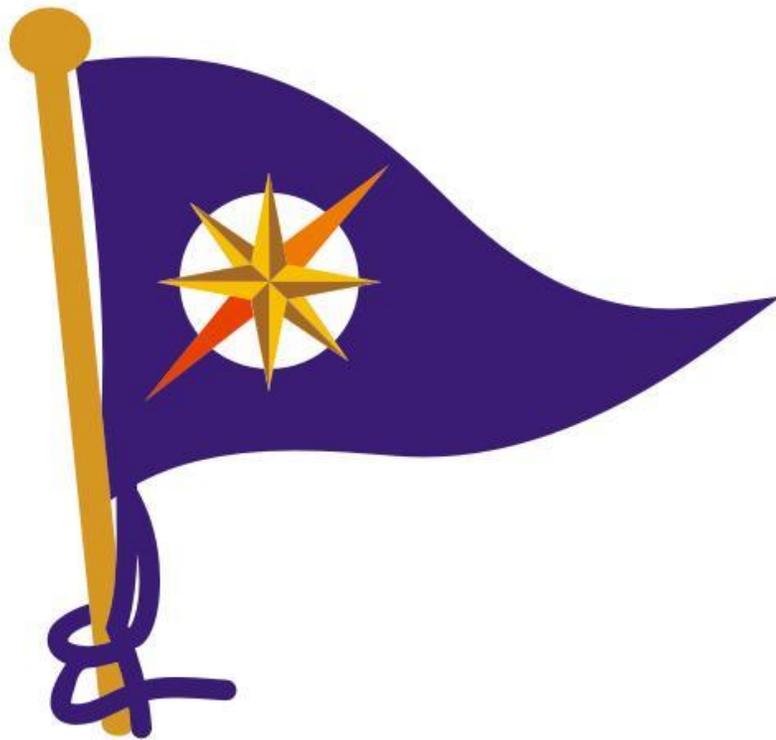


SOUTHWEST FLORIDA YACHT CLUB



BOATERS' GUIDE
2018

SFYC Boaters' Guide

Welcome to the SFYC Boating Community!

Whether or not you own a boat, you can enjoy the many activities offered to SFYC boaters and cruisers. For boat owners, these include Lunch Bunch cruises, overnight cruises, and raft-ups throughout the year. Non-boat owners may enjoy SFYC camaraderie by driving to the restaurants and yacht clubs visited by cruisers for lunch or dinner, may ride as guests aboard boats, may participate in the "Cruise Along" program, or may join boaters for Lunch Bunch cruises.

This Boaters' Guide booklet will give you an overview of boating and cruising as a member of SFYC. Topics include:

1. SFYC Cruising Overview
2. Cruise Committee and monthly SFYC Member Meetings
3. Joining an SFYC Cruise
4. Visiting Other Yacht Clubs
5. Cruise and Boating Event Registration Policies and Procedures
6. Cruise and Boating Event Deposit and Refund Policies
7. Cruise Leader Guide
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We look forward to your active participation in the many upcoming cruises and boating events. If you have any questions, please e-mail me at debbie@necaptains.com or call me at 207-703-8862.

Best regards,

Debbie Lussier
SFYC Fleet Captain, 2018

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1. SFYC CRUISING OVERVIEW

Vessels owned or controlled by a regular member in good standing of the SFYC and prospective members going on a trial Cruise can participate in club-sanctioned cruises. Guests are allowed on these vessels.

SFYC has an extensive schedule of boating activities. Our activities include:

- ***Lunch Bunch Cruises***

Lunch Bunch cruises are scheduled for restaurants that can be accessed by boat or by car. There are numerous interesting destinations throughout our cruising area. Generally, there will be one Lunch Bunch cruise scheduled per month. Members who attend by boat often have space to take non-boater guests. If you do not have a boat, you may wish to drive or ask the Cruise Leader to match you up with a member who is coming by boat.

- ***Overnight Cruises***

Overnight Cruises may be to a single destination, such as a yacht club, marina or anchorage, or multiple destinations, and may last from two days to several weeks. Generally, single-destination cruises are scheduled for two nights, three days. Most cruises can accommodate both displacement-speed boats (6-8 knots) and fast boats. The distances are usually not great between individual marinas and anchorages, and the slower boats have the option to leave earlier to arrive in time for scheduled events.

- ***Fleet-Ins to the Marina at Edison Ford***

Fleet-Ins are cruises to the Marina at Edison Ford for two or three days. They are usually, but not always, held in conjunction with a Club event at the Marina at Edison Ford.

- ***Raft-Ups or Anchor-Out***

Raft-Ups are held in protected waters, usually during months that are cooler and do not require running generators overnight. They feature much boat-to-boat socializing and sharing food and beverages. Water activities may be scheduled during the day and dinghies are encouraged but not required.

The annual Cruise Calendar for the year is published on the SFYC Website. Destinations, dates, and names of the Cruise Leaders are indicated. Boating events are led by volunteer Cruise Leaders and Assistant Cruise Leaders who handle all the planning and arrangements. They ensure that you will have a very enjoyable time socializing, partying, and enjoying the great boating and cruising opportunities of Southwest Florida.

First time cruisers and those who are hesitant to visit other destinations alone are especially welcome on club cruises.

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Captains' Meetings may be held in advance of a cruise, generally at 4:45 pm prior to the Monthly Member Meeting. During a Captains' Meeting the Cruise Leaders will review the Cruise Booklet that has been previously emailed to each Captain. The Cruise Booklet discusses the events, destinations, navigation instructions, arrangements, and any other information that will contribute to a safe, enjoyable cruise.

We are always looking for volunteers to lead cruises. Each year, there will be at least one Cruise Leader Training Seminar to train new Cruise Leaders and offer the opportunity for experienced Leaders to brush up on the latest information.

Leading a cruise is fun and rewarding. First-time Leaders receive a lot of support. For overnight cruises, they usually start as Assistant Cruise Leaders, working under the mentoring of experienced Cruise Leaders. Lunch Bunch cruises are easy to organize and offer ideal opportunities to volunteer as a Cruise Leader for the first time.

