

Skipper Orientation

(last updated 06/29/10)

Agenda:

- Why are we here?
 - Help Skippers / Prospective skippers to meet and network with one another.
 - Provide resources to support the skippers
 - Review policies and procedures
 - **Improve the utilization/condition of our boats.**
- Why do we have Boats?
 - So members can have fun!
 - They are also a great teaching and learning tools

BUT

- Boats cost the club money and they break.

So, the club needs your help to:

- Ensure the boats make enough money to support themselves
 - Improve the frequency of use of the boats
 - Collect the fees when they are
 - Ensure the boats are kept in tip-top condition
 - Improve the maintenance on the boats
- What we are going to cover
 - Overview of the Boats
 - The Role of Dockmasters
 - Boat Fees
 - The Role of Skippers
 - Skipper Levels and Sailing Grounds
 - Maintenance Duty & the Role of Maintenance Coordinators
 - Event calendar (Google calendar on SEAS Monmouth website)
 - Open Discussion

The Boats

- Boats are a ***shared resource***.
 - The way you get the boat is the way the last person left the boat
 - The way you leave a boat is the way the next person gets the boat. It is imperative that you do NOT change the assigned location of equipment. There should be an inventory and all gear assigned locations. **Removal of emergency gear from the authorized location could cost lives !**
 - The club has no maintenance or cleaning “faeries” – i.e., what you do is what gets done.
- Please respect a simple, basic principle whenever you use a boat
Leave the boat in “better” shape than you found it!
- Boats are a BIG Expense for the Club
 - We lose ‘em if we don’t use ‘em
 - We lose ‘em if we don’t collect for the use of ‘em
- **So.....**
 - ***Let’s use them a LOT – for fun and learning***
 - ***Let’s collect the fees for their use.***
- The Boats (Name) & their location this season

Boat	Name	Location
KEELBOATS		
Rhodes 22’	Rhodes less Travelled	Mooring H-4 at Fair Haven Yacht Works
O’Day 28’	SEAS the Day II	Slip 3-4 in Municipal Marina, City of Perth Amboy
DAYSAILERS		
O’Day DS 2 (17’)	4 of Hearts	Slip in Marina Bay Club Condos, Oceanport
O’Day Javelin (14’)	Javelin	Slip in Marina Bay Club Condos, Oceanport

Dockmasters:

- Maintain the schedule for a boat (currently on Google calendar on website)
 - If you want to make a Private Reservation for a boat, call the Dockmaster.
 - Cannot take a boat out without Dockmaster Approval.
- Provide skipper contact information in the event of "back-to-back" ½ day sails.
- Single Point of contact for "major" problem with the boat.
 - A "major" problem is one that would prevent the next person from having a safe and/or pleasurable sail, for example:
 - If you must leave the boat somewhere other than its homeport, let the Dockmaster know!
 - If the engine stopped working, let the Dockmaster know!
 - If a sail blew out, let the Dockmaster know!
 - If a shroud seems too loose, let the Dockmaster know!
- Please "phone" the Dockmaster for a "major" problem – email is not always read in a timely fashion.

The Dockmasters and their Contact Information

Boat(s)	Dockmaster	Contact Info
KEELBOATS	Bob Sandberg	732-842-7293 sandberg00@gmail.com
DAYSAILERS	Ken Kausner	732-219-9794 kkausner@fmiint.com

Boat Rates

- Boat Private Reservation Rates

Season Pass	7-Day	Weekday
Both keelboats & Daysailers ("Platinum Pass")	\$375	\$350
Rhodes ONLY & Daysailers	\$275	\$250

- Per Diem Private Reservation Rates

Boat(s)	Weekend / Holiday		Weekday	
	Full	Half	Full	Half
KEELBOATS				
Rhodes	\$80	\$50	\$50	\$30
O'Day	\$95	\$65	\$65	\$45
DAYSAILERS				
DS2 & Javelin	\$25	\$15	\$25	\$15

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Crew rates for SEAS Sponsored Events

