

## **PROCEDURES FOR CLUB SPONSORED CRUISES**

**AUTHORITY** These procedures have been adopted by the Board of Governors of the Burnt Store Isles Boat Club, Inc. in accordance with Article II, Section 3 of its by-laws .

**COVERAGE** These procedures apply to all members while participating in club-sponsored cruises.

### **CRUISE DESCRIPTIONS**

**Lunch Cruise:** A cruise designed to be completed in one day to a local restaurant, picnic area or raft-up.

**Extended Cruise:** A cruise that will have duration of two or more days and will generally involve an over-night on the boat at a Marina or anchorage.

## **CRUISE DIRECTOR RESPONSIBILITIES FOR SKIPPERS' MEETINGS**

**Lunch Cruise & Extended Cruises:** Within one week of a cruise, the Fleet Captain or Cruise Director shall call a meeting of all participating skippers. The purpose of this meeting shall be to pass out the necessary documents for the cruise. All Skippers who sign up for a cruise must attend the Skippers' Meeting or send their alternate in their absence if neither is able to attend, they must advise the Cruise Director and make arrangements to pick up the necessary documents and all other cruise information.

### **U.S. COAST GUARD REQUIRED EQUIPMENT**

All vessels must comply with USCG regulations appropriate for the boat size, waterway and passenger count.

**BOAT REGISTRATION** All boats must be duly registered or documented.

**FLAG ETIQUETTE** Any member displaying a flag shall display them in the proper places on their vessels. Only the official Club burgee should be flown on any member's boat. Flags denoting Club office, (past and present), should be flown by the Club Officers.

**VHF RADIO** Each boat shall be equipped with a VHF radio. At the Skippers' Meeting before each cruise the protocol for radio communications shall be prescribed and monitoring responsibilities assigned.

**WEATHER** No cruise should leave port in the face of adverse weather conditions or predications such as poor visibility, high winds, rough seas or extremely low tides. When a cruise is under way, all Skippers should keep a "weather eye" and monitor the VHF weather channel with some regularity. If weather conditions deteriorate during the cruise the Director, together with the lead boat skippers shall determine whether to continue, turn back or make for the nearest port. The safety and comfort of all cruise participants is of utmost importance.

**FLOTILLA CRUISING** Boats participating in the cruise become part of a Flotilla. Boats are assembled at an agreed upon rendezvous point and the flotilla does not proceed until all boats are on location and report in to the Cruise Director on the VHF radio.

- **INTERVAL** We will attempt to maintain an interval of 200 yards between each boat when on plane. At all times, the interval shall ensure a safe operation. Further discussion will follow at the Skipper's Meeting.
- **CRUISING SPEED** The cruise speed will be established during the Skippers' Meeting. Sea conditions determine maximum speed at all times. Each boat should be equipped with a VHF radio. At the

Skippers' Meeting, before each cruise, the protocol for radio communications shall be prescribed and monitoring responsibilities assigned.

- **LEAD BOATS** The Cruise Director shall lead the first flotilla or appoint another Skipper to lead the first flotilla. Each additional flotilla shall have a Lead Boat. The Skipper of the lead boat in each flotilla shall be responsible for the proper navigation of the route, speed based on sea conditions, wind, visibility, and the ability of all boats in the flotilla to stay together as a unit. When there is more than one flotilla, it shall be the responsibility of the Skipper leading each flotilla to keep the Cruise Director informed as to the condition of his/her flotilla.
- **SAFETY BOAT** One boat in each flotilla shall be the safety boat. This will be the last boat in the flotilla as agreed upon at the Skippers' meeting. The Skipper of that boat shall aid and assist any boat in the flotilla that develops a problem, and advising the lead boat of any such problem. Every reasonable effort should be exercised. It does NOT require towing the boat in trouble, home or to a land based facility.
- **ALL OTHER BOATS** It is the responsibility of the Skippers of all other boats in a flotilla to fall into position between the lead boat and the trailing boat, and operate in a safe and prudent manner. Each Skipper is solely responsible for the safe operation of their vessel.

