



Style Guide

DRAFT - March 3

2016

- Part One – ANSI Specific
- Part Two – NASBLA Specific
- Part Three – Standard Numbering
- Part Four – Standard Formatting
- Part Five – Terms and Definitions

Version 2 - Accepted as draft procedure - March 26, 2015

Version 3 - Updated with Terms and Definitions- Sept. 11, 2015

Version 4 - Updated with 12/15 Panel Approved Style Guide and Terms and Definition Updates. Additional ERAC definitions included for Panel consideration on 3/3/16.

DRAFT – ESP Style Guide

- Accepted as draft procedure by Panel on 3-26-2015
- Updated version 3 accepted as working draft by Panel on 9-11-15
- Updated version 4 presented to Panel for discussion/acceptance on 3-3-16

Draft Style Guide Policy for National Boating Education Standards

PART ONE - ANSI Specific

- I. ANSI Style Guide-sheet (latest version) will be referenced in preparation of all standards to be submitted for designation as an American National Standard

A. General style guide-lines:

- Heavy emphasis on technical integrity rather than on cosmetic "look", i.e., a spelling error wouldn't usually damage the functional integrity of a document but a missing figure or inaccurate Normative Reference would have serious impact.
- Strive for consistency throughout document consistency of formatting, presentation, capitalization, terms, etc.

B. Strongly recommended items for adherence:

1. *No requirements are to be presented in the informative (and some normative – e.g., scope; terms and definitions) text:*

No requirements in the foreword, introduction, scope, terms and definitions, informative annexes, notes, examples, footnotes to text, notes to figures, notes to tables.

2. *Correct use of "shall", "should" and "must", i.e., correct form of requirements and recommendations:*

The correct verb form for indicating a requirement is "shall". The correct verb form for indicating a recommendation is "should". Universally accepted "standardese" does not recognize "must". Use "shall" for indicating a mandatory aspect or an aspect on which there is no option.

3. Full and complete Normative References:

Make sure all standards on which the document is contingent are fully and correctly listed, with availability footnotes, where necessary. Any document cited in the standard as being indispensable for the application of the standard needs to be listed in Normative References. Informative references - those for information only, or for use as background reading, are to be listed in a Bibliography, which comprises the final annex (appendix). (Note: preferred term for this component of a standard is "annex".)

C. Completeness and consistency of document

Confirm that:

- All pages, figures and tables, included and numbered correctly. Clauses/sub-clauses, footnotes numbered consistently
- Cross references - to other documents and to other parts of standard, cited correctly.
- Running heads/designation correct - year added not 200x
- Symbols and names of units shall not be mixed - e.g., use "km" or "kilometers" consistently, not a mix of both
- Variables and quantities to be indicated in italics, in accordance with widely accepted mathematical style

II. ANSI Definitions (normative)

Assure consistency with the following normative definitions:

Consensus body: The group that approves the content of a standard and whose vote demonstrates evidence of consensus.

In Writing: Communication sent by either mail or electronic mail (email).

Resolved: A negative vote cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comment.

Substantive Change: A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are:

- "shall" to "should" or "should" to "shall";
- addition, deletion or revision of requirements, regardless of the number of changes; and
- addition of mandatory compliance with referenced standards.

Unresolved: Either (a) a negative vote submitted by a consensus body member or (b) written comments, submitted by a person during public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or

withdrawn after having been addressed according to the developer's approved procedures.

III. ANSI Logo Use

As an Accredited Standards Developer, the NASBLA/ESP may choose to use the ANSI Accredited Standards Developer mark and may also use the approved American National Standard mark on any document so approved.

PART TWO- NASBLA Specific

I. Editorial Content

The NASBLA editorial style guide will be used as a basis for general editing including punctuations, formatting, and other considerations not addressed in this policy document.

NASBLA Style

Based on the AP Style guide to capitalization, abbreviation, spelling and usage.

affect, effect

Affect, as a verb, means to influence: *The game will affect the standings.*

Effect, as a verb, means to cause: *He will effect many changes in the company.*

Effect, as a noun, means result: *The effect was overwhelming.*

afterward, backward, toward

Not afterwards, backwards, towards.

a.m., p.m. or A.M., P.M.

Please note the periods.

and/or

Pick one. Avoid the use of slashes whenever possible.

annual conference

Only capitalize when full title of conference is used (e.g., 2009 Annual NASBLA Conference or NASBLA's 50th Annual Conference).

association

Only capitalize when the full title (National Association of State Boating Law Administrators) is used.

bimonthly

One word.

board

Only capitalize when full title (NASBLA Executive Board) is used.

boating law administrator

Abbreviations: BLA (singular), BLAs (plural)

BoatU.S.

bylaw

One word.

City, State

The conference will take place in Lexington, Ky., next spring. (Note the placement of commas after both city and state.)

commas and semi-colons (use of)

TO CLARIFY A SERIES: Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas:

- He is survived by a son, John Smith, of Chicago; three daughters, Jane Smith, of Wichita, Kansas, Mary Smith, of Denver, and Susan, of Boston; and a sister, Martha, of Omaha, Nebraska.
- Note that the semicolon is used before the final 'and' in such a series.

Coast Guard

Capitalize when referring to this branch of the U.S. armed forces, a part of the Department of Homeland Security: the *U.S. Coast Guard*, *the Coast Guard*, *Coast Guard policy*. Do not use the abbreviation *USCG*, except in quotes.

- Use lowercase for similar forces of other nations.
- This approach has been adopted for consistency, because many foreign nations do not use coast guard as the proper name.

Dashes

Use an em dash (two hyphens or ALT-0151) in place of commas when you want to give particular attention to a phrase that would otherwise be set off by commas. Generally, we do not put spaces before and after em dashes. En dashes (longer than a hyphen, shorter than an em dash (ctrl- on number pad) are generally used between a range of numbers. This includes time ranges (8:30 a.m.–10:30 a.m.)

Examples:

- *Everyone involved in boating safety education—especially instructors—should attend this important breakout session.*
- *Make no mistake—this is one workshop everyone should attend.*
- *The conference will take place February 4–6.*
- *The exhibit hall is open 8 a.m.–5 p.m.*

dates within text

(comma placement)

Examples:

- *This year's conference, to be held Sept. 26–30, 2009, is a professional development opportunity you won't want to miss.*
- *June 2009 has been declared National Safety Month.*
- *Our next meeting on Tuesday, July 19, 2007, will be held in Lexington.*

decision maker, decision making

Two words, no hyphen

District of Columbia

Abbreviate D.C.

drunk, drunken

Drunk is the spelling of the adjective used after a form of the verb to be: He was drunk.

Drunken is the spelling of the adjective used before nouns: a drunken driver, drunken driving.

DUI, driving under the influence; DWI, driving while intoxicated; follow official state usage.

e- as a prefix for new terms in the tech and business worlds

Use hyphenated e- for generic terms such as e-commerce and e-strategies. One exception: email (no hyphen, which reflects majority of usage). For company names, use their preference: eBay.

email

No hyphen. Only capitalize when it begins a sentence or on forms where all equivalent items (i.e., Address, Fax, Telephone) are capitalized. Addresses are not case-sensitive.

ensure, insure

Use *ensure* to mean guarantee; use *insure* for references to insurance.

follow-up

(n. and adj.) Use two words (no hyphen) in verb form.

fundraising, fundraiser

One word in all cases.

hands-on

(adj.) Hyphenated.

