



Instructor Class Procedure Information:

Student Course Material:

Prior to their course, students will have received a “Welcome to Advantage Boating” email providing them with details about their course. They have been granted electronic access to their online learning materials (newly re-designed).

NEW THIS YEAR – We have decided to provide each student with a hard copy of our Advantage Boating Basic Cruising Textbook. These will be located in the white mail box and are to be distributed on the first day of the course. Besides the Basic Cruising theory material, we have also included copies of the:

- Basic Cruising Standard
- “Next Steps” Document
- Knot sheet
- Safety item sheet
- Right of way pamphlet
- Point of Sail diagrams (2 of them)
- Right of way question sheet
- Right of way sheet
- Tide and Current table
- PCOC Cross over guide

**Please notify the office when the stock becomes low.

Class Record Sheets:

Class lists will be emailed to you prior to class. Please keep this with you each day during the course. Meet your classes under either the Blue Tent (NSC) or the White Tent (BYC). Dinghy/CANSail Classes are met at the NSC Youth Pavilion Tent.

This document is designed to cover a few things:

- Class Details
- Student Contact Information
- Daily Attendance and Weather details
- Safety Briefing (Transport Canada) – please tick off the box indicating the safety briefing was done
- Student Background information – why did they choose AB and how did they find out about us?
- Student Goals - Find out and record what the student’s goals are.

- Certification Awarded – Please fill out the “AFLOAT LEVEL” and indicate if the student has passed their course with crew or skipper level.
- LOGBOOK: For students who pass, also fill in the Logbook (located in the white mailboxes) and return to the office with the attendance sheet. **DO NOT GIVE STUDENTS THEIR LOG BOOK**
- NOTES – a section to record any other information that will let the office know of problems or positive comments about the course.

Transport Canada – Standard For Recreational Boating Schools:

Advantage Boating is certified and complies with Transport Canada’s “Standard for Recreational Boating Schools” (TP 15136E).

INSTRUCTORS must now have a “SAFETY BRIEFING” with each of their classes and record that the following items were discussed:

1. General vessel safety rules.
2. Location and operation of Transport Canada mandated safety equipment for the vessel → PFD’s / life jacket use, fire fighting, lifesaving equipment.
3. Familiarization with vessel arrangements → vessel layout, head, galley (if applicable)
4. Instruction on how to wear lifejackets
5. Briefing on known hazards of the navigation area (i.e. Britannia Rapids, Blueberry shoal, shoal between BYC and NSC, shoal north of the NSC break-wall, shallow water in Shirley’s Bay and south of Aylmer Island)
6. Warnings that weather or sea conditions may not be suitable for children or individuals with pre-existing health conditions.

INSTRUCTORS must also:

1. Carry a charged cell phone with them at all times on the water
2. Carry the class list with them at all times out on the water
3. Have knowledge and information on emergency procedures (Medical emergency, COB recovery, fire and lifesaving)
4. Have knowledge on the location and operation of through-hull fittings (see Boat Binder)

Afloat Skill Checklist:

Complete an Afloat Skill checklist for each student and return it with the class record sheet at the end of the course. Having this checklist will also make it easier for sharing information with another instructor, especially if there is more than 1 instructor teaching a course. [Link to Basic Cruising Checklist PDF.](#)

Logbooks:

Logbooks must be filled out and signed by the instructor. ONLY fill out a logbook for the students who are successful in passing their afloat section of the course (Crew or Skipper). DO NOT GIVE THE STUDENT THEIR LOG BOOKS! Logbooks are to be returned to the white mailbox with the completed class list (or given to Doris).

Increasing Student Success on Completing Basic Cruising:

- Let student know about quizzes in textbook and encourage them to do them
- Let student know about Basic Cruising Standard to use as a review for exam
- Let student know about review nights
- Encourage student to sign up online (www.advantageboating.com) for an exam or exam review date shortly after their on the water course is completed. While they are still taking the course, remind them that there is a gift for writing the exam.
- Determine student's goals for taking the course in order to help them succeed
- If time allows and students are keen, take them out on the bigger boats. Check with Doris beforehand to ensure boat is available.