

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 10-002

16 February 2022

THE CITADEL BOATING PROGRAM POLICY

1. PURPOSE

The Citadel Boating Program is conducted for the benefit of full-time students who pay student activity fees, alumni, and employees and their qualifying dependents. The Boating Program Policy operates under the guidance of the Director of Auxiliary Enterprises. All boats are operated under the custodianship of the Boating Center Manager.

2. REFERENCE

[South Carolina Department of Natural Resources Boating Laws & Regulations](#)

3. DEFINITIONS

N/A

4. POLICY

- A. This policy sets out guidelines for how the Swain Boating Center will operate, the personnel managing the Center, who the Center will serve and how the Center will serve The Citadel community. This memorandum promulgates policies and procedures governing the use and management of Citadel boats at the Swain Boating Center.
- B. The Citadel Boating Center Procedures describe the rules and regulations for using Boating Center equipment. The Citadel Boating Center Procedures can be found at [Annex A](#)
 - 1. The Boat Request Form can be found at [Annex B](#)
 - 2. The Release and Hold Harmless Agreement can be found at [Annex C](#)
 - 3. The Citadel Boating Accident Reporting Form can be found at [Annex D](#)
 - 4. The Citadel Boat Center Storage Space Procedures can be found at [Annex E](#)

C. Swain Boating Center Personnel.

The Center is managed by the Boating Center Manager and other personnel who are in charge of overseeing the rules and regulations outlined in the Boating Center Procedures are followed and that all monies are collected and accounted for.

- D. Only Citadel faculty, staff, alumni, and full-time students are permitted to operate Citadel owned boats and equipment, with priority given to faculty, staff and full-time students. Students must be currently enrolled as a full-time student paying activity fees for that semester. No one under the age of 18 years will be allowed to check out a powerboat or a canoe.

5. COMPLIANCE

The repercussion for not adhering to this policy or the Boating Center Procedures may be up to and including being banned from renting from or using the Swain Boating Center or disciplinary action for cadets/students and faculty/staff.

6. NOTES

A. Date of Official Enactment and Amendments:

Approved by the Director of Auxiliary Enterprises 1 Jan 2022.

B. Responsible Department:

Auxiliary Enterprises

C. Responsible Official:

Boat Center Manager

7. RESCISSION

Memorandum Number 28, dated 1 January 2002, and all previous versions are rescinded.

8. REVIEW

Review this policy on a bi-annual basis.

FOR THE PRESIDENT:

OFFICIAL

xx/KEVIN A. REID/xx
LTC, SCM
Assistant Vice President for Auxiliary Enterprises

Attachments:

[Annex A](#), The Citadel Boating Center Procedures

[Annex B](#), Boat Request Form

[Annex C](#), Release and Hold Harmless Agreement

[Annex D](#), The Citadel Boating Accident Reporting Form

[Annex E](#), Citadel Boat Center Storage Space Procedures

Annex A
THE CITADEL BOATING CENTER PROCEDURES

1. Boating Center boats are available for use in accordance with the administrative rules of the Boating Center which are delineated herein. These rules cover scheduling, check-out procedures, qualification requirements, and monetary charges for rental.
2. Definitions.
 - A. Anchor scope: the ratio of line connecting the boat to the anchor with respect to the depth of the water; 10:1 ratio or 100 feet of line for every 10 feet of depth.
 - B. Grounding: a marine accident; the impact of a vessel on the seabed or waterway side; commonly referred to as “running aground”.
 - C. Mooring: any permanent structure to which a vessel may be secured.
 - D. No wake zone: area within which a vessel is required to travel at idling speed; slow speed that creates no appreciable wake.
 - E. On-water demonstration: the demonstration of proper boat handling and capability while operating a boat in motion on the water.
 - F. Powerboat: a boat that moves on the water via use of a motor.
 - G. Captain: the qualified individual who has checked-out the boat and is responsible for acting as the captain of the boat.
3. Boating Regulations.
 - A. The Swain Boating Center Procedures describe the rules and regulations for using Boating Center equipment. The Citadel Boating Center Manager has the discretion to make administrative exceptions to these rules. These will be made under special circumstances only. There will be no exceptions made to government or safety regulations. All boats, whether purchased with Citadel funds, received as gifts or are on loan, are under the jurisdiction and operated under the custodianship of the Boating Center Manager. Boats used by academic departments directly in support of a curriculum, or boats used to support of the Boating Center (ex. recovery/towing) are not generally available for rental or other use.
 - B. Swain Boating Center Hours of operation: 0730 to 1500 Monday to Friday