Internet

Capitalized.

life jacket

Two words.

login, logon, logoff (n.) log in, log on, log off (v.)**nonprofit**

One word.

onboard

One word as a modifier: There was onboard entertainment. But: he jumped on board the boat.

online

One word.

plurals

For numbers and multiple letters, add *s*. For example: *She knows her ABCs. I polled the BLAs. The organization was established in the 1960s.*

policymaker, policymaking

One word.

professional titles

Only capitalize professional titles when they directly precede the person's name, and the title and name are not separated by a comma. If the title comes after the name, do not capitalize.

Examples:

- *National Association of State Boating Law Administrators Executive Director John Johnson*
- *John Johnson, executive director, National Association of State Boating Law Administrators*

propeller**sentence spacing**

Use a single space between sentences.

set up (v.) setup (n. and adj.)**Sport Fish Restoration and Boating Trust Fund**

"Safety" is not part of the title

telephone numbers

Use the form: 123.456.7896

that, which, who

Use *that* to introduce essential clauses: *The course that was referenced in the article was approved by NASBLA.*

Use *which* to introduce nonessential clauses: *The four breakout sessions, which were held on Tuesday, were popular among conference attendees.*

Use "who" when referring to persons: *Joan is the one who set up the meeting space and accommodations.*

underway

One word in all uses.

United States Power Squadrons

URLs

Can be case-sensitive.

U.S. Coast Guard Auxiliary**user friendly**

Avoid. For example: *The system is easy to use*, not *the system is user friendly*.

wakeboard

One word.

water-ski (verb) water ski (noun)**water sports****website**

One word.

PART THREE – STANDARD NUMBERING

I. Standards Document Designations

The following designations are used in titling NASBLA-sponsored National Boating Education standards (*illustrated next page*):

a. ESP Final Standard:

NASBLA XXX-YEAR: *PLUS TITLE* for standards completing the ESP process and accepted by the NASBLA Executive Board. XXX refers to a numeric figure.

(*Example: NASBLA 103-2015 Basic Boating Knowledge – Power*). The middle figure can also be expanded to decimal places such as xxx.xx if needed.

9Example: NASBLA 103.1-2015 Basic Boating Knowledge – Water Jet Propelled)

b. Additional numbering considerations as illustrated:

- 1) A knowledge standard starts with an odd number
- 2) A skill standard starts with an even number
- 3) 2XXX will indicate year of standard's original effective date. Revision dates will be indicated in parentheses EX: (REV 2025)
- 4) Skill sub-numbers (indicated as XXX-#-20XX) indicate skill-sets that require prior completion of the 100 level course (same series).

c. When submitted for consideration as an American National Standard to the ANSI Board of Standards Review, the indicator BSR will be added to the standard title: (Example: BSR/NASBLA 103-2015: Basic Boating Knowledge – Power).

d. Once ANSI has recognized the standard as American National Standard (ANS), the ANSI designation shall be added to the reference name: (Example: ANSI/NASBLA 103-2015: Basic Boating Knowledge – Power)

e. Labeling of Joint Standard:

For standards produced in cooperation with another entity, the document designation may reflect this cooperative arrangement, such as:

NASBLA/ACA-XXX-YEAR (for draft standards) (ACA is used as an example only)

ANSI/NASBLA/ACA-XXX-YEAR (for final standards)

National Boating Education Standards - Recreational Boating

NASBLA	101-20XX	Basic Boating Knowledge - Human Propelled and Paddlesports
NASBLA	201-20XX	<i>Basic Boating Skills - Human Propelled and Paddlesports - Entry Level</i>
NASBLA	201-1-20XX	<i>Basic Boating Skills - Human Propelled and Paddlesports - Inland/Near shore</i>
NASBLA	201-2-20XX	<i>Basic Boating Skills - Human Propelled and Paddlesports - Coastal/ Off shore</i>
NASBLA	201-3-20XX	<i>Basic Boating Skills - Human Propelled and Paddlesports - River</i>
NASBLA	102-20XX	Basic Boating Knowledge - Non- Motorized Sail
NASBLA	202-20XX	<i>Basic Boating Skills - Non-Motorized Sail - Entry Level</i>
NASBLA	202-1-20XX	<i>Basic Boating Skills - Non-Motorized Sail - Inland/ Near Shore</i>
NASBLA	202-2-20XX	<i>Basic Boating Skills - Non-Motorized Sail - Coastal/ Off shore</i>
NASBLA	103-2015	Basic Boating Knowledge - Power and Motorized Sail
NASBLA	203-1-20XX	<i>Cold Water Survival Skills</i>
NASBLA	203-2-20XX	<i>Life Jacket Usage Skills</i>
NASBLA	203-3-20XX	<i>Basic Boating Skills - Power and Motorized Sail - Launching/Retrieving and Docking</i>
NASBLA	203-4-20XX	<i>Basic Boating Skills - Power and Motorized Sail - Close Quarter Boat Control</i>
NASBLA	203-5-20XX	<i>Basic Boating Skills - Power and Motorized Sail - Open Water Boat Handling - Inland/Near Shore</i>
NASBLA	203-6-20XX	<i>Basic Boating Skills - Power and Motorized Sail - Open Water Boat Handling - Coastal</i>
NASBLA	203-7-20XX	<i>Basic Boating Skills - Power and Motorized Sail - Open Water Boat Handling - River</i>
NASBLA	104-20XX	Basic Boating Knowledge - Water-Jet Propelled
NASBLA	204-1-20XX	<i>Basic Boating Skills - Water-Jet Propelled - Entry Level</i>
NASBLA	204-2-20XX	<i>Basic Boating Skills - Water-Jet Propelled - Personal Watercraft</i>
NASBLA	204-3-20XX	<i>Basic Boating Skills - Water-Jet Propelled - Open Water</i>
NASBLA	204-4-20XX	<i>Basic Boating Skills - Water-Jet Propelled - River</i>
NASBLA	105-20XX	Basic Boating Knowledge - Towed Water Sports
NASBLA	205-20XX	<i>Basic Boating Skills - Towed Water Sports</i>
NASBLA	106-20XX	Basic Boating Knowledge - Trailing
NASBLA	206-20XX	<i>Basic Boating Skills - Trailing</i>
NASBLA	300-20XX	Intermediate -level Knowledge
NASBLA	400-20XX	<i>Intermediate -level Knowledge</i>
NASBLA	500-20XX	Advanced-level Knowledge
NASBLA	600-20XX	<i>Advanced-level Knowledge</i>

As presented to NASBLA Executive Board on 6/17/14*

NOTES:

- 1) Black indicates a knowledge standard and starts with an odd number
- 2) Red indicates a skill standard and starts with an even number
- 3) 20XX will indicate year of standard's original effective date. Revision dates will be indicated in parentheses EX: (REV 2025)
- 4) Skill sub-numbers (indicated as XXX-#-20XX) indicate skill-sets that require prior completion of the 100 level course (same series).

