

**DRIFTERS BOAT CLUB
GENERAL GUIDELINES FOR
CRUISEMASTERS
TRIP LEADERS
AND CRUISERS
2007**

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I. OVERVIEW

The following represents a summary of *suggestions* for a successful venture as either a Cruisemaster or a Cruiser of a Drifters Boat Club sponsored trip. It is not intended as a rigid structure that must be followed but merely expressions of a lot of experience from previous trips. Individuals accompanying you are always responsible for their own crafts, and any decision concerning the operation of same is solely their responsibility. Lend assistance only when asked and be prepared should trouble arise. While this guide is intended primarily for trips of the aquatic nature, most of the principles within the text are easily applied to other Drifters social functions as well.

The Board will designate a Cruisemaster Coordinator for your trip who can offer advice on planning and coordinate event funding.

Keep in mind at all times: **the primary goal of all our trips is for you and all of your cruisemates to have fun!**

Sections II through VII are aimed primarily at the Cruisemaster / Trip Leader and Section VIII for the Cruisers, we encourage everyone to become familiar with all the sections.

II. CRUISEMASTER'S / TRIP LEADER'S BASIC RESPONSIBILITIES

-Don't forget to have fun!

-Remember: **Each skipper is responsible for his/her own vessel!** Neither the Cruisemaster nor the Drifters Boat Club assumes responsibility for any vessel on our trips. But don't lose sight of the fact that there is "strength in numbers" which is a very comfortable feeling when your engine(s) die in the middle of nowhere with no land to be seen. Your Cruisers should be reminded of this fact as well.

-Navigation: Cruisemasters should provide a float plan to all attendees including, departing time(s), course and speed, estimated time of arrival, communications frequency (channel) and alternate destinations should weather force a change in plans. Try to arrange your float plan so that as many attendees as possible can follow your lead, or join you in progress. The Cruisemaster should plot all courses as required to provide passage to the intended port(s) of call. However, you should encourage each of your Cruisers to plot their own course as well. Compare notes with the skippers of all the vessels on your trip. This will make the prospect of another exciting trip more comfortable for everyone, as you are all "thinking along the same wavelength". Inform the other skippers that your course is not the one they must steer, just the one you will be following. Advise your group of course or speed deviations, changes in weather conditions, and any water born hazards. You should always operate your boat in a safe prudent manor, traveling at a speed appropriate towards keeping the group together. However, you are not obliged to travel at a speed you are not comfortable with. Should attendees decide to take their own route or travel at a different speed, ask them for a float plan or at least an estimated time of arrival. Remember there is strength in numbers. Stay in communications at all times.

(Special note to the Cruisers on the trips: If you disagree with the plotted course, you should withdraw from participation. Remember, you must be able to plot your own course if you decide to deviate from the planned course.)

-Itinerary: You should provide a summary of intended ports of call along the way to the final destination, approximate mileage, travel time, etc. Inform your Cruisers of any special events planned and be sure to include information regarding activities, and other facilities to be found at the various ports. (i.e. fairs, shows, sports events or facilities, shopping, transportation and scheduled group activities.)

-Style: Inform Cruisers ahead of time of the way you prefer to operate. This should include VHF radio working channel you will use, typical cruising speeds, etc.

-Reservations: Reserve wells for all vessels on your trip wherever possible. If this cannot be done, inform your Cruisers of the docking conditions they might expect upon arrival; i.e., seawalls, rafting, power availability, etc.

-Don't hesitate to ask anyone for help in preparations! This may include the Commodore, Vice-Commodore, persons going on your trip, or Cruisemasters of previous Drifters trips to the same location.

III. PREPARATION

- Advise you Cruisers *ahead of time* of the following:
 - ✓ Your itinerary
 - ✓ What you expect of them – see section VIII, “Cruisers Responsibilities”
 - ✓ Recommend basic supplies each vessel should have on board
 - ❖ Charts of all areas to be piloted (strongly recommended)
 - ❖ First Aid supplies
 - ❖ Spare parts such as props, plenty of extra dock lines, anchor and rode, basic ignition and fuel items such as a distributor cap, rotor, plugs, filters, oil, etc.
 - ❖ **FULL fuel and water tanks**
 - ✓ What to expect once in port, such as docking conditions; are wells reserved, do we raft together, power and water, shower facilities, social events planned, etc.
 - ✓ Stress that the group makes every effort to stick with the published departure times! This is usually necessary so that we can secure the best accommodations possible at the destination. This also applies to departure times for the return trip. Ask your Cruisers to refuel in advance of departure times so as not to hold up the entire trip!
- Try to have some form of pre-trip meeting. This may be anything from discussing your plans over the phone to meeting at the Cruisemaster's marina an hour before departure to numerous strategic planning sessions weeks or even months before your trip. Many successful cruises are designed with a theme such as ethnic or sports. Preparation for cruise themes may include asking attendees to prepare an ethnic dish to pass, wear special attire, bring decorations, etc.