4. Swain Boating Center Personnel.

The Center is managed by the Boating Center Manager and other personnel who are in charge of overseeing the rules and regulations outlined in the Boating Center Procedures are followed and that all monies are collected and accounted for.

5. Qualifications for Using Equipment.

Only Citadel faculty, staff, alumni, cadets and full-time students are permitted to operate Citadel owned boats and equipment. Students must be currently enrolled as a full-time student paying activity fees for that semester. No one under the age of 18 years will be allowed to check out a powerboat, canoe, or sailboat.

6. Qualification Cards.

A. All persons eligible to use Citadel boats must have passed The Citadel Rules and Regulations test, by demonstrating a theoretical knowledge of small boats, boating safety, and rules of the road. He or she must also demonstrate, to the satisfaction of a qualified Boat Center instructor, a practical boat handling capability with an on-water test. A person may satisfactorily demonstrate theoretical knowledge by attending and passing the South Carolina Basic Boating Course from the Department of Natural Resources, the U. S. Coast Guard Auxiliary Basic Seamanship Course, or the U. S. Power Squadron Basic Seamanship Course. The certification of completion will be required as proof. The on-water demonstration of boat handling will be accomplished at the Boating Center by arranging an on-water test in the appropriate boat. A Qualification Card will be issued by the Citadel Boat Center Manager when all qualifications have been passed. The Boating Center Manager will maintain an active file of all those qualified. Qualification is effective for the remainder of enrollment at The Citadel for students, and during employment for faculty and staff members.

B. Qualification cards ARE required for all powerboats.

C. Qualification cards ARE NOT required for canoes.

D. Qualification cards ARE required for all sailboats.

7. Procedures for Reserving Citadel Boats.

A. Reservations for boats are to be made by submitting the [Boat Request Form](#) through Lesesne Gateway. Contact the Boat Center Manager at (843) 953-6849 for questions and availability.

B. During the academic school year, cadet reservations will have priority. Cadets will be allowed first choice until noon Wednesday preceding the weekend to make a reservation. After noon on Wednesday, reservations can be made by any captain on a first come/first served basis.

C. Reservations are accepted no more than 2 weeks ahead of the desired reservation time.

8. Procedures for Checking Out Citadel Boats.

A. A qualified captain may sign out a boat. They must be present at the time the boat is being checked out and any time the boat is in operation. Boats may not be checked out by one captain and turned over to another, whether qualified or not. Only in emergency situations is anyone other than a qualified captain, if more than one is present, allowed to operate a Citadel owned boat.

B. Sign out with the Boat Center Manager and receive the checkout form giving all the information requested. (The form includes boat #, gas and equipment.) The captain is financially responsible for the replacement cost of any equipment lost or damaged during the rental. The Boat Center Manager will be responsible for filling and refilling gas.

C. Confirm that the boat is equipped with all required safety equipment. This includes a paddle, anchor, life preserver (for each person on board), bells or whistle, fire extinguisher (powerboats), flare kit (powerboats), working navigation lights and a throwable flotation device.

D. Pay all monies due for the use of the boat and equipment prior to its utilization. A \$50 deposit is required for all powerboat rentals. All pricing for boat rentals and boat parking are available on the boat rental website swainboatcenterinfo@citadel.edu. Customers may pay by check, or credit card.