*6/17/14 - Executive board report and action:

Dillon presented a draft numbering convention the ESP is recommending as it proceeds with its ongoing efforts to maintain the national standard. The numbering system would offer more clarity and avoid possible conflicts with other ANSI SDOs, like the American Boat and Yacht Council (ABYC). *The board considered and approved a motion to adopt the proposed type of standards numbering system recommended by the ESP. In a related discussion, the board also supported the concept of "recognizing" contributions of organizations to original standards.*

Boat Operator and Training (BOAT) Professional Knowledge and Skill Standards

700 level and above

NASBLA	700-20XX	Marine Patrol Law Enforcement Knowledge
NASBLA	701-20XX	Marine Law Enforcement Technologies
NASBLA	801-20XX	<i>Boat Crew Member</i>
NASBLA	802-20XX	<i>Navigation Rules Online</i>
NASBLA	803-20XX	<i>Officer Water Survival</i>
NASBLA	804-20XX	<i>Airboat Operator</i>
NASBLA	805-20XX	<i>Fire Boat Small</i>
NASBLA	806-20XX	<i>Boat Operator Search and Rescue (BOSAR)</i>
NASBLA	807-20XX	<i>Boating Under the Influence Detection and Apprehension</i>
NASBLA	808-20XX	<i>Boating Accident Investigation - Comprehensive</i>
NASBLA	809-20XX	<i>Boating Accident Investigation - Advanced</i>
NASBLA	810-20XX	<i>GPS Forensics</i>
NASBLA	811-20XX	<i>Enhanced Vessel Operator</i>
NASBLA	812-20XX	<i>Tactical Operations Course</i>
NASBLA	813-20XX	<i>Pursuit and Stop</i>
NASBLA	814-20XX	<i>Small Vessel Maritime RND Operations</i>
NASBLA	815-20XX	<i>Methods of Instruction</i>

PART FOUR – STANDARD FORMATTING

Standard Style Guide Specifics for use by the Education Standards Panel

Formatting for standard numbering, layout, header, footer, cover sheets, copyright, ESP Logo use, etc. shall follow the ANSI Edited 2014 Style Guide Reference as practical (Formatting is illustrated in the following).

American National Standard

Basic Boating Knowledge – Power

A. Scope

This is the minimum required standard that applies to all basic boating courses in the U.S. states and territories and District of Columbia.

B. Purpose

To establish the national standard for use by course providers to meet the needs of recreational boaters for basic boating knowledge in order to identify and reduce primary risk factors and mitigate their effects on recreational boating.

1. The boat

1.1 Boat capacities

The course shall describe how to determine acceptable loading based on:

- locating and determining a boat's gross load capacity (total weight and number of persons) from the boat capacity plate; and
- horsepower recommendations.

1.2 Personal watercraft (PWCs)

Personal Watercraft (PWCs) or other boats without capacity plates should reference the owner's manual and state laws.

2. Boating equipment

2.1 Personal flotation devices (wearable life jackets and throwable devices) types and carriage

2.1.1 The course shall explain the:

- different classifications and types of U.S. Coast Guard approved personal flotation devices (PFDs), including inflatable life jackets and throwable Type IV devices;
- different sizes of U.S. Coast Guard approved PFDs; and

- respective uses, advantages, and disadvantages of life jackets based upon the activity for which they are intended.

2.1.2 The course shall also:

- describe the number and types of PFDs/life jackets that shall be carried aboard the boat according to applicable regulations;
- discuss and clarify label restrictions; and
- emphasize that the best life jacket is the one that shall be worn all the time.

2.2 Personal flotation device availability and sizing

The course shall communicate that PFDs/life jackets shall be:

- readily accessible; and
- correctly sized for the persons using them.

2.3 Wearing life jackets

The course shall inform boat operators of the importance of:

- selecting the proper life jacket for the activity and everyone wearing life jackets at all times while aboard, skiing, or otherwise being towed;
- showing passengers how to correctly select the right size of life jacket and put on their life jackets;
- emphasizing the need to be aware that conditions can change quickly while boating (i.e., weather and water conditions, boat traffic, etc.); and
- stressing the need to always wear a life jacket while aboard due to the difficulty of putting a life jacket on in the water while under distress.

2.4 Personal flotation device serviceability

2.4.1 The course shall describe:

- the characteristics of serviceable PFDs/life jackets; and
- when to replace PFDs/life jackets due to excessive wear or damage.

2.4.2 Special attention shall be given to the maintenance of inflatable life jackets as per manufacturer recommendations.

2.5 Fire extinguisher equipment

The course shall describe:

- the legal carriage requirements for fire extinguishers on recreational boats;
- the type and size of fire extinguishers needed for different types of fires;
- the importance of placing fire extinguishers in readily accessible locations; and
- the need for following manufacturer's recommendations for inspection and maintenance of fire extinguishers.

2.6 Back-fire flame control device

The course shall describe: the purpose and maintenance of a back-fire flame control device (a required device on all enclosed engines with a carburetor).

2.7 Ventilation systems

The course shall discuss the ventilation system requirements for different types of boats.

2.8 Navigation light equipment

The course shall cover the navigation light requirements for recreational boats as set forth in the most recent version of the NAVIGATION RULES for International and Inland Waters, COMMANDANT INSTRUCTION M16672.2 (series), Part C.

2.9 Sound signaling equipment

The course shall cover sound signal requirements for recreational boats as set forth in the most recent version of the NAVIGATION RULES for International and Inland Waters, COMMANDANT INSTRUCTION M16672.2 (series), Part D, describing:

- the types of sound-producing devices required on recreational boats; and
- the use of such devices on recreational boats.

2.10 Visual distress signal equipment

The course shall describe:

- the types of visual distress signals required on recreational boats; and
- the use of visual distress signals required on recreational boats operating on coastal waters, and adjoining rivers two (2) or more miles wide at the mouth and up to the first point the river narrows to less than two (2) miles as summarized in the most recent version of the NAVIGATION RULES for International and Inland Waters, COMMANDANT INSTRUCTION M16672.2 (series), Part D.

3. Trip planning and preparation

3.1 Checking local weather and water conditions

3.1.1 The course shall describe how to make informed boating decisions based on:

- forecasted local weather;
- water conditions;
- boater skill level;
- boat range; and
- capability of the operator and the boat pertinent to those conditions.

3.1.2 It shall describe:

- dangerous weather (i.e., strong winds, storms, lightning, hurricanes, fog);
- water conditions (i.e., high water, sand bars, currents, large waves); and
- their importance in trip planning.

3.2 Checking local hazards

The course shall describe how to obtain information about local hazards that may impede the safe operation of a recreational boat.

3.3 Filing a float plan

The course shall describe:

- the importance of notifying someone of your boating plans; and
- the basic information that should be included.

3.4 Boat preventative maintenance

The course shall communicate the need for:

- regular inspection; and
- maintenance of the boat and its key components (e.g., through-hull fittings, motor, electrical system, fuel system, operation of engine cutoff device [if installed]).