IV. ONCE UNDERWAY

-Adhere to the Rules of the Road! Encourage your Cruisers to do the same! *However, in obeying and construing the Rules of the Road, due regard must be given to all dangers of navigation and collision, and to any special circumstances that may render a departure from the rules necessary to avoid immediate danger.*

-Every Cruiser is responsible for their own vessel and seamanship!

-Make sure every skipper is satisfied with the speed you are setting for the group. Proceed at a pace that is the most comfortable for the majority of the Cruisers.

-On large trips, consider assigning an assistant Cruisemaster to “bring up the rear”

-Encourage radio discussion of landmarks or aids to navigation along the way. This will permit all Cruisers to feel a part of the navigational process and feel safer by knowing where they are.

-Always be observant for debris in the water ahead of you. If you can, advise your Cruisers of dangers that you can see so that they may take the appropriate action to avoid them. Example: “Drifters, this is (name of your vessel). Large deadhead off to my port side, beware!” *Keep in mind that every Cruiser is responsible for his own vessel and seamanship - not the Drifters, and not the Cruisemaster!*

-Attempt to stay up to date on weather and water conditions that await you and advise your Cruisers over the radio. If rough conditions are “in the cards” make sure your Cruisers are comfortable with continuing. You or the entire group may wish to consider putting in at the next available facility. *Keep in mind that every Cruiser is responsible for his own vessel and seamanship - not the Drifters, and not the Cruisemaster!*

-Make sure you advise your Cruisers that they should stay with the pack. If any vessel desires to separate from the group, you should be aware of it. However, it is the Cruisers responsibility to notify you. The Cruisemaster should always keep track of the count of boats on his trip.

-Encourage radio discussion of only items relevant to the trip. Remind your Cruisers that since the group is in close proximity to one another, the one-watt output position on their VHF radio is appropriate.

-Finally, a point we all hope never happens, but let's be prepared for it anyway: BREAKDOWN.

These can be treated in two categories:

The first would be if you, as Cruisemaster, experience a breakdown. Upon advising your Cruisers of your problem, you should assess the situation and do the right thing for the situation. There is never one "right" thing to do for all situations. But in this case, it may mean repairing your vessel on site, getting into the next port (limping in, towing, etc.) or some other action deemed appropriate. You may opt to request one of the other Cruisers to fill in for you if this occurs.

The second scenario is when one of your Cruisers breaks down. Again, assess the situation and do the right thing for THAT situation. But always remember - and stress this to your Cruisers - The Drifters **WILL NOT** leave anyone stranded. We are a family, and we stick together.

V. ONCE AT PORT

-Attempt to raise the harbormaster on your radio to advise him that the group has arrived.

-You, as Cruisemaster, should be the first boat into the anchorage. Advise your Cruisers to wait until you ask them to enter or they receive instructions from the harbormaster as to slip assignments. Try to get a feeling of who might need assistance tying up and docking, and render this assistance if possible.

-The harbormaster has the final say on dock assignments.

-Be sure to inform arriving boats of harbor facilities such as washrooms, gas docks, pumpout operating hours meeting places rules/restrictions, and registration. Of particular importance when entering foreign ports, contacting customs. In keeping with being a good host, Cruisemasters should await the arrival of all expected attendees prior to leaving the area. Over due guests are your first concern.

-Advise your Cruisers of any rules which apply to that harbor! We don't want to ruin the reputation of the Drifters at our favorite ports of call.

-Advise your group to refuel and fill water tanks far enough in advance so as not to hold up the entire group when you leave the harbor! Nothing is more frustrating than waiting two hours for twenty boats to refuel beyond a previously announced departure time.

VI. EVENT PLANNING

As the Cruisemaster, you may choose to structure the events at your cruise in any manner you choose. These may include potluck Hors d'Oeuvres / dinners at dockside, catering, even reservations at a local restaurant. Local attractions such as shopping, golf, scenic tours may also be of interest to attendees. Consideration might be given to related issues such as shelters and other facilities, distances and transportation to other sights, etc. Your cruise may be as simple or as complex as you would like. Your club can provide a bocce ball and volleyball sets for your attendees. Ask your Cruisemaster Coordinator for details. Inform all attendees of your plans and schedule of events well in advance so preparations can be made. Your Board may approve, upon request, financial support for your cruise. Authorizations for expenses of \$150.00 are customary; however, exceptions for larger amounts are routinely made and are commensurate with the size and complexity of your cruise. To avoid liability to your club, the board and you personally, the board prohibits the use of club funds for the purchase of alcoholic beverages. The Drifters Boat Club can assume no responsibility with regards to the consumption of alcoholic beverages at

any of its sponsored events. The only exception to this rule is the Corn Roast provided appropriate liability insurance is secured to cover the provision of alcoholic beverages.