E. Determine that each passenger is physically capable of engaging in the boating activity. The captain shall verify that they and all passengers can swim with a lifejacket. (The captain is responsible for safety of the passengers.)

F. Reserved boats must be picked up before 1400 hours of the first full day of the reservation. If they are not picked up by that time, the boats will be dispatched on a first come/first served basis.

G. Boats may be reserved no more the 14 days in advance. Cancellation must be received 48 hours before scheduled pickup or you may be charged for 1-day use.

9. General Boating, Waterfront, and Dock Safety Rules.

A. Boating Rules.

1. Citadel boats due in before the Boating Center is scheduled to close must be returned 30 minutes prior to closing to allow for washing and equipment check-in.

2. Any boat not checked in the day it is due back will be charged an extra day's rental at check-in.

3. Powerboats may be not be trailered off campus. Late turn-in of boats and equipment must be pre-approved by the Boating Center Manager and will remain the responsibility of the person checking them out until they are properly turned in.
4. Citadel boats may be tied to the Citadel docks and left overnight at the user's risk. The captain checking out the boat/equipment will be responsible for the boat and all equipment until properly checked-in.
5. The normal maximum length of checkout will be three consecutive days. However, the Boating Center Manager may increase or decrease the amount of time a boat may be checked out based upon the demand.
6. Powerboats shall be operated within a 75-mile radius of the campus and no further offshore than the edges of the jetties marking the channel into Charleston Harbor.
7. There is a no wake zone within 300 feet of The Citadel piers.
8. Alcoholic beverages and/or illegal substances shall not be carried or consumed by the operator or passengers of Citadel boats. Violations will result in the immediate loss of boating privileges. (Empty beer cans, bottles, residue, etc. will be considered as having been carried/consumed.)
9. All boat operators are required to have fully charged cell phone for emergency purposes and cell number given to boat manager or public safety before leaving Citadel dock.
10. Boats shall not be operated within 100' of a surf line. They may be landed on beach areas where there is no wave or surf action. Adequate care and anchoring devices must be used to prevent the loss or damage of any boat.
11. Boats anchored in areas where submerged or partially submerged structures, such as where the jetties are located, must use adequate anchors with chain or line and proper anchor scope. The captain must take adequate precautions to prevent the boat from being forced upon these structures by wind, waves, and wakes.
12. Boats shall enter and exit the Citadel Boating Center channel through the channel markers. Early entry or exit from this channel is not allowed.
13. The Citadel channel is open the 3 hours prior to and post high tide for use.
14. Citadel boats shall not be used for hire or subleased.
15. The use of boats in The Citadel channel may be restricted due to low water conditions, high winds or severe weather. Boats shall not be run through the mud in an effort to leave or return.

16. Persons utilizing Citadel boats and equipment are required to wash them with soap and water prior to check-in.

B. Waterfront and Dock Safety.

1. Facilities, docks, and ramp are for Citadel Cadets full-time students, faculty, staff and alumni.
2. No swimming.
3. No crab traps.
4. Use docks and ramp at your own risk.
5. Alligators may be present. Do not feed or approach wild animals.
6. Bicycles or motorized carts and not allowed on the dock.
7. Mooring or watercraft is limited to the docks only from dawn to dusk.
8. Children under 16 must be accompanied by an adult while on the docks.
9. Hours of operation are 0730 to 1500 Monday through Friday.