3.5 Transporting and trailering

The course shall cover safe trailering procedures including:

- safe towing preparation;
- road handling factors when pulling a trailer;
- launching a boat; and
- retrieving a boat from the water.

3.6 Fueling procedures

The course shall provide information on proper procedures for:

- fueling; and
- ventilation during fueling.

3.7 Predeparture checklist and passenger communication

3.7.1 The course shall describe:

- the importance of using a predeparture checklist; and
- conducting an onboard safety discussion with passengers.

3.7.2 Passengers should be informed about the location and use of:

- PFDs/life jackets (and shown how to put them on);
- fire extinguishers; and
- visual distress signals and first-aid kit.

3.7.3 Passengers should be informed about:

- anchoring procedures;
- emergency radio operation (if applicable);
- storm/rough weather procedures;
- line handling;
- emergency boat operation, and falls overboard procedure.

4. Safe boat operation

4.1 Operator responsibilities

4.1.1 The course shall describe:

- A boat operator's ultimate responsibility for:
 - operator proficiency;
 - situational awareness;
 - safety of boaters aboard and anyone coming into contact with the boat; and
 - all activity aboard the boat.

4.1.2 The course shall describe a boat operator's responsibility regarding the impact of the boat's operation on other water users, including, but not limited to, the need for:

- controlling boat speed;
- obeying no wake/limited wake restrictions;
- refraining from careless, reckless, or negligent operations on the water; and
- observing and operating in accordance with homeland security measures.

4.1.3 The course shall describe homeland security measures, including:

- keeping a safe prescribed distance from military and commercial ships;
- avoiding commercial port operations areas;
- observing all security zones; and
- observing and reporting suspicious activities to proper authorities.

4.1.4 The course shall indicate that it is the beginning of the boater's education and that other courses are available.

4.2 Influence of drugs and alcohol on boat operation

The course shall describe:

- the effects of drinking alcohol or using drugs while boating; and
- the boating laws pertinent to operating a boat while under the influence.

4.3 Navigation rules

4.3.1 This course shall describe basic safe boating operation and good seamanship for recreational boaters.

4.3.2 The course shall be designed to assist the recreational boater when encountering typical navigation rules of the road situations.

4.3.3 Although boat operators are responsible to be knowledgeable of the Navigation Rules in their entirety, this course shall focus on only the following Inland Rules*:

*In those states that Inland Rules do not apply, the equivalent International, Western Rivers or Great Lakes rule(s) may be substituted by the Course Provider.

- Rule of responsibility – Rules 2(a) and 2(b);
- Proper lookout – Rule 5;
- Safe speed – Rule 6(a);
- Collision avoidance rules
 - Rule 7(a);
 - Rule 7(d)
 - 7(d)(i);
 - 7(d)(ii);
 - Rule 8;
 - Rule 13(a);
 - Rule 13(b);
 - Rule 16;
 - Rule 17;
 - Rule 18 (a-d);
- Inland Rules
 - Rule 14(a);
 - Rule 14(b);
 - Rule 14(c);
 - Rule 15(a);
- Restricted visibility – Rules 19(a) through (e).

- Disclaimer (Include verbatim in course materials.)

“The navigation rules contained in this course summarize basic navigation rules for which a boat operator is responsible on inland waterways. Additional and more in-depth rules apply regarding various types of waterways, such as International Waters and Western Rivers, and operation in relation to commercial vessels and other watercraft.

For a complete listing of the navigation rules, refer to the document “Navigation Rules” published by the U.S. Coast Guard (COMMANDANT INSTRUCTION 16672.2 Series)

For State specific navigation requirements, refer to the state laws where you intend to boat.”

4.4 Aids to navigation

4.4.1 The course shall describe the Federal U.S. Aids to Navigation System (USATONS).

4.4.2 The course shall provide information about regulatory/informational markers (identified by orange bands on the top and bottom of each buoy) used to advise of:

- Situations;
- Dangers; or
- directions indicating:
 - shoals;
 - swim areas; and
 - speed zones; etc.

4.5 Docking and mooring

The course shall describe common practices for docking and mooring a boat relative to:

- boat size,
- type of boat,
- location,
- weather, and
- current.

4.6 Anchoring

4.6.1 The course shall describe the importance of:

- carrying an anchor, and
- the selection of: anchors, related ground tackle, and their use for different types of boats in various boating conditions.

4.6.2 The course shall describe:

- procedures for anchoring;
- use of anchors as safety devices in emergency situations; and
- the hazards of stern anchoring.

4.7 Carbon monoxide

The course shall describe the dangers, symptoms, and avoidance practices associated with carbon monoxide (CO) poisoning in recreational boating.

4.8 Propeller intervention and awareness

The course shall describe the dangers, unsafe activities, safety equipment (e.g., engine cutoff device), and avoidance practices to mitigate or prevent propeller strikes in recreational boating.

5. Emergency preparedness

5.1 Rendering assistance

The course shall explain that, according to the Navigation Rules, boat operators are required to render assistance to a boat in distress to the extent they are able.

5.2 Capsizing/falls overboard

5.2.1 The course shall describe how to prevent and respond to these emergencies.

5.2.2 The prevention responses shall include:

- stay centered and low;
- avoid standing and sudden moves;
- maintain three points of contact;
- never overload;
- balance your load; and
- avoid rough water.

5.2.3 The responding procedures shall include:

- wearing life jackets;
- taking a head count;
- staying with the craft when appropriate;
- signaling for assistance;
- using improvised floating aids; and
- initiation of procedures to recover people in the water.

5.3 Cold water immersion

The course shall describe the effects of cold water immersion and how to prepare for, prevent, and respond to a cold water immersion event, including:

- Stages and the physiological effects of cold water immersion
 - Initial reaction (cold shock response; gasping and hyperventilation);
 - Short-term response (cold incapacitation; swim failure, functional loss); and
 - Long-term response (immersion hypothermia).
- Preparation and Prevention
 - Wearing a life jacket enhances chances of survival during each stage;
 - Carrying communication and signaling devices on person; and
 - Preventing capsizing, swamping, and falls overboard.
- Response:
 - Initial reaction (first 1-5 minutes) – airway protection and breath control;
 - Short-term (first 30 minutes) – performing the most important functions first (emergency communication, situational assessment, decision making, and self-rescue activities); and
 - Long-term (after 30 minutes or more) – slow body core heat loss and be prepared at all time to signal rescuers.

5.4 Fire emergency preparedness

The course shall describe:

- procedures to prevent and respond to boating fires such as:
 - proper use of fire extinguishers; and
 - basic knowledge of fire suppression principles.

5.5 Running aground prevention and response

The course shall describe how to prevent, and respond to running aground for recreational boats.

6. Other water activities

6.1 Water-jet propelled watercraft

The course shall inform all operators of jet-propelled and personal watercraft about:

- safe boating practices; and
- special accident risks unique to personal watercraft (PWC), such as:
 - off throttle loss of steering;
 - stopping (including braking and reverse systems);
 - re-boarding a PWC; and
 - the use of a lanyard cutoff switch.

