

FHYC CRUISE LEADER GUIDELINES

SIX WEEKS OR MORE BEFORE THE CRUISE (Even more Lead-time for Long or Complex Cruise):

- Review previous year's cruise files available from the Cruise Committee Chairperson.
- Figure route, water depths, main and alternate anchorages, restaurant and marine facilities and their reservation policies.
- Is marina prepayment required and what is the cancellation policy? Include VHF channel and phone number.
- Research local charts, tide tables and marine information, bridge information and mileage on each leg of the cruise.
- Detail when, where to, special features, reservations and deposits, out-off date, whom to contact.
- Prepare to give an update at the appropriate club meeting(s).
- **Publish SEMAPHORE article(s) and flyer the month prior to the cruise. Sign-ups shall not be closed until an article and/or flyer is available to all members via the SEMAPHORE. (Note: SEMAPHORE deadline is the 1st Mon. after the Club Meeting)**
- Specify Captain's Meeting date and place. If at the Community Center make reservations well in advance.

BEFORE LEAVING ON THE CRUISE

- Hold a Captain's Meeting, especially for multi-day cruises, usually 3-4 days before departure:
- Review the cruise plans in detail. Time of departure and day by day schedule, marinas, anchorages, charts recommended fleet VHF channels.
- Discuss any navigation concerns, special reservation policies, who and how to notify in event of change of plans or cancellations.
- Remind each boat Captain that they are totally responsible for their own boat, crew and passengers. Cruise Leader information and coordination does not replace or subvert the Captain's responsibility.
- Review Raft Ups. How to, any limit to number of boats on each raft, invitation for each arriving boat.
- Offer Handouts. Who else is going, boats and skippers and special mini-charts, tides, etc.
- Consider assigning somebody to take photos, to write BEACON and SEMAPHORE articles.
- Provide the Cruise Committee Chairman or alternate with a list of those going on the cruise prior to departure (for emergency and informational reasons).

DURING THE CRUISE

Upon arrival at anchorages and/or marinas:

- Suggest raft-up sites and designate the anchor boat(s)
- Help with marina docking arrangements and communication with boats.
- Watch for arriving boats until all are in.
- Give special attention to new members of FHYC.
- Organize the activities; manage any changes in the plan.

AFTER THE CRUISE:

- Insure that the next SEMAPHORE and BEACON issues have a story and photos about your cruise.
- If possible prepare the same or similar Word Document (.doc) and Pictures (.jpg) for inclusion in the FHYC Website and forward to the Cruise Committee Chairperson.
- Provide feedback to the Cruise Committee Chairperson - suggestions, plusses and minuses that you experienced.
- Send the Chairperson your cruise file with contacts, arrangements, planning information to help plan future cruises and copies of the article and flyer. Also include number of boats and total crew count. If possible provide this as a Word Document for electronic inclusion in files and the FHYC Website.

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