

Sailing Club of Oriental

Information and Checklist for Cruise Captains

Thank you for volunteering to serve as an organizer and captain of a SCOO cruise for this season. As cruise captain, your primary responsibilities are to:

- (a) Organize the cruise and social events at the destination,
- (b) Inform participating boats about the cruise and procedures, and
- (c) Do whatever you can to insure that participants will have a safe, comfortable and enjoyable experience.
- (d) Select a co-cruise captain, preferably a new member, or someone who hasn't been a cruise captain previously. This will provide a back up in the event of emergencies as well as helpful training for potential new cruise captains.

The checklist below is designed to help you with announcing and organizing the cruise and associated events, and reporting the event to the SCOO membership via the SCOO Pilot and the SCOO website. If you anticipate a large turnout you may ask another SCOO member to serve as a co-organizer.

Since SCOO is primarily a sailing club, members desiring to participate in a scheduled cruise event should arrive at that event by water (sail, motor, dingy, etc) and not by land (car, truck, etc). Members participating on the water in cruise events that also have a shore function associated with it may attend the shore event by land.

In case of foul weather, the cruise captain may decide that alternative plans are needed. Those plans should be communicated only to members who signed up for the cruise.

If a club activity is listed on the annual cruise schedule as a "Social Event", all members desiring to participate attend the event by car. Traditionally there are four such events each year: The Oyster Roast Picnic, Commissioning Day, The Annual SCOO Picnic, and The Annual Change of Watch Meeting. All other club activities are cruise events.

1. **ANNOUNCEMENT.** Two or three weeks ahead of the cruise date, prepare an announcement providing basic information about the cruise, including dates, times, and details about social and recreational (if any) activities. Members who are interested in participating should be directed to respond by e-mail or phone with questions and to "sign up." Specify a deadline for responding. (Example attached) The announcement should be e-mailed to the E-mail Editor for distribution to all SCOO members. If one or more marinas are involved in the cruise, check for availability and make reservations at the appropriate time.

2. **LIST OF PARTICIPANTS.** As members respond, compile a list of committed and probable participants, along with their e-mail addresses and cell phone numbers. Sending participants a list of participating boat names and owners just before the cruise would be a nice touch.

Cruise Captain and Information Checklist (continued)

3. **FINAL ANNOUNCEMENT PLAN.** Several days before the departure date, send a note to all participants giving relevant details about the cruise and associated events. These specifics might include: rendezvous location and time for departure; information about docking and/or anchoring at the destination; specific times for cocktails, meals, other events; directions to the destination if it is unfamiliar; information on currents and tides, e.g. flow, slack, ebb times at Beaufort Inlet for cruise to Cape Lookout; and suggestions for hors d'oeuvres, main courses, and so forth. Finally, specify a suitable VHF channel (e.g. 72) for communication while underway. If the event involves reservations for slips etc., check with the Marina to reconfirm the arrangements. *Please copy this e-mail to the Vice Commodore.*

4. **WEATHER, FINAL DETAILS.** If, in the Cruise Captain's opinion, the long range weather forecast is unfavorable on the date of a scheduled cruise, contact the Vice Commodore to discuss changing the date; then notify the entire membership of the new date via email.

As the departure date approaches and if bad weather is forecast, you may wish to monitor the weather forecasts, and advise participants about those forecasts. If there are changes in rendezvous or event times, these should be communicated. If weather is questionable, advise captains that the final decision for each boat to participate is theirs to make.

5. **CANCELLATION OF CRUISE.** If you think that a cruise should be cancelled due to inclement weather or for any other reason, please contact the Vice Commodore and/or the Commodore to discuss the situation before making an announcement. If a cruise is cancelled and a rain date has been established, another announcement should be made confirming that the cruise will occur on the rain date.

6. **APPETIZERS AND LIQUOR.** Normally, the cruise captain and mate provide appetizers for shore events; you may spend up to \$50 per event or \$1.50 per head, on appetizers. *Please save receipts for food purchases and submit these along with the SCOO Reimbursement Request Form (download form from the Website) to the Treasurer for reimbursement. All cruises should be 'bring your own booze'; i.e. SCOO cannot provide liquor for social events associated with cruises.*

7. **DURING THE CRUISE.** The captain should encourage participants to communicate changes in plans, problems, etc. via VHF during the cruise. Please keep an eye on new members who may be inexperienced and/or unfamiliar with navigation marks, anchoring arrangements at destinations, and other cruising procedures.

8. **AT THE DESTINATION.** Compile a list of boats at the destination. If possible, take pictures for the SCOO website. Be alert for extraordinary events that might be worthy of a special award at the annual meeting. Make a point of introducing prospective and new members to other participants and whatever else you can think of to make sure that they enjoy themselves.

Cruise Captain and Information Checklist (continued)

9. **REPORT.** As soon as possible after the cruise (no longer than one week) write a report summarizing the boats and individuals who participated, social activities, weather conditions and anything else that you believe to be noteworthy. Submit your report to the Editor of the Pilot for inclusion in the next issue, and to the Webmaster and Vice Commodore. Pictures of the event should be sent in jpeg format for posting on the website.

10. **PETS.** It is SCOO policy that pets are absolutely exempt from all on shore social functions where food is being served. They may be brought to shore if welcome by the facility/marina/host; however, it is mandatory they are leashed at all times. *This is for reasonable and safe consideration of all.*

If you have problems or questions, before, during or after the cruise, please feel free to contact the Vice Commodore or the Commodore.