2. CRUISE COMMITTEE AND MONTHLY SFYC MEMBER MEETINGS

The Cruise Committee, appointed each year by the Fleet Captain, performs an essential role in ensuring a successful boating season. Members of the Committee are listed on the SFYC website.

The responsibilities of the Cruise Committee include approving and implementing policies and procedures for boating, approving the calendar of boating events and assisting in the recruiting of Cruise Leaders, participating in conducting the monthly Member Meetings, providing Cruise Leader training and support, implementing the Cruise Leader Recognition Reception, and assisting the Fleet Captain as requested. The Cruise Leader Recognition Reception is funded by assessing a \$5 per person contribution for each SFYC member participating in raft-ups and over-night cruises.

Member Meetings are held the second Wednesday of every month at 6:00 p.m. At 5:00 p.m., prior to the start of the monthly Member Meeting, the Cruise Leaders of each upcoming event man cruise tables. Members may peruse the opportunities for participation, talk with the Cruise Leaders, and sign up for those cruises that interest them. During the Member Meeting, leaders of upcoming cruises each have two minutes to describe their cruise. Boaters arrive early to socialize and sign up for boating events prior to the start of the meeting. Member Meetings are usually adjourned by 7:00 p.m. in time for a delicious meal. Shorts are acceptable attire for Member Meetings.

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3. JOINING AN SFYC CRUISE

Registration

Members may register for a boating event in person at the monthly Member Meeting or by mail on or after the Opening Date posted on the SFYC Website. All registrations (except for Lunch Bunch cruises) require a completed "Cruise Sign-Up Sheet" and a deposit check made out to the Cruise Leader for the registration to be valid. The Cruise Leader uses the information on this form to plan for slips and cruise activities. For mailed registrations, the "Cruise Sign-Up Sheet" may be downloaded and printed from the SFYC Website (click on "Cruise Leader Forms" Page in the "SFYC Member Login" section and link to the "Cruise Sign-Up Sheet"). Please print and complete the Cruise Sign-Up Sheet and bring completed forms to the meeting to speed up time at the Cruise tables. **Confirmation for the cruise is not complete until the Cruise Leader receive the check and sign-up forms.**

Only SFYC members may register for a cruise, although non-members or other members may join you as guests aboard your boat. Additional deposits may be required for guests.

Cruise Along Program

We have Members that either don't have a boat, their boat is down for repairs, or have a small boat for fishing/dining/etc. To allow these Members to fully participate in some of our Cruises, the Cruise Leader will try to match members wishing to "Cruise Along" with another Member ("Cruise Along" Host) to/from the Cruise destination that has accommodations onsite or nearby.

- The Member who is "Cruising Along" is responsible to make their own arrangements for accommodations.
- The "Cruise Along" Member will ride to and from the cruise destination with the Cruise Along Host on their vessel.
- Once at the destination, the "Cruise Along" Member will check into the local accommodations and then participate in all of the Cruise activities.
- Participation is optional and voluntary. At sign up, cruise boats indicate if they are willing to host Cruise Along.
- Members interested in participating in a Cruise as a "Cruise Along" must sign up for cruise.
- In recognition for hosting, cruise boat captains will receive one raffle ticket per person they have hosted as a "Cruise-Along". There will be a year-end raffle sponsored by the Cruise Committee with a grand prize.
- Cost to "Cruise Along" Members = Cruise Guest Rate plus \$5 per person to the Cruise Committee to fund "Cruise Along" Raffle.

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Captains' Meeting

Prior to the cruise, the Cruise Leader may choose to have a short meeting, generally held at 4:45 pm prior to the monthly Member Meeting, with the registered cruisers to brief the participants concerning the cruise. Navigation, communication, list of participants/boat names and other topics are covered.

Participating in a Cruise

All SFYC boaters should be familiar with the SFYC "Cruising Customs and Guidelines" (**Attachment C**). Safety and courtesy while afloat are emphasized. We want SFYC boaters to set a good example while cruising, such as controlling wakes while passing other boats, proper use of VHF radio, securing docking lines prior to docking, etc. Rafting Guidelines (**Attachment E**) and Lock and Bridge Guidelines (**Attachment F**) are also included in the back of this Guide.

While on a cruise, all reservations, arrangements and marina gratuities will be handled by the Cruise Leader. Participants are responsible for gratuities for dinners and other events not paid by the Cruise Leader out of the cruise deposit. At the end of a cruise, Cruise Leaders always appreciate a note of thanks for their efforts.

4. VISITING OTHER YACHT CLUBS

One of the significant benefits of being a member of SFYC is our membership in the YCA (Yachting Club of America). There are currently 75 clubs in Florida, and approximately 800 around the United States. Most of the YCA Member Clubs offer reciprocity to SFYC members. For an up to date list of all YCA Clubs, you can get on their website at ycaol.com (club # 1040, password: y100446c). You may also purchase one of their Registry Books for \$35.

Remember that you are a guest while visiting other yacht clubs and each club offers us reciprocity at its discretion. Reciprocity is not guaranteed. It is your responsibility to ensure that you and your guests follow their policies, such as no cell phone usage within their buildings and observing dress codes. Be sure to have your SFYC Membership Card with the YCA information on the back when requesting dockage at yacht clubs.

5. CRUISE AND BOATING EVENT REGISTRATION POLICIES AND PROCEDURES

Purpose:

To ensure that all SFYC members have an equal chance to participate in boating events of their choice, the Board of Directors has approved the following standardized registration policies and procedures.

