

## CRUISE DIRECTOR RESPONSIBILITIES

- Once assigned to conduct a cruise, make contact with the Vice Commodore to get all available information about the event and the scope of your responsibility. The Vice Commodore should be able to provide you with the location, dates, contact names, and some ideas for cruise activities. If there are any special activities that are going to occur during the cruise get specifics as to who will be running those events and how they will fold into your planning.
- Determine which meals will be Club events. Some meals might be potluck, Yacht Club events, catered on your own, or whatever your imagination determines.
- Make contact with the venues that you are planning to arrange for meals, events or berthing. Make reservations and get costs for your flyer. If you can not get costs you might have to make an estimate. If you are not sure what to charge for a meal or other expense contact the Vice Commodore for advice.
- When berthing, some Yacht Clubs will charge and others will not. When we are not charged for berthing then we will make a donation to the Clubs building fund. Consult the Vice Commodore regarding the amount of the donation.
- Make out a flyer in two parts, preferably. on two different pages so the Ripples editor will separate them with the following information:
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  - Please make your two-part sign-up sheet using WORD, not PDF or other image system, so it can be changed by the editor if necessary.
  - Part A – The **DESCRIPTION** of the entire event containing all of the following information:
    - Dates and times of all of the events you are scheduling for your cruise.
    - Outline a schedule of the cruise including rendezvous points and times, Cruise leader's name, group meals, and special activities.
    - Costs per boat and per person including tips, boat fee or slip donation if club doesn't charge (consult Vice Commodore.)
    - Radio channel for the cruise
    - Address to send the check and signup sheet. (The Checks and sign-up sheets will be sent to the Vice Commodore. The Vice Commodore will keep the Cruise Director apprised of the number of sign-ups)
    - Deadline to send in the check and signup sheet that gives the member at least 10 days to complete.
    - Special equipment for materials needed for this cruise (i.e. 200 ft' line for bow to shore to bow, etc.
  - Part B: The **SIGN-UP sheet** containing the:
    - title of the event (there may be two different events in one Ripples)
    - each expense item,
    - a space for cost,
    - another for number of people, and
    - a space for number signing up,
    - a total dollars,
    - the sign-up deadline – determined by the restaurants, clubs, etc.,
    - SEND TO: {Current Vice Commodore}
  - Send the flyer to the Vice Commodore eight days before the Ripples is due to be published (See Ripples Schedule). The Vice Commodore will insure the flyer gets to the Ripples Editor for distribution by the Ripples deadline date.
- The Vice Commodore will develop a spreadsheet to keep track of the signups and checks coming in. A copy of the spread sheet will be e-mailed to the Cruise Director prior to the dead line so that final numbers can be called in to the clubs, restaurants etc.

- When anchoring out fill out the Anchoring plan (See attached )
- Determine which boat will have the Club's Defibrillator and first aid equipment.
- Insure the large Dos Rios Club Burgee will be on the cruise to fly at Yacht Clubs. Vice Commodore has the Burgee.
- Make final contact with venues, Yacht Clubs, or caterers with a count of the people for meals, berthing and any other information needs.
- Manage the cruise working with any Club Officers to rectify any problems or special needs.
- When visiting a Yacht Club make sure the senior club officer makes contact with the hosting club and is prepared to thank our hosts and present the check to the building fund if appropriate.
- Work with the Treasurer to see that all Dos Rios Yacht Club expenses are paid and the all monies collected get deposited.
- After the cruise, correct the final spreadsheet for actual attendees, and deliver a copy of the spreadsheet to the Commodore for cruising star record keeping.
  
- **ASK QUESTIONS, ASK FOR HELP, AND HAVE FUN.**

## **ANCHOR-OUT PLAN**

**EVENT:**

**ON:**

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**Anchoring Configuration and Contingency plan:**

**Equipment suggested:**

**Person in charge:**

**Depth expected and minimum scope:**

**Weather forecast:**

## **SAFETY PLAN**

**Emergency horn signals: DA,DA.....DA,DA..... DA,DA.....DA,DA.....  
DA,DA.....DA,DA.....**

**Club emergency radio frequency and when to turn on the radio:  
REGULAR CRUISING CHANNEL USED FOR THIS CRUISE  
TURN ON RADIO WHEN HEAR EMERGENCY HORN SIGNAL**

**Emergency dingy crew assignments and minimum equipment:**

**Boat with defibrillator, first aide equipment and flag:**

- **SAFETY MESSAGE**
  - Use anchor lights at night.
  - Have your portable radios charged
  - Wear your life jacket in the dingy
  - Know the Anchor & Safety plans.
  - Skippers should have a crew meeting to explain the plan
  - Post the Anchor & Safety plan in your vessel