6.2 Water skiing, towed devices and wake sports

The course shall describe safety practices specific to:

- pulling water skiers;
- towing anyone behind a vessel; and
- allowing anyone to participate in an activity using the wake of the vessel (wake boards, tubes, etc.).

6.3 Diving and snorkeling

The course shall describe:

- how to recognize a diver down flag, and the International Code Flag A, and
- the legal requirements for operating a boat in the vicinity of snorkeling or scuba diving activities.

6.4 Hunting and fishing

6.4.1 The course shall inform people who fish and hunt from boats that they:

- are boaters; and
- need to follow safe boating practices.

6.4.2 Information shall be provided about accident risks unique to this group of recreational boaters.

6.5 Small boats

6.5.1 The course shall describe that all boat operators should be aware of their interactions around small boats including the effect of boat wakes.

6.5.2 Additionally, the course shall provide information about the safety considerations inherent to all small watercraft, as to:

- the importance of donning a life jacket prior to entering the watercraft;
- stabilizing a small boat for entering;
- boarding a small boat safely;
- proper loading for stability;
- moving around in the boat (e.g., keeping the weight centered from side-to-side and bow-to-stern);
- maintaining stability while underway; and
- being prepared for unintended water entry.

PART FIVE – TERMS AND DEFINITIONS

Unless specified otherwise, the following terms and definitions shall be used for reference in all standards, technical reports, and other documents from the Education Standards Panel.

Terms and Definitions		
TERM	Source	Definition
Advanced Education	NBSAC NASBLA	Any course of instruction that goes beyond a basic boating safety course that is NASBLA approved.
ANSI	ANSI	American Nation Standards Institute
ANSI Essential Requirements	ANSI ESP	The minimum acceptable due process requirements applying to activities associated with developing consensus for the purposes of approving, revising, reaffirming, and withdrawing standards sanctioned as American National Standards. In abbreviated form, the requirements are: Openness; Lack of Dominance; Balance; Coordination and harmonization; Notification of standards development; Consideration of views and objections; Consensus vote; Appeals (procedural); Written procedures; and Compliance.
Approved Scope of Activity	ANSI NASBLA	"NASBLA's standards development scope of activity covers knowledge and competencies for the recreational boater and boating professionals working within or on behalf of the recreational boating community in North America."
conformity assessment	ANSI	Methods of evaluating whether products, processes, systems, services and personnel comply with a standard.
consensus	ANSI	General agreement, but not necessarily unanimity, and includes a process for attempting to resolve objections by interested parties, as long as all comments have been fairly considered, each objector is advised of the disposition of his or her objection(s) and the reasons why, and the consensus body members are given an opportunity to change their votes after reviewing the comments.
consensus	ESP	Means that substantial agreement has been reached by directly and materially affected interests. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.
consensus body	ANSI ESP	The group that approves the content of a Standard and whose vote demonstrates evidence of consensus.
course	NASBLA	1) Refers to all components of "a boating education course, including instruction, texts, supplemental materials, and tests. A boating course may be presented in various formats, including classroom instruction, home study, video, distance learning, CD-ROM, or any combination of these formats." 2) A NASBLA -approved boating safety education course, including all documents and materials submitted as part of an application for NASBLA approval of said Course.
course	On-water Skill Standards	A series of specific learning experiences such as lectures or training sessions focused on a specific topic. It is designed to accomplish the acquisition of a defined level of knowledge and skills association with the specific topic; a framework of specific goals and objectives for learning experiences individual will engage in to transfer knowledge and skills.
Course Provider	NASBLA	A party, including a state, seeking application to NASBLA for approval of a boating safety Course and, after approval, providing that Course in compliance with the education standards.
curriculum	On-Water Skill Standard	A high level plan or overarching framework for all the experiences individuals will engage in as part of a their education; identifies what is to be learned and takes into account the needs of the individual learner, the domain of knowledge and skill and the needs of the society overall. The core ingredients of a curriculum include: the overall needs to be addressed through education; the specific goals and objectives to be pursued; and a method of evaluating its impact.
ESP	NASBLA	Means the National Boating Education Standards Panel. See "Consensus body."
Executive Board	ESP	The Executive Board of the National Association of State Boating Law Administrators.
experiential learning	On-Water Skill Standards	An instructional method based on the belief that people learn best by doing; learning new knowledge and skills takes place through active, hands-on experiences. The best approaches to experiential learning involve both focus on knowledge and understanding and activity with a focus on skills and behavior.
government unique standards	Federal	Government developed standards for its own uses when, for security or uniqueness of application, no other standard is acceptable (Ex. Military, Fed Specifications, individual agency standards).
in good standing	ESP	For a duly appointed Standards Panel member, means remaining in compliance with the Panel's attendance, balloting, conduct, and performance requirements. See Part V.2. of the Panel Rules.

<i>Incorporation by Reference</i>	<i>Federal</i>	1) A process which allows Federal agencies to comply with the requirement to publish rules in the Federal Register and the Code of Federal Regulations (CFR) by referring to materials already published elsewhere; 2) The legal effect of incorporation by reference is that the material is treated as if it were published in the Federal Register and CFR. This material, like any other properly issued rule, has the force and effect of law.
<i>instructional design</i>	<i>On-water Skill Standards</i>	A specific plan on how learning will be transferred. It identifies the specific approaches, sequence of activities or events, the required resources and time frames that will be used to enable the learning of new knowledge, skills and behaviors. It includes identification of instructional delivery strategies to be employed such as lecture, cooperative learning, experiential learning, as well as the structure in which instruction will take place such as individually, one-to-one, in small or large groups.
<i>in-writing</i>	<i>ANSI</i>	Communication sent by either mail or electronic mail (email).
<i>knowledge</i>	<i>ESP</i>	Cognitive outcome of the learning process. Usually tested by verbal or written questions.
<i>lesson</i>	<i>On-water Skill Standards</i>	A specific occasion when students meet with their teacher to learn a particular topic. Students engage in multiple lessons when the topic of a course is too large to be learned in one meeting.
<i>meeting</i>	<i>ESP</i>	Means any gathering of members in person or electronically (through webinar or teleconference or other electronic communication methods open and accessible to all members) to conduct official business.
<i>NASBLA</i>	<i>ESP</i>	Means the National Association of State Boating Law Administrators.
<i>National Technology Transfer and Advancement Act (NTTAA)</i>	<i>ANSI Federal</i>	1) Directs Federal Agencies to use consensus standards developed by consensus standards bodies; 2)Encourages participation in voluntary consensus standards bodies when compatible with missions, authorities, etc.; 3)Directs NIST to coordinate Federal standards and conformity assessment activities with those of the private sector
<i>NIST</i>	<i>Federal</i>	An abbreviation for the National Institute of Standards and Technology
<i>non-consensus standard</i>	<i>Federal</i>	"Industry standards," "company standards," or "de-facto standards" are standards developed in the private sector but not in the full consensus process.
<i>NTTAA</i>	<i>Federal</i>	An abbreviation for the National Technology Transfer and Advancement Act of 1995
<i>on-water education</i>	<i>NBSAC NASBLA</i>	Any course of instruction that is boat based for skills development, regardless of the level of the course content
<i>Panel</i>	<i>ESP</i>	Means the National Boating Education Standards Panel. See "Consensus body."
<i>performance standard</i>	<i>ANSI</i>	states requirements in terms of required results with criteria for verifying compliance but without stating the methods for achieving required results
<i>prescriptive standard</i>	<i>ANSI</i>	may specify design requirements, such as materials to be used, how a requirement is to be achieved, or how an item is to be fabricated or constructed
<i>power-driven vessel</i>	<i>Nav Rules</i>	Any vessel propelled by machinery.
<i>resolved</i>	<i>ANSI</i>	A negative vote cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comment.
<i>restricted visibility</i>	<i>Nav Rules</i>	Any condition in which visibility is restricted by fog, mist, falling snow, heavy rainstorms, sandstorms, or any other similar causes.
<i>sailing vessel</i>	<i>Nav Rules</i>	Any vessel under sail provided that propelling machinery, if fitted, is not used.
<i>skills</i>	<i>ESP</i>	An outcome of the learning process, most often a psychomotor ability. Usually tested by demonstration. Skill testing may often be accomplished either within or outside the classroom.
<i>small boat</i>	<i>ESP Action 12.19.14</i>	In reference to the standards, a 'small boat' includes all boats less than 26 feet in length.
<i>Standard</i>	<i>ANSI</i>	1) a recognized unit of comparison by which the correctness of others can be determined; 2) a set of characteristics or qualities that describes features of a product, process, or service.
<i>standard</i>	<i>On-Water Skill Standards</i>	A definition of the qualities or characteristics used to judge desired level of acceptability.
<i>standards</i>	<i>ESP</i>	(Upper case) means the NASBLA National Boating Education Standards or the Paddlesports Education Standards or any other national boating education standards that the Executive Board authorizes the Standards Panel to address.