SFYC Boaters' Guide

Boating Event Categories:

1. Lunch Bunch cruises
2. Short overnight cruises.
 - a. Fleet-Ins to the Marina at Edison Ford
 - b. Raft-Ups
3. Extended overnight cruises

Cruise Opening Dates

Although the SFYC Cruise Calendar is published for the year, all cruises are not open for immediate registration. Short cruises will open for members to register three Member Meetings in advance of the month the cruise is scheduled. Extended cruises will open 4 or 5 months in advance. **For example:** A cruise is scheduled for April 10th – 12th. Assuming a Cruise Leader is assigned, the first time a member can register to participate in that cruise is at the January Member Meeting. If the member is not able to attend the meeting, he/she can contact the Cruise Leader, fill out the necessary form (available on the website), and email or snail mail it, along with the cruise deposit (**checks only...no cash**). Confirmation of cruise registration is when the Cruise Leader receives the form and deposit. The same applies to extended cruises, but they may open 4 or 5 months in advance for registration.

Scheduling Additional Cruises

Most members of Southwest Florida Yacht Club joined to cruise and that during the Fall and Winter Seasons the Cruise Calendar of two cruises per month fills up quickly, with some members remaining on a waiting list. With this in mind, the Fleet Captain and Cruise Committee recommend the following: Cruise Leaders whose cruise has a wait list of 5 or more boats should notify the Fleet Captain, or any member of the Cruise Committee. Based upon marina availability, the Fleet Captain **may** choose to open a new cruise to accommodate those on the waiting list, as well as others who may want to participate. The following guidelines will apply if an additional cruise is opened at any time during the year:

- A Cruise Leader must be available to manage the cruise.
- The 5 or more boats on the waiting list are the first boats guaranteed a position.
- Other boats may sign up to fill the remaining vacancies.
- The cruise may or may not be to the same location as the wait listed cruise.
- The cruise may or may not be on the same dates as the wait listed cruise if it is to a different location.
- The cruise may occur on a weekend or may be mid-week due to marina availability.

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In addition, if a member would like to go to a cruise destination that is not on the schedule, the member should contact the Fleet Captain and see if it will be ok for the member to make the arrangements for that cruise and serve as the Cruise Leader.

Registration Policies:

1. Overnight Cruises and Raft-Ups
 - a. The deposit and the "Cruise Sign-Up Sheet" should be handed in to the Cruise Leader at the monthly Member Meeting. If the member can't attend the Member Meeting, the "Cruise Sign-Up Sheet" and deposit may be mailed to the Cruise Leader. To be valid, a registration must include the completed "Cruise Sign-Up Sheet" and the specified deposit. Copies of the "Cruise Sign-Up Sheet" may be downloaded from the SFYC Website.
 - b. For Cruises that can accommodate "Cruise Along" members, hosts indicate willingness to be a "Cruise Along" boat and there will be special forms for members to indicate their desire to "Cruise Along".
 - c. Checks must be made out to the Cruise Leader.
 - d. **Priority for participation on the cruise is based on the order in which completed registrations for the cruise are received by the Cruise Leader.**
2. Lunch Bunch Cruises
 - a. Cruisers may register by completing the registration sheet at the monthly Member Meeting.
 - b. A deposit is not required for a Lunch Bunch cruise.
3. Opening and Selection Dates for cruises will coincide with the dates of the monthly Member Meetings. A cruise will be open during at least three Member Meetings.
4. The Cruise Calendar, including Opening Date and Cruise Leaders, shall be published on the SFYC Website.

6. CRUISE AND BOATING EVENT DEPOSIT AND REFUND POLICIES

Purpose:

To ensure consistent and fair application of cruise deposits, payments and refunds, the Board of Directors has approved the following standardized policies

SFYC Boaters' Guide

Deposit Policies:

1. No deposits are required for Lunch Bunch cruises.
2. The deposit will include a five-dollar (\$5) contribution to the Cruise Fund by each SFYC member and a ten (\$10) tip per boat provided to the Dock master by the cruise leader. The following standard minimum deposits are required for boating events and cruises:

Raft-Ups	\$10
Overnight cruises (up to three days)	\$20
Overnight cruises (more than three days)	\$100
3. The Cruise Leader may specify a higher deposit to reflect the actual anticipated cost of the cruise. The Cruise Leader will determine the additional deposit required for guests aboard a participant's boat and/or for "Cruise Along" members
4. **All deposits must be by check (no cash) made out to the Cruise Leader.**

Refund Policies:

1. If a cruise is canceled for any reason (slips become unavailable, weather, etc.), all deposits will be refunded. However, any expenses incurred shall be deducted from the deposit refunds.
2. If participants withdraw from a cruise for reasons beyond their control (boat breakdown, health issues, etc.), their deposit will be refunded. However, any expenses incurred shall be deducted from the deposit refunds. Participants who withdraw by choice will forfeit the five dollars (\$5) per member Cruise Fund contribution, in addition to expenses incurred. If their place on the cruise is filled from the Waiting List or they recruit a replacement, deposits will be refunded in full.
3. Within two weeks after a boating event is complete (or at such date as bills for all expenses are received), the Cruise Leader will refund the excess deposits paid to the boating event participants. Refunds less than \$5.00 per boat may be donated to the Cruise Fund at the discretion of the Cruise Leader. If expenses exceed deposits, the Cruise leader will request the additional funds from the cruise participants.
4. The Fleet Captain shall approve all refunds of deposits to ensure fairness and consistency. The Cruise Committee will be the final arbitrator of any issues.

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7. Cruise Leader Guide

Introduction

Welcome to the SFYC Cruise Leader Guide. We appreciate you taking an interest in leading an SFYC cruise. Without new Cruise Leaders stepping forward, we would not be able to continue offering the large number of cruises in which our members participate.

In this document we will try to provide you with all the information you should need as a volunteer Cruise Leader. If you are at all hesitant about leading a cruise, you might want to volunteer to co-lead a cruise with an experienced leader, thus getting “on-the-job” training. This document will also provide you with procedures for the whole cruise experience, from sign-up to the chronological steps you should take to ensure a successful cruise.