Members may be required to pay, on a per person basis, for extraordinary expenses. Attendees who are non-DBC members (guests of members) shall be charged a minimum of \$5.00 per person to cover club financing of the event. This amount may increase as necessary to cover additional expenses covered by the club. This fee shall be in addition to fees paid by members to cover extraordinary expenses. For more information on funding, see section VIII, TRIP EXPENSES of this document.

50/50 raffle:

Your 2006 Board authorized the holding of a 50/50 raffle at each of the club cruises. This provides the club additional revenue opportunities to cover extraordinary cruise expenses. A 50/50 Raffle may be held during the main event of your cruise, and with the assistance of your Cruisemaster Coordinator. Remember to request a roll of 50/50 tickets from your Cruisemaster Coordinator.

VII. DEPARTURE FOR HOME

-Departing schedules should be included with your float plan and members wishing to accompany you should be informed of any deviations in that schedule. Ask individual skippers to refuel and pump-out if necessary well in advance of the departure time. Many departures have been significantly delayed when failing to heed this advice. Be the last member of your group to leave and assist others in departing when requested.

-The guidelines from section IV (ONCE UNDERWAY) also apply to the return trip home.

VIII. TRIP EXPENSES

It is the intention of your executive board to promote new cruises and support established ones, by providing financial compensation for appropriate expenses when requested. With the understanding that your executive board, and in particular your treasurer, is responsible for the collection and distribution of all club funds, and therefore accountable for those funds, the following is intended to provide for the orderly funding of registered cruises.

Appropriate expenses include the purchase of food, Non Alcoholic Beverage, sundry items such as paper products and the rental of equipment and or facilities for use by attendees.

Cash advances without executive approval for appropriate expenses

Advanced funding of appropriate expenses for scheduled cruises, is available from the Drifters treasurer, and distributed to registered Cruisemasters upon request up to \$150.00. It is the responsibility of the Cruisemaster(s) to provide adequate documentation, i.e., receipts, at the completion of the cruise.

Cash advances in excess of \$150.00 for appropriate expenses

Funding requirements for appropriate expenses in excess of \$150.00 must be requested in advance and is subject to board approval. Such requests should be directed to your Cruisemaster coordinator who will then present your request to the board along with his/her recommendation. Your Cruisemaster coordinator's recommendation to fund your cruise is essential. In the event that time would not permit a decision on funding by the executive board, your Cruisemaster coordinator is authorized to approve expenditures to a level he/she feels appropriate. It is the responsibility of the Cruisemaster(s) to provide adequate documentation, i.e., receipts, for all expenses at the completion of the cruise.

Cash advances for securing reservations.

Members and guests attending a cruise will be paying for their own accommodations, however it is the Cruisemaster's responsibility for securing reservations wherever possible at all ports of call. Attendees need to be informed of the availability, or the lack, of accommodations, and the cost, before attending a cruise.

When making reservations, determine the following:

- Is a deposit required
- Whether a deposit is refundable
- What, if any, is their cancellation policy
- Will the deposit be used to hold or pay for the reservations

Cruisemasters may request the club provide deposit money for reservations. Such requests should be made directly to the treasurer of the Drifters Boat Club. When making this request, Cruisemasters must inform the treasurer of conditions of the deposit. When club funds are used to secure reservations, Cruisemasters should request that attendees send deposit checks to him/her made payable to "Drifters Boat Club". Cruisemasters using their own money to secure reservations should request that attendees make deposit checks payable to them.

IX. CRUISER'S RESPONSIBILITIES

-Plot your course, independent of the Cruisemaster, ahead of time! Compare notes with the Cruisemaster in advance. If you disagree with the Cruisemasters plotted course, you should withdraw from participation. Remember, you must be able to plot your own course if you decide to deviate from the planned course.

-Know the "Rules of the Road". If you don't know them, ask one of the many seasoned veterans in the Club, or better yet, take a course.

-Remember: You, not the Cruisemaster or the Drifters Boat Club, are responsible for yourself, the safety of your own vessel, your crew, and your seamanship. But there is "strength in numbers" which is a comfortable feeling when your engine(s) die in the middle of nowhere!

-The Drifters Boat Club does not force you to leave any facility at the same time as the others on the trip. If you are concerned with weather or water conditions, you don't have to leave with everyone else. Leave on your own decision. But remember to inform the Cruisemaster if you expect to deviate from the existing float plan.

-You must bring your own safety equipment, docking supplies, and spare parts. These items may include flares, dock lines, fenders, props, fuses, anchor and line, charts, etc.

-Always try to know your location! Follow your progress on the applicable charts!

-Advise the Cruisemaster of your opinion of the speed he has set, whether too fast or too slow.

-Have a full fuel tank at the beginning of the journey!

-Discuss the conditions and procedures of the facility you will be visiting with the Cruisemaster ahead of time - don't be surprised!

-The Drifters Boat Club promotes safe, family boating fun! Be sure to take advantage of all the Club does along those lines. Enjoy yourself!