standards development	<i>ESP</i>	The overall process and procedures associated with reviewing, revising, reaffirming, withdrawing, and approving standards.
Standards Panel	<i>ESP</i>	Means the National Boating Education Standards Panel. See "Consensus body."
standardization	<i>ANSI</i>	A broad range of activities and ideas – from the actual development of a standard to its promulgation, acceptance and implementation.
state	<i>NASBLA</i>	For the purposes of NASBLA course approval, means a state, commonwealth, federal district, or territory of the United States or, if outside the United States, another regulating jurisdiction.
substantive change	<i>ANSI</i>	Substantive Change: A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are: "shall" to "should" or "should" to "shall"; addition, deletion or revision of requirements, regardless of the number of changes; addition of mandatory compliance with referenced standards.
substantive change	<i>ESP</i>	A change that directly and materially affects the use of the Standard.
syllabus	<i>On-Water Skill Standards</i>	Identifies the specific topics that will be examined, or the experiences that will be provided, during a particular course.
teaching	<i>On-Water Skill Standards</i>	To show or explain how to do something where the focus is to develop or transfer knowledge and understanding.
template	<i>On-Water Skill Standards</i>	The specific form, structure, or framework used to prescribe how something is configured, organized or designed.
training	<i>On-Water Skill Standards</i>	Learning experiences where the priority focus is to develop or transfer skills and behaviors through instruction and practice.
TSD	<i>On-Water Skill Standards</i>	Technical Support Document
unresolved	<i>ANSI</i>	Either (a) a negative vote submitted by a consensus body member or (b) written comments, submitted by a person during public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or withdrawn after having been addressed according to the developer's approved procedures.
underway	<i>Nav Rules</i>	A vessel is not at anchor, or made fast to the shore, or aground.
vessel	<i>Nav Rules</i>	Includes every description of water craft, including nondisplacement craft and seaplanes, used or capable of being used as a means of transportation on water.
voluntary consensus body	<i>ANSI</i>	A body of balanced interest group representatives which plan, develop, establish, or coordinate voluntary consensus standards using agreed-upon procedures as defined by ANSI Essential Requirements
voluntary consensus standards	<i>ANSI</i>	standards developed or adopted by voluntary consensus standards bodies
		Terminology and Terms DRAFT - Accepted by Panel as working draft 9-11/12-2015
		Additional Terms accepted by Panel as working draft - 12-17-15



**National Association of State Boating Law Administrators
Engineering, Reporting & Analysis Committee**

Accident Reporting Terms and Definitions Project

*Building consensus around standardized terms and definitions in five accident report categories
NASBLA's Engineering, Reporting & Analysis Committee and the U.S. Coast Guard*

VESSEL SUB-TYPES FOR OPTIONAL USE WITH AUTHORIZED VESSEL TYPES

—Approved List—September 2013

VESSEL SUB-TYPES FOR USE WITH AUTHORIZED VESSEL TYPES^{*†} **(Grouped by authorized types) – as approved Sept. 3, 2013**

This list presents the vessel types/sub-types work product voted on and approved by the NASBLA membership in a process authorized under NASBLA’s Bylaw III, Section 8.[‡] The basic framework for this report category—with the 12 vessel types that have been set in regulation for the States’ implementation by January 2017, and vessel sub-types for optional use under selected vessel types—is presented on page 2. The list of terms and definitions for all entries begins on page 3.

All vessel sub-type entries were vetted through the project review process, up to and including the project team’s modification of the June 2013 proposal on Vessel Sub-Types that was released to the States on July 11, 2013; the refinements were in response to requests for clarification received from NASBLA members in the final review and comment period conducted July 11-29, 2013. See **History**, below, and **Overview of Process** on page 8 of this document.

^{*} The **12 Authorized Vessel Types** have been set in regulation as per the U.S. Coast Guard’s Final Rule on Changes to Standard Numbering System, Vessel Identification System, and Boating Accident Report Database, 33 C.F.R. Parts 173, 174, 181, 187, issued March 28, 2012, with implementation by the states no later than January 2017. The **Vessel Sub-Types** are for **optional use**.

[†] **History:** Vessel sub-types entries were vetted through a multi-stage review process involving the project team (subgroup of NASBLA Engineering, Reporting & Analysis Committee (ERAC), including additional U.S. Coast Guard subject matter experts); the full ERAC; the NASBLA Executive Board; and the broader NASBLA community via two open comment solicitations – the first, Feb. 22-March 24, 2013, and the second, July 11-26, 2013 (following the release of a revised version of the list on July 11). Comments also were received from NASBLA membership during a Feb. 28, 2013 session conducted as part of the NASBLA Spring BLA Workshop (recorded and made available online), and a July 15, 2013 national teleconference/webinar (recorded and made available online). List reflects **all changes, including** the project team’s resolution of feedback received during the July review and issues identified in its final discussions on the entries. Changes resulting from the July feedback are: 1) appended clarification (bracketed and not part of the official definition) to guide the placement of “Flyboards” and “JetLevs” into “Personal Watercraft” (authorized Type); 2) amendment of the definition for the “Whitewater Raft” Sub-Type under “Inflatable Boat” (authorized Type); and 3) for consistency, technical edits to the definitions for the “unspecified” Sub-Types that fall under certain of the Vessel Types.