The Attachment section of this document gives you valuable information and documents to help you make your cruise a wonderful experience for you and your fellow cruisers. Included is a **Cruise Sign-Up Sheets (Attachment A)** that each boat that signs up for your cruise will fill out giving important info about that boat and crew. Another valuable document is the **Cruise Planning Sheet (Attachment B)** that you can use when talking to dock masters at yacht clubs or marinas that you would like to visit. You will also find the following valuable reference material:

Cruising Customs and Guidelines, Pet Etiquette, Disclaimer (Attachment C)

Cruise Photo Guidelines (Attachment D)

Rafting Guidelines (Attachment E)

Lock and Bridge Guidelines (Attachment F)

Cruise Book Content (Attachment G)

Finally, SFYC owns several items which might be useful on a cruise (a coffee pot, drink dispenser, folding tables, defibrillator (AED), boom box/PA, and more) that are available for use by all Cruise Leaders. An up to date list of these items can be found on the website under Cruise Leader Resources, subheading Cruise Leader Cruising Resources. Whenever possible, the previous Cruise Leaders should coordinate a hand-off of these items to the next Cruise Leader on the schedule. Otherwise, these items will be stored at the Marina at Edison Ford and should be returned there.

AED

The Cruise Leader is responsible for (1) getting the AED prior to the cruise and (2) letting cruise participants know the location of the AED during the cruise. It needs to be in a location that allows access to anyone in need.

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Procedure for Cruise Folders

As a Cruise Leader you will be provided with a Cruise Folder at the first Member Meeting during which your cruise is being offered to the members.

Inside the Cruise Folder you will find the following:

- A registration sheet for member names
- A supply of "Cruise Sign-Up Sheets" (**Attachment A**) and Cruise Along Sign-Up Sheets (Attachment A2), as appropriate.
- An envelope for the checks
- "Cruise Planning Sheet" (**Attachment B**)

At the end of the meeting you should take the Cruise Folder home with you (including any checks you received). At each subsequent meeting you should bring the Cruise Folder with you until your cruise is closed.

After you return from your cruise, you must bring a check for the money due the Cruising Fund (make check payable to Southwest Florida Yacht Club) and give it to the Financial Secretary.

Leading a Lunch Bunch Cruise

- Lunch Bunch cruises are generally held on the third Wednesday of every month at 11:30 am.
- The cruise committee will have a registration sheet at the SFYC monthly Member Meeting two months prior to the Lunch Bunch cruise. Please provide necessary information for your cruise at your table.
- Attend the monthly Member Meeting to man the cruise table and accept registrations. You will be called on to talk about your cruise for two minutes or less at the meeting that evening.
- Make initial reservations at the restaurant and marina to determine how many boats it can accommodate.
- Confirm with the restaurant 2-3 days prior to the date.
- Appoint a photographer to take pictures for the Lunch Bunch cruise and submit them to the SFYC Webmaster (see **Attachment D**).

Upon Return

- Provide the SFYC Webmaster with photos of your trip to place on the website (see **Attachment D**). Prepare a brief article (less than 200 words) for the website and email to the Webmaster.

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Leading a Short Cruise to One Destination, including Fleet-Ins to the Marina at Edison Ford and Raft-Ups

Three (3) months Ahead

- Select cruise co-leaders, if appropriate.
- Determine if there is a “Cruise Along” opportunity on this cruise.
- Attend the monthly Member Meeting to man the table and accept registrations. You will be called on to talk about your cruise for two minutes or less at the meeting that evening.
- The Fleet Captain has made the initial reservations at marinas, and yacht clubs etc. (find out how many have been reserved).
- Call the marina/YC and find out if there is a possibility of getting more slips if they are needed.
- Make a land trip, if necessary, to scout the location and:
 - Check out websites for additional information/attractions.
 - Check out restaurants in the area and make reservations, if applicable.
 - Determine what special events and activities are available.

Two (2) Months Ahead

- Attend the monthly Member Meeting. Bring your Cruise Folder and man the cruise table to accept registrations. You will be called on to talk about your cruise for two minutes or less at the Meeting that evening.
- Confirm slip reservations in writing or via e-mail.
- Confirm any other arrangements & reservations in writing or via e-mail.

One (1) Month Ahead

- Match-up “Cruise Along” members with “Cruise Along” hosts.
- Send out a notice with request for additional funds, if required. Include update on arrangements.
- Prepare navigation notes and marina data.
- Select someone to take photos while on the cruise.
- Start preparing the Cruise Booklet (**Attachment G**) to include:
 - List of boats/captains/mates and guests (include cell #'s).
 - List of stops, dates and distances.
 - Chart requirements, navigation information and tide tables for each leg of the trip. Ask each marina whether there are any special navigation requirements.
 - The cruise’s VHF working channel (remember: LOW power when radioing between boats)
 - Locks and bridge information where necessary.

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- “SFYC Cruising Customs and Guidelines, Pet Etiquette, Disclaimer” (**Attachment C**)
- Daily agenda to include daily activities and any dress requirements.
- Telephone numbers for all stops.

One (1) Week Ahead

- Email the Cruise Booklet to all participants.
- Report any changes of boats to clubs, marinas, etc.
- Change number of reservations at restaurants if necessary.
- Obtain menu selections where necessary.
- Use place cards at restaurants to encourage the meeting of new people therefore avoiding cliques that may unintentionally not include new members. As an alternative, tables can be numbered, and table numbers drawn from a basket prior to each dinner.
- Name tags should be worn initially on cruise so that everyone will learn your name until they are no longer needed. You do not have to wear them in public.
- Obtain the SFYC Defibrillator; if cruises overlap, the defibrillator should be taken on the longer cruise.
- Establish vessel groupings (if appropriate), group leaders, departure details etc.

Upon Return

- Give the Financial Secretary a check made out to Southwest Florida Yacht Club for the contribution to the Cruise Fund (\$5 for each SFYC member attending the cruise).
- Provide the SFYC Webmaster with photos of your trip to place on the website (see **Attachment D**).
- Prepare a brief article (less than 200 words) for the website and email to the Webmaster.
- Provide the SFYC Fleet Captain with a list of members/boats that participated in the cruise.
- Email a copy of the Cruise Booklet to the Webmaster to archive on the website.