**DESTINATION CRUISING** On some cruises, one or more boats may participate in a cruise, but not be a part of the flotilla. This type of cruising will be referred to as "destination cruising". Boats choosing to cruise this way will be responsible for arriving at the destination at the designated time. In addition, it will be the destination cruising Skippers' responsibility to:

- Attend the Cruise Director's meeting.
- File a Float Plan with the Cruise Director.
- Comply with all rules in these procedures.
- As soon as possible, advise the Fleet Captain or Cruise Director of any change in plans.

**CRUISE CANCELLATIONS** It is your responsibility to cancel due for any issue that you are not comfortable with. The Cruise Director or Fleet Captain will cancel the cruise due to storms, lighting or extreme weather forecasts. As much notice will be given once the decision to cancel the cruise has been made.

## **SKIPPERS' MEETING GUIDELINES FOR CRUISE DIRECTORS**

The Skipper's Meeting notice should be provided to the participating Skippers via email or the Event Flyer on the BSIBC Web page. The notice must include the date, time, and location of the Skippers' meeting. The meeting is held prior to the cruise to give Skippers an opportunity to meet the other participants, review the Float Plan and discuss the details related to the cruise. The Cruise Director should prepare a packet of information and materials for each attendee that includes the following:

**ROSTER** The roster is a spreadsheet or table type template listing the following information:

- Destination and date of the cruise
- Cruise Director's name, home and cell phone numbers
- Skipper and First Mate names
- Skipper e-mail and home and cell phone numbers
- Boat Name
- Boat Type (power or sail)
- Length of boat overall
- Desired cruising speed
- Anticipated length of stay if other than specified cruise duration

- Names and contact information of other passengers on board
- Names of Individuals attending cruise event who are driving to the destination

**TOPICS OF DISCUSSION** The Cruise Director will discuss the following:

- The flotilla process including the start, line up, speed, and interval
- Arrival at the destination and docking or rafting
- Charts and/or GPS waypoint coordinates of the planned route to the destination
- Weather as appropriate to the trip including anticipated tides and winds
- Marina layout
- Any group activity planned such as pot luck dinners or lunches
- Determine if some boats will be destination cruisers
- Any other questions or concerns that may be brought up during the meeting

## **PLANNING GUIDE FOR CRUISE DIRECTORS**

All cruise directors must be knowledgeable in the Club's Procedures for Club Sponsored Cruises. Planning for both Lunch Cruises and Extended Cruises should be handled in the same manner.

The following guidance is provided to help the Cruise Director plan and execute a successful cruise:

- When assigned to a boating and/or driving trip the Cruise Director will make reservations well in advance of the date. The Cruise Director will contact the marina/restaurant and arrange for the Club's arrival and activities. The date selected must have the Fleet Captain's approval. Tide levels must be appropriate for safe boating. High tide in the late morning hours is preferred.
- The Cruise Director will prepare a flyer to be posted on the Club's website as soon as the information is confirmed. The flyer should include, as applicable, the menu, reservation deadline, and cost including pre-payment if required.
- The Cruise Director will receive reservations for both those going by boat and driving.
- If necessary, a meeting will be held at least one day ahead of the Cruise. If the Cruise Director determines that all Skippers are appropriately qualified for the cruise destination then a meeting may not be necessary.
- The Cruise Director will notify the marina/restaurant the number of boats, the number of people on the boats, and the number of those driving. This notification must be done no later than the date requested by destination business.
- On the day of the cruise and prior to boats leaving their docks the Cruise Director will check weather forecast reports and determine if the boating portion of the cruise should be cancelled. If the boating portion of the cruise is cancelled, the boating participants may choose to drive to the cruise destination. The Cruise Director will notify the destination business of the revised plans. If the destination location is only accessible by boat, the Cruise Director must immediately notify the destination business that the cruise has been cancelled for weather considerations.
- Returning to home the Cruise Director should confer with boaters as to the desire to return "Destination" or to follow a lead boat.
- Cruise Director or designee will be responsible to administer the 50/50 lottery. Half of funds collected will be returned to the Club Treasurer.