[‡] **Voting process:** Voting was authorized under NASBLA Bylaw III, Section 8 (Conducting Interim Business). A Request for Vote was initiated in an Aug. 2, 2013 email to all Boating Law Administrators by John Johnson, NASBLA CEO, on behalf of the NASBLA Executive Board. The original 30-day voting period had an Aug. 31, 2013 deadline for receipt of ballots by email, fax, or postal mail; the deadline was extended to Sept. 3, 2013 to accommodate a holiday weekend. By the Sept. 3 deadline, 44 NASBLA member States had cast ballots, with 43 in the affirmative for this product (and two other work products moving through the process simultaneously).

AUTHORIZED VESSEL TYPES AND OPTIONAL VESSEL SUB-TYPES

VESSEL TYPES terms authorized in 33 CFR 173.57 (eff. 1/17)	VESSEL SUB-TYPES for optional use with the authorized Vessel Types, to expand the selections
Open Motorboat	Bass Boat
	Center Console
	Runabout
	Runabout-Bow Rider
	Runabout-Low Profile
	Ski Boat
	Wakeboard Boat
	Deck Boat
	Jon/Utility Boat
	Offshore Performance Boat (Open Style)
	Rigid Hull Inflatable Boat
	Open Motorboat (unspecified)
Cabin Motorboat	Cabin Cruiser
	Cuddy Cabin Cruiser
	Offshore Performance Boat (Cuddy Cabin Style)
	Cabin Motorboat (unspecified)
Paddlecraft	Canoe – Unspecified
	Canoe – Whitewater version
	Canoe – Decked version
Paddlecraft	Kayak – Unspecified
	Kayak – Whitewater version
	Kayak – Recreational version
	Kayak – Touring version
	Kayak – Sit-on-top version
	Paddleboard
	Paddlecraft (unspecified)
Personal Watercraft	
Pontoon Boat	
Sail Only	Sailboat
	Kiteboard
	Sailboard
	Sail Only (unspecified)
Auxiliary Sail	
Airboat	
Houseboat	
Inflatable Boat	Whitewater Raft
	Inflatable Boat (unspecified)
Rowboat	Drift Boat
	Rowing Shell
	Rowboat (unspecified)
Other	Other (Describe)
	Possible sub-types to code as Other
	Amphibious Vehicle
	Hovercraft
	Pedal Boat

VESSEL SUB-TYPES associated with AUTHORIZED VESSEL TYPES

In this list, the main Vessel Types entries authorized and defined in regulation as a result of the issuance of the Final Rule on Changes to SNS, VIS and BARD are identified by yellow highlighted term labels. The optional use Vessel Sub-Types entries—and in the case of Paddlecraft Sub-Types, “versions” of two of the sub-types—are identified by underlined term labels.

The term labels and definitions for the authorized Types—Open Motorboat, Cabin Motorboat, Paddlecraft, Personal Watercraft, Pontoon Boat, Sail Only, Auxiliary Sail, Airboat, Houseboat, Inflatable Boat, and Rowboat—are as defined in regulation. However, clarifying information—not intended to be part of the official definitions—has been appended to Personal Watercraft, Pontoon Boat and Inflatable Boat. Also, a definition is presented for “Other,” a Vessel Type term label that was authorized, but not defined in CFR.

OPEN MOTORBOAT (continues next page)

OPEN MOTORBOAT: *A vessel equipped with propulsion machinery and having an open load carrying area that does not have a continuous deck to protect it from the entry of water.*

Bass Boat: *Generally, an outboard powered vessel designed for inland bass fishing or inshore fishing; usually distinguished by a small, two or three occupant cockpit with decking covering most of the rest of the vessel; the decking typically has built-in sockets for the insertion of pedestal fishing seats for use only when the vessel is still or moving slowly; usually propelled additionally by a bow-mounted electric trolling motor.*

Center Console: *A single-decked open hull vessel where the console is in the center of the vessel. The deck surrounds the console so that a person can walk all around the vessel from stern to bow with ease.*

Runabout: *A vessel with a deck covering the bow, with an offset helm, conventional seating and windshield, and typically between 17 and 30 feet in length.*

Runabout-Bow Rider: *A vessel with an open bow area and seats in front of an offset helm station, with conventional seating and windshield, and typically between 17 and 30 feet in length.*

Runabout-Low Profile: *A closed bow vessel, with low freeboard/transom, shallow V configuration, powered by a large engine, and typically between 17 and 30 feet in length.*

Ski Boat: *A vessel with a shallow draft V bottom hull; typically inboard powered; designed primarily for towed watersports.*

Wakeboard Boat: *A vessel with a shallow draft V bottom hull; typically inboard powered; designed primarily for wakeboarding; typically has a wakeboard tower and some type of adjustable variable onboard ballast system or adjustable transom tab in order to create larger wakes.*

Deck Boat: *A vessel with large open spaces in the interior and plenty of seating, typically with a deep-V or tri-hull construction. If closed cylinder buoyancy, see **PONTOON BOAT**.*

Jon/Utility Boat: *An open, lightweight vessel, usually constructed of aluminum and usually with bench seats.*

Offshore Performance Powerboat (Open Style): *A high performance vessel of open fiberglass construction with a deep V or catamaran offshore racing hull; usually 30 to 50 feet long; relatively narrow in beam and generally equipped with two or more powerful engines.*

Rigid Hull Inflatable Boat (RIB/RHIB): *A relatively light-weight vessel constructed with a solid, shaped hull and flexible or foam-filled tubes around much of the vessel's perimeter.*

Open Motorboat (unspecified): *Vessel does not fit any of the Open Motorboat Sub-Type descriptions.*

CABIN MOTORBOAT

CABIN MOTORBOAT: *A vessel propelled by propulsion machinery and providing enclosed spaces inside its structure.*

Cabin Cruiser: *A vessel with a cabin that can be completely closed by means of doors or hatches.*

Cuddy Cabin Cruiser: *A vessel with a small cabin, galley, head, and berth; typically, the cuddy is not tall enough to stand in.*

Offshore Performance Powerboat (Cuddy Cabin Style): *A high performance cabin vessel of fiberglass construction with a deep V or catamaran offshore racing hull; usually 30 to 50 feet long; relatively narrow in beam and generally equipped with two or more powerful engines.*

Cabin Motorboat (unspecified): *Vessel does not fit any of the Cabin Motorboat Sub-Type descriptions.*

PADDLECRAFT (continues next page)

PADDLECRAFT: *A vessel powered only by its occupants, using a single- or double-bladed paddle as a lever without the aid of a fulcrum provided by oarlocks, thole pins, crutches, or similar arrangements.*

Canoe-Unspecified: *A vessel typically pointed upwards at both ends and open on top; propelled by single-bladed paddles.*

Canoe-Whitewater version: *A vessel designed for whitewater; propelled by single-bladed paddles; generally has more bow and stern curvature (rocker) and supplemental flotation, in the form of bow, stern or center air bags, than its flatwater counterpart; may be outfitted for tandem, solo or both.*

