

District 12 Boating Skills Virtual Trainer Usage Policy

Revised 28 Apr 2015

Purpose

This policy establishes guidelines for the use of the United States Power Squadrons (USPS) District 12-owned Boating Skills Virtual Trainer (BSVT) and also the fees to be assessed in association with its use.

With the acquisition of the BSVT by District 12, we have a unique opportunity to use the BSVT as an adjunct to our public marketing efforts, to supplement our classroom teaching activities and to strengthen our ties with other agencies and companies in the marine market. At the same time, we must be responsible stewards of this equipment and insure that we have the needed capital to maintain and upgrade the BSVT to keep it in proper working order. This policy is intended to maximize our ability to meet these goals and provide all interested parties with a framework for use of the BSVT.

Restrictions on Use

Any use of the D12 BSVT shall be hereafter referred to as a BSVT Event. All BSVT Events will be arranged with the USPS District 12 Education Officer (DEO) who will coordinate scheduling, transportation and other actions as described in this policy.

For each BSVT Event, an Event Owner, either a USPS District organization or a USPS Squadron organization, will be identified. In practice, a Point of Contact (POC) acting on behalf of the Event Owner will coordinate the Event with the DEO and administer Event activity. The Event Owner and POC assumes responsibility for the BSVT as described below.

The Event Owner/POC is responsible for safe transportation of the BSVT to and from the Event and for employing prudent action to ensure the BSVT is protected from mishandling, inclement weather or vandalism.

All BSVT Events must be manned and administered at all times by a properly trained member of the United States Power Squadrons. Proper training includes the following elements.

- Responsible operation and maintenance of the D12 BSVT – specific knowledge of the D12 BSVT set up, operating, and packing instructions.
- Use of the BSVT as a teaching and training aid – understanding the relation of the BSVT lessons to other USPS courses and seminars and how to apply these concepts to the BSVT user experience.

It is the responsibility of the Event Owner/POC to insure that the above manning requirement is satisfied.

The USPS District 12 Education Officer (DEO) will maintain a record of trained persons. Any training performed at the squadron level shall be approved by the DEO in advance and the names of trained individuals shall be communicated to the DEO upon completion of training.

Event Classes and Usage Fees

Recognizing the variety of uses for the BSVT and their relation to the USPS mission and District 12 involvement, each BSVT Event will be identified as one of the following Event Classes.

- Class 1: Public Outreach Event – any event intended to promote a multitude of organizations to the general public, i.e., a boat show, town day. Class 1 also includes intra-USPS activities intended to disseminate knowledge and training related to BSVT use.

- Class 2: Course Adjunct Event – an event operated in conjunction with a specific USPS course or seminar.
- Class 3: Public Agency Support Event – an event organized and run by a public agency to enhance the public awareness of boating safety.
- Class 4: Private Entity Support Event – an event organized and run by a private, for-profit entity to enhance their clientele’s (actual or potential) awareness of boating skills and safety.

To offset the expenditures incurred by USPS District 12 for technical support, insurance, and future maintenance of the BSVT it is necessary to assess a usage fee for each BSVT Event. Fees will be assessed as follows.

Event Class	Event Owner	Usage Fee
Class 1	District 12 or D12 squadron	None
	Non-D12 district or squadron	\$100
Class 2	District 12	None
	D12 squadron	\$50
	Non-D12 district or squadron	\$150
Class 3	District 12	None
	D12 squadron	\$50
	Non-D12 district or squadron	\$150
Class 4	District 12	None
	D12 squadron	\$100
	Non-D12 district or squadron	\$200

The Event Owner will be responsible for payment of the Usage Fee to USPS District 12. Payment shall be presented to the DEO when the BSVT is received by the POC for transportation to the Event.

After each BSVT Event, the DEO will assess the condition of the BSVT to identify any issues, damages, etc. If damage is deemed to be the result of negligence or failure to comply with this usage policy, the Event Owner will be responsible for payment of repair costs. In instances when the BSVT is transferred directly from one Event Owner/POC to a second Event Owner/POC, it is the responsibility of the second Event Owner/POC to immediately alert the DEO of any issues. Otherwise the second Event Owner/POC will be held responsible for needed repairs.

Policy Administration

This policy shall be administered by the District 12 Education Officer (DEO) or the District 12 Assistant Education Officer (ADEO). Administration includes assessment of training qualification, identification of the Event Owner and assignment of Event Class with the associated use fee. Appeals to any DEO/ADEO decisions with regard to this policy shall be adjudicated by the USPS District 12 Bridge.

This policy shall be reviewed and approved by the USPS District 12 Bridge.