A. Short Cruise: Additional Information for Leading a Fleet-In to the Marina at Edison Ford

- The Fleet-In Cruise Leader will confirm reservations with the dock master. They must be made at least 10 days prior to the Fleet-In. The Cruise Leaders will register all boats for Fleet-Ins. Make sure to include the

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- members' numbers in info for the dock master. Boats leaving early must make individual arrangements with the dock master.
- The dock master's phone number is 239-895-7703.
 - Tipping – The dock master's tip (\$10 per boat) is covered in your cruise cost.
 - The Cruise Leader should make reservations for all members of the cruise for the events at Pincher's during your stay.
 - Put the following two reminders in your Cruise Booklet:
 - i. If you are going to have a car parked in the Pincher's lot overnight, request a parking pass from the dock master at check in.
 - ii. If you want a pump out, you must request it when you arrive and sign in. The dock master will then put you on the schedule. You must tip the dock master \$20 (this is not included in your cruise deposit).
 - **At no time will SFYC members or guests docked at The Marina bring any alcoholic beverages or food on to the restaurant premises, including the deck.**

B. Short Cruise: Additional Information for Leading a Raft-Up Cruise

- The cruise committee will have a Cruise Folder at the Member Meeting three month prior to the Raft-Up Cruise. Please provide necessary information for your Raft-Up Cruise at your table prior to the meeting.
- Attend the monthly Member Meeting to man the cruise table and accept registrations. You will be called on to talk about your cruise for two minutes or less at the meeting that evening.
- Include a copy of the "SFYC Rafting Guidelines" (**Attachment E**) in the cruise booklet
- You may want to ask someone on the cruise to help with games. It is always fun to have a planned activity during the day.
- You may want to ask that each boat bring a dish to share one night and you may want to have a "theme" dinner the other night with each boat bringing a dish to share.
- Appoint a photographer to take pictures.
- Obtain the SFYC Defibrillator; if cruises overlap, the defibrillator should be taken on the longer cruise.

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Leading a Long Cruise to Multiple Destinations

Four to Six (4-6) Months Ahead

- Select cruise co-leaders, if appropriate.
- Establish stops on the cruise ("Cruise Leader Planning Sheet" – **Attachment B** can be helpful).
- Determine length of stay at each stop.
- Make initial reservations at marinas, yacht clubs etc., establish number of slips available.
- Make a land trip, if necessary, to scout the location and:
 - Check power, water, fuel and laundry facilities.
 - Check out websites for additional information/attractions.
 - Check out restaurants in the area and make reservations, if applicable.
 - Determine what special events and activities are available.
 - Pick up literature at tourist bureau or Chamber of Commerce

Two-Three (2-3) Months Ahead

- Confirm slip reservations in writing (include all necessary details on vessel roster).
- Confirm any arrangements & reservations in writing.
- Attend the SFYC monthly meeting to man the cruise table and accept registrations. You will be called on to talk about your cruise for two minutes or less at the meeting that evening.

One (1) Month Ahead

- Send out a notice with request for additional funds, if required. Include update on arrangements.
- Prepare navigation notes and marina data.
- Research any Notice to Mariners advisories re: hazards to navigation at <http://www.navcen.uscg.gov/?pageName=InmDistrict®ion=7>
- If crossing Lake Okeechobee, check online with the US Army Corps of Engineers regarding locks and information on closings or call the Corps of Engineers at 904-232-3187.
<http://www.saj.usace.army.mil/Missions/CivilWorks/Navigation/NoticestoNavigation.aspx>
- Obtain harbor layouts where possible.
- Select someone to take photos while on the cruise.
- Seek volunteers on the cruise to help with games and activities. Always try to involve other cruisers as much as possible.
- Start preparing the Cruise Booklet (**Attachment G**), to include:
 - List of boats/captains/mates and guests (include cell #'s).

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- List of stops, dates and distances.
- Chart requirements, navigation information and tide tables for each leg of the trip. Ask each marina whether there are any special navigation requirements.
- The cruise's VHF working channel (remember: LOW power when radioing between boats)
- Locks and bridge information where necessary.
- "SFYC Cruising Customs and Guidelines, Pet Etiquette, Disclaimer" (**Attachment C**)
- Daily agenda to include daily activities and any dress requirements.
- Telephone numbers for all stops.
- Arrange for a Captains' Meeting.

One (1) Week Ahead

- Hold Captains' Meeting one (1) week prior to departure week, at which time the Cruise Booklet should be reviewed in detail.
- Report any changes of boats to clubs, marinas, etc.
- Change number of reservations at restaurants if necessary
- Obtain menu selections where necessary
- Use place cards at restaurants to encourage the meeting of new people therefore avoiding cliques that may unintentionally not include new members. As an alternative, tables can be numbered, and table numbers drawn from a basket prior to each dinner.
- Establish vessel groupings (if appropriate), group leaders, departure details etc.
- Identify host boats and cocktail arrangements.
- Appoint a photographer to take pictures for the cruise.
- Obtain the SFYC Defibrillator; if cruises overlap, the defibrillator should be taken on the longer cruise.

During Cruise

- Confirm arrangements at every stop by telephone one to two days in advance.
- **Important.** If you are thrown off schedule, inform all marinas and restaurants ASAP.
- Be prepared with back up arrangements.
- Hold a Captains' Meeting on the evening prior to every departure or more often depending on weather conditions or other special circumstances.

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- Keep all vessels together throughout the cruise at a safe cruising distance and be prepared to help any SFYC cruising vessel in case an emergency arises.
- Due to the number of vessels on the cruise and various speeds that they travel, cruise leaders may decide to put fast vessels together and slower vessels together.
- Name tags should be worn initially on cruise so that everyone will learn your name until they are no longer needed. You do not have to wear them in public.

