in a matter of minutes.
12. Always stay in sight of land especially in fog or reduced visibility.
13. Do not beach the boat. Only in extreme emergencies is this acceptable.

14. Never leave the boat unattended for any reason. In the event of an infrequent stop in town, the boat card holder must stay with the MWR boat.
15. If for any reason you stop in town and pick up or drop off any person, you are required to notify the MWR Boat House prior to getting underway to update your float plan.
16. If you are caught in a storm or rough seas, secure all gear. Reduce speed and head back to port. 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, immediately call the boat house on channel 22A or if the situation dictates, call MAYDAY on channel 16 and deploy the anchor and/or a sea drogue (bucket, cooler etc.) should be deployed from the bow. This will keep your bow into the seas and reduce your chances of swamping. \*\*\*NOTE\*\*\* if conditions are too bad, head for any safe harbor or buoy and get word back to the Boat House.
17. 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.
18. Always know your location. At any time, you should be able to pin-point your location on the chart.
19. Know your fuel status. This is especially true in rough seas.
20. Do not run the boats through kelp beds. If kelp is present, the water is shallow and rocks are near. Kelp will also clog the cooling intakes, overheat the engine, and cause engine damage.
21. Never anchor in a channel or tie up to a navigational aid. Both are illegal.
22. If you see a boat heading your way, do not assume they see you. Their boat may be on autopilot. Get out of their way.
23. **If in immediate danger, broadcast a mayday on channel 16 VHF, activate your 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.**
24. If the danger is not immediate, contact the Boat House or another morale boat on channel 22A VHF.
25. Avoid excessively sharp turns.



26. 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.
27. No alcoholic beverages are allowed on any MWR boats! If there is any violation to this policy; your MWR boat card will be revoked!
28. Kodiak is notorious for its ever-changing weather. What starts out as a bright, clear day could quickly deteriorate into a foggy or rainy day. Most often, the fog banks come in from sea and can be seen rolling in from considerable distances. The safest course of action to take when fog approaches or slowly develops is to return to the base boat launch immediately. If you find you are unable to make it to base, but you can make it to the town launch, seek safe harbor there and call the Boathouse. Should you become completely enveloped in dense fog; do not try to make it back to the 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.
29. 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!
30. 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.

### *Navigation Rules*

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 views and downloaded at <https://www.navcen.uscg.gov/?pageName=navRulesContent>.