10. Accidents and Breakdowns.

- A. If a breakdown or an accident occurs, contact the Boating Center at (843) 953-6849 or call Towboat US at 1-800-391-4869 immediately and report the problem. If the Boating Center is closed, contact Public Safety at (843) 953-5114. If an accident occurs and there is more than \$500.00 in damage and/or more than basic first aid is needed for anyone injured, the captain is required to contact the SC Department of Natural Resources at (843) 795-6350 and the Boat Manager.
- B. A [Citadel Boating Accident Reporting Form](#) must be filed with the Boat Center Manager. The report is to be filed the day of the accident or, if the Boat Center is closed, the next business day. A copy of any Police or SC Department of Natural Resources reports are required as well.
- C. Accidents involving Citadel owned boats will be reviewed by the Citadel Accident Review Board in accordance with the guidelines established. Corrective actions taken as a result of any accident and/or misuse will be consistent with the recommendations established by the Safety Program and Accident review board. Disciplinary action taken as a result of an accident will be dependent upon the seriousness of the accident, negligence involved and or misuses of the boat. Should the captain be found to be responsible for the accident by abuse or negligent operation, they may be held financially responsible for the damages. This action will be taken in accordance with the policies established. Accidents where the captain is at fault will be charged the deductible (\$500) or repair cost, whichever

is less. Assessment for repair cost up to \$500.00 as provided in the Citadel Boating Policies and Procedures. \$500 deductible for all insurance claims made to The Citadel Marine Policy.

D. Accident Review Board corrective actions include:

1. Verbal counseling concerning responsibility while captaining a boat.
2. Review of boating privileges by the Director of Auxiliary Enterprises.
3. 3-months to 1-year suspension of boating privileges.
4. 1 year to permanent suspension of boating privileges.

E. Check the Boating Center hours of operation and the window of time when the channel is closed to boat traffic. If the boat cannot be returned prior to closing of the Boating Center, it will be the captain's responsibility to protect it until the boat can be properly checked in.

F. The Citadel Boating Center carries limited liability insurance on all Citadel owned boats and trailers.

11. Gas Charges.

A. Boats will be fully fueled upon dispatch.

12. Equipment.

Damaged or lost equipment can be replaced by the renting individual with Boat Center Management approval. If not replaced, the cost of replacement will be billed to the captain.

13. Equipment Included with Rental.

A. Boat Equipment.

1. Anchor,
2. Lifejackets,
3. Flare kit,
4. Fire extinguisher,
5. Fenders,
6. Paddle
7. Throwable flotation device.

8. Whistle

B. Hours of Operation.

1. 0730-1500 Monday - Friday
2. Check the Boating Center web page for up-to-date hours of operation.

C. Charges and rates can be found on the [Swain Boating Center website](#).

14. Compliance.

A. The Citadel Boating Center Manager may suspend any person's boating privileges for cause, but must report this suspension as soon as possible to the Director of Auxiliary Enterprises. Violation of safety procedures or good boating procedures by private boat owners in The Citadel basin will also be reported to the Director of Auxiliary Enterprises. The suspension of Boating Center privileges may be imposed.

B. Maintenance

1. Boat replacement will occur every 15 years.
2. Maintenance will be performed by F&E.

C. Violation of rules and regulations may result in but are not limited to:

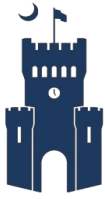
1. First Offense: Loss of check out privileges for up to one month.
2. Second Offense: Loss of privileges for no less than one month and no more than one semester/summer.
3. Third Offense: Permanent loss of privileges.

15. Financial Obligation for Loss and Damages.

A. A person signing out a Citadel owned boat automatically assumes the responsibility for any loss or damage for the boat, trailer and equipment. That responsibility begins when the boat and equipment is checked out. It is relinquished when the boat and equipment are returned in the same condition as received and a Boating Center employee signs the checkout form. Loss or damages by any means other than fair wear-and-tear are the responsibility of the person who has checked out the boat, trailer and equipment. Privileges will be suspended until the loss or damages have been settled. When a loss is covered by insurance, the operator may be held responsible for the amount up to the deductible.

- B. Grounding or collision of a boat and associated damage is, by definition, attributable to improper handling and carelessness. Persons incurring damage under such circumstances will be held financially responsible for the necessary repairs. In addition, consideration of the loss or suspension of Boating Center privileges will be made.
- C. Abuse and or intentional destruction of boats and equipment will not be tolerated. When such evidence is present, the skipper and/or passengers may be refused further use of Citadel owned boats and equipment.