Upon Return

- Give the Financial Secretary a check made out to Southwest Florida Yacht Club for the contribution to the Cruise Fund (\$5 for each SFYC member attending the cruise), as well as a financial report (listing of income and expenses) for the cruise.
- Provide the SFYC Webmaster with photos of your trip to place on the website (see **Attachment D**).
- Prepare a brief article (less than 200 words) for the website and email to the Webmaster.
- Email a copy of the Cruise Booklet to the Webmaster to archive on the website.
- Provide the SFYC Fleet Captain with a list of members/boats that participated in the cruise.

Send thank-you note via email or snail mail where appropriate, copies

SFYC Boaters' Guide

Attachment A

SOUTHWEST FLORIDA YACHT CLUB

Cruise Sign-up Sheet

CRUISE: _____

Date(s) of Cruise: _____

Cruise Leaders: _____

Boat Name: _____ Member # _____

Captain: _____ First Mate: _____

Address: _____

Phone Number: _____ Cell Phone #: _____

Email Address(s): _____

Boat: Length: _____ Beam: _____ Draft: _____

Make _____ Model: _____

Bridge clearance: _____ Cruise Speed: _____ knots

Electric: 1/30____, 2/30____ 1/50____, 2/50____

Propulsion: Inboard____ I/O____ Outboard____

Guest(s) (Y or N): _____ Guest's Names: _____

I have liability insurance coverage for my boat.

(initial)

Deposit Amount: _____ Guest Deposit Amount: _____

Make check payable to: _____ (Cruise Leader)

Special Requests: _____

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ATTACHMENT A2

SOUTHWEST FLORIDA YACHT CLUB

“Cruise Along” Member Sign-up Sheet

CRUISE: _____

Date(s) of Cruise: _____

Cruise Leaders: _____

Member Name(s): _____

Member # _____

Address:

Phone Number: _____ Cell Phone #: _____

Email Address(s): _____

Notes:

- (1) Every effort will be made to match “Cruise Along” Members with “Cruise Along” Hosts.
- (2) Member must make their own reservations for accommodations at destination.

Deposit Amount: _____

Make check payable to: _____

Cruise Leader

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Attachment B

SOUTHWEST FLORIDA YACHT CLUB

Cruise Planning Sheet

Cruise

Date(s): _____

Marina/ YC: _____

Address: _____

City, St, Zip: _____

Telephone #: _____ fax: _____

Website: _____

Dockmaster: _____ phone: _____

Email: _____

ICW Mile: _____

Slip Fees: \$ _____

Elect 30 amp: \$ _____

Elect 50 amp: \$ _____

Available Discounts: _____

Type of Docks: Floating _____ Traditional _____

Cable/fee: Y _____ N _____ \$ _____

Restaurants: _____

Dinner Reservations: _____

Dress Code: _____

Pool/Hot Tub: _____

Transportation: _____

Entertainment: _____

Golf/Tennis: _____

Shopping: _____

Fuel: _____

Laundry: _____

Pump-out: Y _____ N _____ \$ _____

Internet Access: Y _____ N _____ \$ _____

Payment Method: _____ Credit Card _____ Check _____ Cash

Directions: _____

Date/Comments: _____

SFYC Boaters' Guide

ATTACHMENT C

SOUTHWEST FLORIDA YACHT CLUB

CRUISING CUSTOMS AND GUIDELINES

We, as members in good standing of the Southwest Florida Yacht Club, pledge to set an example as safe, knowledgeable, competent, and courteous boater whenever and wherever we cruise. Keeping this in mind, adherence to the following Customs and Guidelines is requested:

Planning

- 1) Only those vessels owned or controlled by regular members in good standing of the SFYC, can participate in club sanctioned cruises. Guests are allowed on such vessels, but the Cruise Leader(s) must be notified.
- 2) Guest Code of Conduct: Boat captains will be held responsible for the conduct of their guests and their expenses. Guests are expected to attend all scheduled prepaid activities. Should guests be unable to attend activities, they must inform their captain who will notify the Cruise Leaders. Refunds will be made consistent with the Cruise and Boating Financial Policies document.
- 3) Attend all skippers' meetings. Review trip plans, charts, way points, tides, etc. prior to leaving the dock. You may be asked to lead or may have to reach a location on your own.
- 4) Prior to cruise embarkation date, you must notify Cruise Leaders if you will be late or plan to leave the cruise early.
- 5) If one or more vessels intend to leave port earlier than the planned time, they must notify the Cruise Leaders.
- 6) Vessels should be serviced and in good, safe working condition, with the appropriate spare parts for the length and destination of the cruise. Have all navigation equipment and VHF radios working properly.

Cruising

- 7) Cruisers must give proper respect to the Cruise Leaders' decisions while on the Cruise.
- 8) Utilize all possible courtesy when passing another vessel. A large wake can cause injuries and have a negative effect on the reputation of you, your vessel and the Southwest Florida Yacht Club. **REMEMBER you are legally responsible for any injury or damage caused by your wake.**
- 9) Always monitor VHF Channel 16 and the assigned "working" channel while engines are running. After docking, keep your radio on in order to assist other incoming vessels – until all vessels have arrived.
SPECIAL NOTE: FCC bans excessive "chit-chat" on all channels. None is permitted on Channel 16. While on SFYC cruises, keep your radio on LOW power, since high power can tie up the channel for a 30-mile radius.
- 10) Never follow another vessel too closely, especially into a marina channel or harbor. Leave sufficient room for vessels to maneuver and sufficient time for dock personnel to secure boats. The Cruise Leader or marina personnel may ask you to wait outside the entrance channel until called in to dock. Please follow their instructions.
- 11) When entering a marina or harbor, have all docking lines properly secured to your vessel and ready to deploy. Have fenders and boat hook ready.
- 12) If you will require fuel to continue the cruise, fuel upon arrival, or make certain that fuel will be available the next morning substantially in advance of the scheduled departure time.

Docked

- 13) After docking and securing your vessel, be prepared to assist other SFYC vessels prior to connecting power, water lines, cable or wash down.
- 14) If invited to another vessel for drinks, it is SFYC custom to bring your first drink.