Boat(s)	Day		Evening
	Full	Half	
KEELBOATS			
Rhodes	\$30	\$20	\$20
O'Day	\$25	\$15	\$15
DAYSAILERS			
DS2 & Javelin	-	-	\$5

- The Evening rate is for a passenger on a club-sponsored sail (e.g., the Thursday night sails). Evening Private Reservations are considered ½ day (Weekday) Private Rates.
- For ½ day Private Reservations, let the Dockmaster know of your intended arrival and/or departure times so any coordination with other skippers can be arranged.
- Skipper is to collect fees, fill in the Income Form that is found inside a self addressed stamped envelope and convert any cash into a check (make check payable to “SEAS Monmouth”). Then put the form together with checks into the envelope and mail it.
- If you have to cancel a reservation, please let the Dockmaster know – there may be others interested in using the boat during the time you reserved.

Skippers

- Responsible for:
 - The safety and welfare of the crew
 - Compliance with Liability Insurance provisions
 - Open sails are open to SEAS members and guests over 18 years of age.
 - Obtain signed release forms for anyone other than a SEAS Monmouth member.

Note: SEAS Monmouth has an insurance policy that protects both the club AND the skipper in the event of an accident. However a condition of that policy is that we have a liability release signed by EVERY person on the boat. If you take someone out for a cruise who hasn't signed a release, you are violating the terms of the insurance policy and possibly putting yourself in a situation where you (and the club) might not have insurance coverage. So PLEASE make sure that everyone on board is either a SEAS Monmouth member (and has therefore signed a release on the membership form) or has signed a release before boarding. If in doubt, get one signed! Release forms are on our website and can generally be found on the boat as well.

- Compliance with SEAS Private Reservation policies
- Staying within the Sailing grounds of your level
- Always getting the boat back to its homeport – on time.
- Overnight anchoring only in established anchorages
- No Night Sailing, unless there's an emergency
- No Alcohol use until the anchor is down for the evening.

- Zero tolerance for illegal drug use of any kind.
- **The condition of the boat:**
 - Goal: Leave it in **better** shape than you found it.
 - Never relocate equipment/gear from assigned place.
 - Never leave an empty tank on the boat; consolidate all fuel into one tank and **refill the empty**.
 - Never leave “porta potty” on RLT un-emptied. Head on STD2 must be left clean.
- **Collect fees from crew and follow the procedures described above.**
- Complete the on-board log
 - **AS A MINIMUM: Must leave a Log Entry** with depart & return Date/Times and Crew
 - Record any observed and/or encountered problems with the boat (as required).
- Skipper’s are requested to:
 - **Do maintenance duty on the boats**
 - **Volunteer to “Skipper” two club events over the season (e.g. Weekend Sails, Evening Sails)**

Skipper Qualifications

All levels of skippers are required to possess a state of NJ Boating Safety Certificate (BSC) as required by law. All crew who take the helm should have their BSC card with them. This is the skipper's responsibility. If a fine is levied for a violation, the chapter will not reimburse the skipper.

- **Level I, River (Daysailers & Rhodes 22)**
 - Applicant must have taken the Basic Sailing Course, or have equivalent sailing experience.
 - Applicant must demonstrate his/her ability to maneuver the boat under power and sail. On the water experience sufficient to command a boat in the Shrewsbury River or Navesink River will be required. At least one member of the SEAS Monmouth Skipper Certification Committee will have to personally vouch for the skipper applicant, based on first hand sailing experience with the applicant.
 - Demonstration of sailing skills will be required, including dropping anchor under sail, and pulling in and out of a slip. Proficiency in picking up a mooring must be demonstrated to use boats kept on mooring (ie. Rhodes 22). Advanced Sailing Classes, Boat Handling Classes and various “mini-courses” are offered for the acquisition of these skills.