Canoe-Decked version: *A vessel propelled by single-bladed paddles; has a spray-skirt to enclose the open portion of the canoe; the paddler kneels in it and uses a canoe paddle.*

Kayak-Unspecified: *A vessel propelled by double-bladed paddles, by one or more seated individuals facing the direction of travel.*

Kayak-Whitewater version: *A vessel designed for whitewater; propelled by double-bladed paddles; generally has more bow and stern curvature (rocker), which aids in maneuverability; generally uses a spray-skirt; generally, a shorter kayak, but may be as long as 12 feet.*

Kayak-Recreational version: *A vessel propelled by double-bladed paddles; typically has a large cockpit with or without a provision for sealing the opening to the body of the occupant (i.e., spray-skirt); typically less than 12 feet in length, with wider beam and larger cockpit than a touring version kayak.*

Kayak-Touring version: *A vessel propelled by double-bladed paddles; typically has built-in storage capacity for gear and provision for sealing the cockpit opening to the body of the occupant with a water-tight spray-skirt; normally longer and more slender in construction than a recreational version kayak. (Includes sea kayaks)*

Kayak-Sit-on-top version: *A vessel that one sits on top of, not inside of; propelled by double-bladed paddles; has a sealed, watertight deck surface into which seats and features might be molded; does not have an opening that can be sealed around the occupant, but may have thigh straps.*

Paddleboard: *A vessel, similar in appearance to a surfboard, but may vary significantly in length; intended to be propelled with a single- or double-bladed paddle.*

Paddlecraft (unspecified): *Vessel does not fit any of the Paddlecraft Sub-Type descriptions.*

PERSONAL WATERCRAFT

PERSONAL WATERCRAFT: *A vessel propelled by a water-jet pump or other machinery as its primary source of motive power and designed to be operated by a person sitting, standing, or kneeling on the vessel, rather than sitting or standing within the vessel's hull. [Includes tethered water thrust equipment.]*[§]

PONTOON BOAT

PONTOON BOAT: *A vessel with a broad, flat deck that is affixed on top of closed cylinders which are used for buoyancy, the basic design of which is usually implemented with two rows of floats as a catamaran or with three rows of floats as a trimaran. [If typical deep-V or tri-hull construction, see **OPEN MOTORBOAT - Deck Boat.**]*^{**}

[§] Bracketed information is intended only for clarification of application and is not part of official definition.

^{**} Bracketed information is intended only for clarification of application and is not part of official definition. Definition for **Deck Boat** (proposed **OPEN MOTORBOAT** sub-type) directs users to **PONTOON BOAT** in the event of closed cylinder buoyancy. The distinction and appropriate application is also to be addressed in training.

SAIL ONLY

SAIL ONLY: *A vessel propelled only by sails.*

Sailboat: *A vessel with sail as its only method of propulsion.*

Kiteboard: *A vessel, similar in appearance to a surfboard, with or without foot-straps or bindings, combined with a large controllable kite to propel the rider and board across the water.*

Sailboard: *A vessel, similar in appearance to a surfboard, equipped with a swivel mounted mast and sail not secured to a hull by guys or stays.*

Sail Only (unspecified): *Vessel does not fit any of the Sail Only Sub-Type descriptions.*

AUXILIARY SAIL

AUXILIARY SAIL: *A vessel with sail as its primary method of propulsion and mechanical propulsion as its secondary method.*

AIRBOAT

AIRBOAT: *A vessel that is typically flat-bottomed and propelled by an aircraft-type propeller powered by an engine.*

HOUSEBOAT

HOUSEBOAT: *A motorized vessel that is usually non-planing and designed primarily for multi-purpose accommodation spaces with low freeboard and little or no foredeck or cockpit.*

INFLATABLE BOAT

INFLATABLE BOAT: *A vessel that uses air-filled flexible fabric for buoyancy. [If equipped with mechanical propulsion, see **OPEN MOTORBOAT**.]*^{††}

Whitewater Raft: *A vessel designed for use on whitewater, consisting of very durable, multi-layered rubberized (hypalon) or vinyl fabrics (PVC) with independent air chambers; may be steered with paddles at the stern or with central helm oars.*

Inflatable Boat (unspecified): *Vessel does not fit the Whitewater Raft Sub-Type descriptions.*

ROWBOAT

ROWBOAT: *An open vessel manually propelled by oars.*

Drift Boat: *A vessel with a wide, flat bottom for low draft; flared sides; a narrow, flat bow, often mistaken for the transom; and a pointed stern; specialized to run rapids on rivers.*

Rowing Shell: *A light, long, narrow racing vessel for rowing by one or more persons.*

Rowboat (unspecified): *Vessel does not fit any of the Rowboat Sub-Type descriptions.*

OTHER

OTHER (Describe): *If the vessel does not fit any of the descriptions above, enter another term for the vessel that best describes it.*^{††}

Proposed SUB-TYPES that would appropriately fit under “OTHER”

Amphibious Vehicle: *A motorized, wheeled vehicle that can be operated as a vessel.*

Hovercraft: *A vessel capable of moving over water or land on a cushion of air created by downward directed fans powered by engine(s).*

Pedal Boat: *A vessel mechanically propelled by paddles, worked by one or more operators' feet and legs.*

^{††} Bracketed information is intended only for clarification of application and is not part of official definition. **INFLATABLE BOAT**, unlike the other main, authorized Vessel Types, focuses on hull type instead of propulsion. Given how vessels are currently coded in BARD, users are directed to look to the propulsion type as a primary consideration before resorting to use of this entry.

^{††} **OTHER** is an authorized Vessel Type, but was not defined in the Final Rule. This is the recommended definition.

Accident Reporting Terms and Definitions Project –
Building consensus around standardized terms and definitions in accident report categories
NASBLA's Engineering, Reporting & Analysis Committee and the U.S. Coast Guard

Overview of Process: The review process for this Accident Reporting Terms and Definitions Project was accepted by the NASBLA Executive Board and the USCG Office of Auxiliary and Boating Safety in mid-June 2011. For each category of report terms:

- Achieve project team consensus on terms/definitions through series of teleconferences and interim work;
- Share team consensus list with and get feedback from full ERAC committee and NASBLA Executive Board and the U.S. Coast Guard (for initial, Office-level review);
- Share the resulting, refined list with and get feedback from the States/Territories using a structured, open comment period;
- Review responses to assess need for additional team refinements to the entries;
- Submit final consensus list to the NASBLA Executive Board for delivery to and vote by the NASBLA membership;
- Transmit to the U.S. Coast Guard for final review and clearance through its appropriate internal channels.

On September 11, 2012, NASBLA membership approved Resolution 2012-3 (In support of the Accident Reporting Terms and Definitions Project, the adoption of standardized terms and definitions by the U.S. Coast Guard, and actions to facilitate their application), and under its provisions, the first two work products in the series – Accident Types/Events and Accident Contributing Factors/Causes.

On September 3, 2013, NASBLA membership approved the final three work products in the series – Operation, Activity, and Vessel Sub-Types (for optional use with authorized Vessel Types).