SFYC Boaters' Guide

15) When there is a scheduled cocktail party during a cruise, any private party must cease in time to attend the cruise party.

16) Wear your SFYC name tags at the direction of the Cruise Leader.

17) Cruise Leaders are responsible for tipping the dockmaster and his assistants. They have already budgeted and collected funds prior to the cruise. Do not tip individually.

18) While pets are always welcome on SFYC sanctioned cruises, owners must abide by the existing regulations governing pets at host clubs/marinas. This includes, compliance with local leash laws, use of designated pet areas, clean-up and so forth. **See the SFYC Pet Etiquette section included below for more detailed information.**

Funds, Refunds and Deposits

19) Deposits and refunds will be made per the Cruise and Boating Financial Policies document.

20) You may be asked to give more funds to cover unexpected costs that are more than originally budgeted.

Thank you. We hope you have many safe and enjoyable cruises with the SFYC.

Pet Etiquette

1. When on a cruise, most marinas have rules, please follow them.
2. State of Florida prohibits pets on pool decks and in pools for sanitary reasons.
3. Please use designated waste areas and pick-up all waste and dispose of it properly.
4. At any docktails, meals, parties, etc. please do not allow your pet by the food, hot grills, or on tables and chairs.
5. Keep the noise level of your pet to a minimum.
6. It is your responsibility to keep your dog on a leash and under control, please do so. Do not tie them to a tree and leave.
7. Certain individuals have many good reasons for not wanting to interact with our pets. Please respect their wishes.
8. Many individuals do not understand the companionship owners have with their pets. Don't automatically think they are welcome at every social event.
9. A service dog, as defined by the Americans With Disabilities Act as "any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability" has access to anywhere their handler goes.

We hope these rules will make for a pleasant cruise for pet owners, cruisers and our loved pets.

Disclaimer

This statement constitutes a legal disclaimer for any and all advice contained in this booklet, conveyed verbally or disseminated by these Cruise Leaders. The old sailor's adage, "Never rely on someone else's charts, advice or direction" is certainly applicable here. You and you alone are the keeper of your soul, sometimes your mate, and always your vessel.

The information contained herein might be acceptable. The coordinates may be close but not exact. The courses may be close but not exact. In fact, neither may even be close. Study your own charts and make your own calculations and act accordingly. There are undoubtedly mistakes in the proposed courses and waypoints. There may even be errors. If so, they are unintentional and not deliberate.

Your Cruise Leaders wish you Godspeed, smooth waters and whatever else would be appropriate under the circumstances.

SFYC Boaters' Guide

Attachment D

SOUTHWEST FLORIDA YACHT CLUB

CRUISE PHOTO GUIDELINES for AOL Users

First and **MOST IMPORTANT** - Select someone on your cruise to be the **Event / Cruise Photographer**.

After the cruise, the photographer should select the photographs to be submitted to the Webmaster to be put on the SFYC Website. **The following instructions apply to Window's based computers using AOL for their email provider.**

1. Open your Email Program and minimize it (left click on – on upper right hand corner)
2. Download the photos to your computer (if you can, name them with the cruise name and date).
3. Select the photos you want to send. Left click on first photo, hold down shift key, left click on the last photo you want to send. Release shift key. You will see a blue border around the photos you want to send.
4. Place cursor on the 1st photo you want to send and right click
5. Left click on "Send to"
6. Left Click on "Mail Recipient"
7. Left click on Attach.
8. Exit out of pictures
9. Your AOL email screen should appear with all the photos attached.
10. Enter **richwai@aol.com** in the *send to* box.
11. Left click Send.
12. You're done!!! You've sent the reduced size photos to be uploaded onto the SFYC Website.

If you have any questions, or if this doesn't work, or if you are using an email provider other than AOL, or if you have an Apple computer, give me a call or send me an email and we can discuss Plan B.

Rich Weiner

239-540-7284

richwai@aol.com

Attachment E

SOUTHWEST FLORIDA YACHT CLUB

RAFTING GUIDELINES

The purpose of rafting is to provide opportunity for socializing and having fun with fellow members of Southwest Florida Yacht Club. The following guidelines will enhance your enjoyment of this social opportunity:

1. Visit other boats participating in the raft. Circulate and socialize.
2. Offer food and drink to those who are visiting your boat. Those not willing to open their boat to visitors should think twice before signing up.
3. Wear boat shoes or sneakers for good footing. Do not wear any footwear with dark soles; these could leave marks on white decks. Bare feet may slip on damp decks. Remove shoes when boarding boats if requested.
4. When moving over several boats, it may be easier to walk forward over the deck to transit the boat than to walk through the cockpit.
5. You are expected to bring your own food, drinks and ice for your own consumption and to share with others. During a scheduled "happy hour," hors d'oeuvres and appetizers may be hot, cold, simple or elaborate. Usually sufficient food will be available so that supper afterward is not necessary. Raft-up participants may bring their food and drinks to congregate on and circulate between one or more of the larger boats during the formal happy hour(s). If there is a communal or pot luck meal, bring your own plates, silverware and napkins.
6. It is good practice to have paper plates, napkins, and disposable utensils appropriate to the dish you are contributing.
7. Please make minimal noise before 8:00 a.m. Use generators courteously.
8. Please lower the noise level after 10:00 p.m. and be quiet after midnight. Use generators courteously.

Rafting involves tying up to another boat upon arrival at the raft, and tying up another boat to yours as additional boats arrive. The following guidelines will facilitate this process:

1. The coordinator of the raft (Cruise Leader or designated "Raft Master") will arrive first, select the raft's location, and anchor with a bow and usually a stern anchor. Depending on the forecasted wind conditions, other boats may be requested to deploy bow and/or stern anchors. The initial boat will ensure that the scope is appropriate for a heavy pull on the anchor (usually a scope between 7 and 10) and set a secure stern anchor.
2. Before you arrive, pump out your black water (holding) tank(s), fill your water tanks, and charge your batteries.
3. Be certain your VHF radio is on and tuned to the specified working channel.