- **Level I, Bay (Rhodes 22)**
 - Applicant must have taken the Basic Sailing Course, or have equivalent sailing experience.
 - Applicant must demonstrate his/her ability to maneuver the boat under power and sail including pulling in and out of a slip, anchoring in a cove and dropping an anchor under sail. Advanced Sailing Classes, Boat Handling Classes and various “mini-courses” are offered for the acquisition of these skills.
 - On the water experience sufficient to command a boat in the Sandy Hook Bay will be required. At least one member of the SEAS Monmouth Skipper Certification Committee will have to personally vouch for the skipper applicant, based on first hand sailing experience with the applicant.

- **Level II (Keelboats)**
 - **All Level I pre-requisites PLUS**
 - The applicant must have skippered the keelboat(s) at least 4 times as a Level I skipper before being considered for Level II. The SEAS Monmouth Skipper Certification Committee will evaluate the skipper's resume and prior sailing experience, and may waive this requirement, based on these criteria.
 - Demonstrate ability to safely control the vessel in varying tides and currents under bridges. At least one member of the SEAS Monmouth Skipper certification committee will have to personally vouch for the skipper applicant, based on first hand sailing experience with the applicant. Demonstration of sailing and anchoring skills will be required, including picking up a mooring under sail, dropping anchor under sail, pulling up to a dock and pulling in and out of a slip.

- **Level III (Keelboats)**
 - **All Level II pre-requisites PLUS**
 - Completion of navigation course by a nationally known organization will be required for navigation beyond the confines of the Shrewsbury River and Sandy Hook. The course should be the Power Squadron Piloting course or the equivalent. Organizations that will be recognized are the Coast Guard Auxiliary, ASA or US Sailing. Written documentation will be required. Passing the SEAS National SQB navigation test will be accepted in lieu of the above.
 - On the water experience sufficient to command a boat in New York Harbor will be required. This will include a written resume submitted to the SEAS Monmouth Skipper Certification Committee. At least one member of the committee will have to personally vouch for the applicant, based on first hand sailing experience with the applicant. In addition, demonstrated knowledge of all boat systems and basic maintenance and mechanical skills will be required. Appendix 1 is a checklist of electrical and mechanical skills. Workshops and Keelboat "Mini" Courses will be provided to acquire these skills.

Skipper Levels and Sailing Ranges

- Basic principles:
 - **Above all**, the safety and health of the crew is Job #1
 - **Always** be mindful of the weather
 - **Never** let the clock or the calendar drive your decisions
 - If you haven't done it, don't do it (i.e. first do it with someone who has)
 - If you can fix it, please do.

Level Sailing Ranges

- **Level I, River:** Sailing and navigating within the confines of the Navesink (between Oceanic and Oyster Point) and the Shrewsbury River (upriver of the Sea Bright-Rumson bridge).
- **Level I, Bay:** Sailing and navigating in Sandy Hook Bay from the Navy Pier to the Highlands Bridge. This level **EXCLUDES** transiting the Navesink and Shrewsbury rivers or anchoring out overnight -- Level II qualification is required to enter the rivers from the bay.
- **Level II:** Sailing and navigating anywhere within the confines of the Navesink and Shrewsbury Rivers and Sandy Hook Bay, up to the Navy Pier. This level includes "anchoring out" in Horseshoe Cove and bringing the boat in and out of the Rivers
- **Level III:** Sailing in Raritan Bay and navigating up to Verrazano Narrows Bridge, New York Harbor, the Hudson River and Rockaway Inlet.

What if I want to do something outside of these ranges?

- Examples
 - Plan a trip to Fire Island on Keelboat
 - Practice night sailing
- To get your proposal considered by the skipper committee
 - Send your request to the SEAS Monmouth Executive Board
 - Include details of planned destination, skipper and first mate experience, length of trip, any other boats involved (safety factor).

Skipper Liability Policies

Damages

- On a SEAS sponsored event, the club is responsible for the cost of any damages or towing not covered by its insurance.
- All skippers on Private Reservations or Season Passes will be held responsible for damages, and will pay 50% of costs, up to \$500. Currently, SEAS Monmouth carries a liability insurance policy with a \$1000 deductible.