Annex B
Citadel Boat Request Form



THE CITADEL

THE MILITARY COLLEGE
OF SOUTH CAROLINA

Swain Boating Center

Boat Request

Boats may be reserved no more than 14 days in advance.
Cancellation must be received 48 hours before scheduled pickup or
you may be charged for 1-day use.

Requester Information

Name: _____

Telephone number: _____

Complete email address:

Power Boat Certified? Yes No Pick One: Cadet/Student Faculty Staff

Boat and Trip Information

Boat type: 15' Carolina Skiff 18' Carolina Skiff Canoe

Number of Passengers:

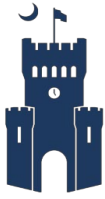
Pickup Date: _____ Pickup Time: _____

Return Date: _____ Return Time: _____

Special Instructions and Comments:

Please send any questions about your reservation to swainboatcenterinfo@citadel.edu.

Annex C
Citadel Release and Hold Harmless Agreement



THE CITADEL

THE MILITARY COLLEGE
OF SOUTH CAROLINA

Swain Boating Center

RELEASE AND HOLD HARMLESS AGREEMENT

I _____ (Participant) am eighteen years of age or older, and I am fully competent to sign this agreement.

I acknowledge that there is a risk from the activity involved in the use of any Citadel boating property (boats, trailers, canoes, motors) including the potential for permanent disability and death along with the damage to or destruction of any Citadel boating equipment. I understand and appreciate the nature of such hazards and risks involved while using Citadel boating equipment.

In consideration of being permitted to use Citadel boating equipment, I on behalf of myself, my heirs, successors and assigns, KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE of the use of Citadel boating equipment.

By completing and signing this form, I on behalf of myself, heirs, successors, and assigns, HEREBY RELEASE AND HOLD HARMLESS The Citadel, the State of South Carolina, their respective officers, directors, agents, servants, employees, members, successors and assigns, as well as all instructors of The Citadel. WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss of damage to person(s) or property, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, that may result from or occur during the use of any Citadel boating equipment.

I further agree to indemnify and hold harmless The Citadel, the State of South Carolina, their respective officers, directors, agents, servants, employees, members, successors and assigns from liability for the injury or death of any person (s) and damage to property that may result from my negligent or intentional act or omission while using the Citadel boating equipment.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTANDING ITS TERMS. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I SIGN THE AGREEMENT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant's Signature: _____

Date: _____

Annex D
Citadel Boating Accident Reporting Form



THE CITADEL

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Name:		
Date:	Time:	
Location of Accident		
Body of Water:	Nearest landmark:	Location description:
Citadel Boat		
# of people on board:	# of other boats involved:	Citadel Boat Towed: Yes No <input type="checkbox"/> <input type="checkbox"/>
Accident description:		
Damage to Citadel boat:		
Damage to other property (non-boat):		

Annex D
Citadel Boating Accident Reporting Form

Citadel Boat			
Boat #:		Hull ID #:	
Model:		Engine manufacturer and horsepower:	
Other Boat(s)			
Hull ID #:		Registration number:	
Model:		Engine manufacturer and horsepower:	
Injury Details			
# of Injured:	# First Aid treated:	# Transported to hospital:	# of Fatalities:
Names of Injured:		Individual wearing lifejacket Yes or No:	

Annex E

THE CITADEL BOATING CENTER STORAGE SPACE PROCEDURES

1. There is limited storage space available at the boat house for:
 - a. Kayaks
 - b. Canoes
 - c. Paddle Boards
 - d. Trailered Boats
2. Requests to store any of the above on a month-to-month basis should be made to the Boat Center Manager and approval resides solely with the Director of Auxiliary Enterprises.
3. Monthly Rates for Storage can be found on the boat rental website (<https://www.citadel.edu/root/ofe-boating-center/rates>).
4. All monthly storage payments are due the First (1st) of the month and made payable to "The Citadel" for: Index 230020.