SFYC Boaters' Guide

4. Prior to arriving at the raft, have a bow anchor ready with at least 150 feet of rode (200 feet preferred), and a stern anchor available with at least 100 feet of rode (150 preferred). The stern anchor may be stowed and will be used if requested by the Raft Master. Also have one bow line (25 feet), two spring lines (25 feet each), and one stern line (15 feet) aboard and ready to deploy.
5. As you approach the rafting location, call the "SFYC Raft Master" on the specified working channel (usually VHF channel 78) five minutes prior to your expected arrival to receive instructions. The Raft Master will inform you which side of the raft you will join, which side you should deploy your fenders and prepare your docking lines, and whether you will need to wait for any other boat to complete the rafting process. For everyone's safety, take your time and be prepared to follow the Raft Master's instructions.
6. Secure a bow, stern, and two spring lines to appropriate cleats and have them ready to toss to the rafted boat upon arrival (lines should be led over the outside of the rail or lifeline and coiled). Deploy fenders at the appropriate height, one forward of amidships, one at amidships, and one near the stern on the side you will be tying up to the rafted boat.
7. The captain of the boat to which you will raft may also deploy fenders or have them ready in case they are needed, at his option.
8. People aboard the rafted boats will assist you in tying up to the raft (as you will help others who join after you). If possible, have crew members stationed at the bow, stern and spring lines ready to toss them to the rafted boat as you slowly approach. The Raft Master may provide instructions as you approach.
9. Always secure your boat with at least four lines: bow, stern, forward spring line, and after spring line. These will hold your boat in place and prevent forward or aft movement. Position fenders and add fenders as appropriate.
10. If requested by the Raft Master, deploy bow and/or stern anchors. The Raft Master will coordinate; usually the anchor will be moved to the appropriate location by dinghy.
11. If you intend to stay overnight and join the raft on Saturday, arrive earlier (during the morning); if you do not plan to stay overnight, arrive later (early afternoon). This will facilitate raft planning. Boats staying longer will be near the middle of the raft; those leaving early will be on the outer sides of the raft. If staying over Friday night, arrive prior to 5:00 p.m.
12. When departing, follow the instructions of the Raft Master.
13. If you have to leave the raft-up for any reason, rejoining that weekend will be at the discretion of the Cruise Leader/Raft Master.

Attachment F

SOUTHWEST FLORIDA YACHT CLUB

LOCK AND BRIDGE GUIDELINES

During a cruise we may pass through several locks between Ft. Myers and Stuart, Florida. For those who have not experienced this procedure, the following information is for your use:

Locks

The lockmaster controls all movement of vessels through the locks by signaling with traffic lights or horn blasts. Wait for the lockmaster's signal before moving into the lock. The lockmaster monitors VHF channel 13.

- **A flashing red light means DO NOT enter.**
- **A flashing amber light means approach slowly.**
- **A flashing green light means ENTER.**
- **If sound signals are used, one long blast means enter the landward lock, one short blast means leave the landward lock.**

When you enter the lock, be prepared and pay attention to lock attendants' instructions and signals. If your passengers are going to help in mooring, give them directions in handling lines before you reach the locks. Line handlers should wear PFD's. Passengers who are not involved should remain seated.

To avoid accidents, follow these guidelines:

1. Hang boat fenders on sides of the boat before you enter the lock. If there will be boats rafting off of your boat hang fenders on both sides of your vessel.
2. On signal, enter the lock slowly.
3. Lock attendants will pass lines to secure the craft safely to the lock wall. Hold lines or wrap loosely around cleat. **DO NOT** tie lock lines to any boat cleats!
4. Shut off the engines and do not smoke in the locks. (Keep engine running if needed to hold the boat in place).
5. Follow the attendants' instructions for paying out or taking in lines as the water level rises or falls. Be alert at all times; watch the lock doors so you are aware of the water movement.
6. When the process is completed, release the lines on instructions from the lock attendant, wait for the signal to leave and then proceed out of the lock slowly.

SFYC Boaters' Guide

Special Notice

The locks that we enter will have existing secured lines for your use. The lockmaster will instruct you as you enter the lock, so be vigilant. We suggest you provide gloves to those on board your vessel who will handle lines. Have one or more boat hooks available.

For specific data on each lock, please refer to your charts, guidebooks or online resources. They will indicate what side of the lock you usually will pull up to. This will help you prepare fenders as you approach each lock.

Bridges

Bridges monitor VHF channel 9. Call the bridge tender when approaching the bridge and request an opening if it is closed. Many bridge tenders will not respond unless you use the proper name of the bridge. Names can be found on nautical charts, and in guidebooks or online resources. Minimum clearance is also charted and usually indicated on depth boards mounted on the bridge's fenders. Sometimes the minimum clearance at the sides of the span is indicated with a notation that the center has an additional clearance, often three feet.

If you request a bridge opening and you could have cleared the closed span by lowering outriggers or antennas, you could be subject to a heavy fine.

If the bridge opens on a schedule, such as every 20 minutes and on the hour, the bridge tender will inform you of the time of the next opening. If it opens on request, the bridge tender will give you instructions (such as maintain approach speed). Most bridges have idle zones several hundred feet either side of the bridge, so watch your speed. Many bridges require single file transit; if another boat is approaching from the other direction, slow down and wait until it clears.

SFYC Boaters' Guide

Attachment G

Southwest Florida Yacht Club

SFYC Cruise Book Content

Cruise Name

Cruise Dates

Cruise Leader(s)

Cruise Participants

Boat Name Captain First Mate Cell Phone #'s

Marina Name(s) & Phone #(s)

Itinerary

Navigation

Attachment C - SFYC Cruising Customs & Guidelines, Pet Etiquette, Disclaimer

Optional – if appropriate

Attachment G - SFYC Rafting Guidelines

Attachment F - SFYC Lock & Bridge Guidelines