Towing

It is the responsibility of the skipper to return the boat to its mooring or slip. Keelboats have towing insurance provided by Monmouth Chapter. Daysailers do not. For this season, the club will provide towing insurance on the keelboat from SeaTow and is free of charge in a SeaTow covered area. We do not foresee the keelboats sailing outside areas covered by SeaTow. **Call SeaTow using Channel 16 or call the local franchise at 732-872-1835 or 800- 4 SEATOW.** Consult the insurance card or paper information that is together with the registration (in boat paperwork folder on-board both boats).

NOTE: Not all situations are covered by insurance (e.g. salvage operations). Consult the information on the web page for limitations and coverage.

Maintenance Duty

- Basic Principles
 - As a skipper, you need to be prepared to handle “any” malfunction of the boat and its systems
 - Maintenance Duty is a great way to be prepared.
 - While you don’t need to **be** “handy” to help out -- you can certainly learn to **become** “handy” if you want to.
 - There are many experienced club members who can help you learn – take advantage of it.
 - Maintenance Activities
 - Scheduled Maintenance Days in the Spring
 - Haul-in / Haul-out Day
 - Independent Maintenance Tasks

Maintenance Coordinator Role

- Every boat has a Maintenance Coordinator
 - This person coordinates activities – NOT does them !!
 - Club members do the maintenance --- **THIS MEANS YOU** ☺
 - Keeps a list of “Items Needing Attention”.
- Skipper’s Role
 - Come to scheduled maintenance to help and learn
 - If you have expertise, lend it to others – we are a teaching club.
 - Take on an independent maintenance task – the coordinator can find you a coach and it’s a great way to learn about something that you are interested in.
 - If you see something that’s broken and/or missing, and you can fix it, please do. Otherwise, note it in the log and if a serious problem, notify the dockmaster the club has no “Maintenance Faeries”.
 - Help secure the boats in heavy weather conditions (e.g. Hurricanes and/or Nor’easters)

Maintenance Coordinators

Boat(s)	Maintenance Coordinator	Contact Info
KEELBOATS		
Rhodes	Graham Blundell	732-531-2465, graham.blundell@gmail.com
O’Day	Peter Shearer	732-290-0535, bws@monmouth.com
DAYSAILERS		
DS 2 & Javelin	Kenneth Kausner	732-219-9794, kkausner@fmiint.com

Current Skipper List

- On Separate Document

Any Other Questions, Concerns, Suggestions, etc.

- Mike Malone 732-832-5120 [micgermal1@aol.com](mailto:migermal1@aol.com)

Appendix 1

Mechanical and Electrical Skills

The skipper needs to have the skills necessary to get the boat back to the mooring, including the following:

Starting and shutting down outboard (Rhodes & Daysailers)

Mixing oil and fuel for 2 stroke engine

Starting and shutting down diesel inboard (O'Day)

Emergency procedures for a diesel engine (e.g. "runaway engine")

Fuel problems (O'Day)

Clearing water from carburetor

Cooling problems (All boats)

Clearing a blockage of the water flow out of the engine

Electrical problems (Rhodes and O'Day)

Checking a battery for water

Checking for loose connections

Through hull leaks (Boat-specific)

Closing seacocks / replacing a knotmeter impeller with a plug.

Using emergency plug on a through hull

Using an emergency bilge pump

Steering problems

Rigging/jury rigging an emergency tiller

Appendix 2

KEELBOAT Income Report

Skipper: _____

Date of Sail/Activity: _____

O'Day 28 _____

Rhodes 22 _____

Type of Sail:

Tues Eve Sail _____

Thurs Eve Sail _____

Friday Eve Sail _____

Sat Afternoon/Eve Sail _____

Member Reservation _____

If Activity Sail Specify Type

If Course Specify

Other Activity (Specify)

Who was on the Sail/Activity(**Guest/Member**) and amount paid? (Name-Amount):

Total income amount: \$ _____

Please mail all collected funds (no cash) using the self addressed and stamped envelope this form was in. (Envelopes must be sent to chapter treasurer, Betty Brock -- **312 Silver Bay Road, Toms River, NJ 08753**) Please convert cash to check and make payable to "SEAS Monmouth".