

SEAS

SEAS Monmouth Skipper Information

**The Boats
and
Your Duties & Responsibilities**



Updated April 2017

SEAS Skipper Information

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SEAS Skipper Information

Overview

This document is intended to provide SEAS skippers with the information they need to:

- Promote the **SAFE** and responsible use of our chapter's boats in accordance with the mission of SEAS
- Review policies and procedures
- Improve the utilization/condition of our boats

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 donations for the use of the boats
- Ensure the boats are kept in tip-top condition
- Improve the maintenance on the boats
- Maintain good relations with the Marinas, other boaters and the general public

Knowing what is expected of you as a skipper goes a long way towards being able to provide our members with a safe and enjoyable learning experience. Since these requirements and procedures change periodically, we require that every skipper attend an annual review.

We welcome feedback and suggestions for change and improvement. But please remember that until a change is made, these are our requirements. You cannot follow a different procedure because you think it's a better idea.

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
 - On board each boat, there is a list of all gear with assigned locations
 - Removal of emergency gear from the pre-assigned location could cost lives!
- Please respect this simple, basic principle whenever you use a boat:
Leave the boat in better shape than you found it!

SEAS Skipper Information

The Boats and Their Locations

Rhodes 22' Rhodes less Travelled (aka RLT)	Atlantic Highlands Municipal Marina (slip)
O'Day 28' SEAS the Day II (aka STD2)	Municipal Marina, City of Perth Amboy (slip)
Daysailers	Marina Bay Club Condos, North Long Branch

Skipper Duties and Responsibilities

The skipper is responsible for:

- **The safety and welfare of the crew**
- Familiarity with the published SEAS Monmouth Safety Guidelines
- Compliance with Liability Insurance provisions
- Obtaining signed release forms for anyone other than a SEAS Monmouth member. Minors must be on release and signed for by parent or guardian
- Providing an adequate safety briefing to the crew, commensurate with the crew's experience and familiarity with the vessel
- Safe operation of the boat so that the risk of damage is minimized
- Meeting the needs and desires of the crew, particularly on activity sails, so that members have a safe and enjoyable experience
 - This may require adjusting the trim of the boat if some crew members are uncomfortable with excessive heeling
 - Being aware of crew members' health, in particular seasickness symptoms
- Staying within the sailing grounds of your skipper level
- Returning the boat to its assigned location by the allotted time
- Collecting donations from crew
- Making any necessary repairs if possible
- Signing in and out in the on-board logbook. At a minimum, you must leave a log entry with departure & return date/times and crew names
- Recording any observed and/or encountered problems with the boat as required. Make entries in the logbook and contact the Maintenance Coordinator and/or Reservations Scheduler if necessary (contact info on page 12)
- Leaving the boat tidy and clean
- Volunteering to skipper on activity sails, and to help with boat maintenance

SEAS Skipper Information

Safety

SEAS Monmouth takes safety very seriously. We have a comprehensive safety policy which is available on our website – go to Who We Are, then Policies, Manuals and Forms.. It is a requirement that all skippers read it, understand it, and comply with it. We have an obligation to our members to provide them with a safe environment for their sailing experience. Throughout this skipper information document there are numerous references to safety-related issues. Disregard of these guidelines can be grounds for review and/or revocation of skipper privileges.

Lifejackets (PFDs)

- Every boat has a supply of adult lifejackets aboard. If crew members wish to bring their own they are welcome to do so
- Club policy requires that life jackets always be worn on daysailers and board boats (Laser/Sunfish)
- **Our insurance policy requires that lifejackets be worn on all boats whenever instruction is taking place.**
 - **This includes mini classes and mentoring sessions**
 - **All crew members *and* the skipper are required to wear lifejackets**
- It is current club policy that wearing lifejackets on the Rhodes and the O'Day on non-instructional sails (private reservations and activity sails) is not required but is at the skipper's discretion. Skippers have the authority to require that everyone wear one, either because of conditions or as a general rule
- Crew should know location of lifejackets, and if necessary, be shown how to properly don the lifejacket
- State law requires that all passengers 12 years of age or younger must wear lifejacket (properly sized) while on deck (not in cabin) on any boat
 - **SEAS does not supply child lifejackets.** If any children will be on the boat, their parent/guardian must be advised ahead of time that they must bring a correctly-sized lifejacket with them, and that the child will be required to wear it at all times except when down below in the cabin. (Note that people under 18 years of age are not permitted on activity sails, but are allowed on private reservations)

Boat Capacity

Each boat has a maximum number of people permitted aboard. These numbers include the skipper.

O'Day:	8 people
Rhodes:	6 people
American:	6 people
Harpoons:	5 people

SEAS Skipper Information

As an organization S.E.A.S. is dedicated to providing the safest possible environment for your sailing enjoyment. With that objective in mind we are continuously looking for areas of improvement. Should you, as a member, observe a potential problem, have a safety concern, or a lesson learned that you wish to share please let us know by completing and submitting the Safety Improvement Form found at the end of this document, on board each boat, and on our website.

Insurance

SEAS Monmouth has an insurance policy that protects both the club AND the skipper in the event of an accident which causes injury and/or damage to the property of others. 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 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. Members of other SEAS chapters must sign a release – their membership form does not include a SEAS Monmouth release. If in doubt, get one signed! Release forms are on board the boat and on our website – go to Who We Are, then Policies, Manuals and Forms.

Accidents

- If the incident involves property damage in excess of \$2,000 or personal injury requiring medical attention, you are required by law to contact NJ State Police within 10 days (without delay in the case of death or disappearance of a person). Monmouth Beach Marine Police Station can be reached at 732-842-5171; Carteret Marine Police Station can be reached at 732-541-0491.

All personal injuries, equipment damage or losses occurring on a SEAS vessel must be reported on the (attached) SEAS-Monmouth Incident Report Form to the chapter Commodore. This form is also on the boat and on the website – go to Who We Are, then Policies, Manuals and Forms. This is regardless of the scope of the injury or damage.

SEAS Skipper Information

Breakdown & Towing

It is the responsibility of the skipper to return the boat to its mooring. Keelboats have towing insurance from SeaTow and towing is free of charge in a SeaTow covered area. (We do not foresee the keelboats sailing outside areas covered by SeaTow.) Daysailers do not have towing insurance. The towing coverage from SeaTow is available whether the boat is on a SEAS-sponsored event or a private reservation.

Call SeaTow using Channel 16 or call the local franchise at 732-872-1835 or 800- 4SEATOW (473-2869). Consult the card that is together with the registration. NOTE: Not all situations are covered by insurance. E.g. Salvage operations. Consult the information on the Sea Tow web page at <http://www.seatow.com/membership/membership-agreement> for limitations and coverage.

Boat damage

- 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 \$1,000 deductible.

Important Phone Numbers

We suggest you put these numbers, and those of the Maintenance Coordinators and Reservation Scheduler, in your cell phone

- Monmouth Beach Marine Police Station 732-842-5171
- Carteret Marine Police Station 732-541-0491
- US Coast Guard Station 732-872-0326
- Perth Amboy Police 732-324-3800
- Staten Island Police 718-948-9311
- Oceanic Bridge (Navesink River) 732-842-1083
- Sea Bright Bridge 732-842-0524
- Perth Amboy Marina 732-442-1596
- Atlantic Highlands Municipal Marina 732-291-1670

Other Requirements

- You have a designated skipper level – you are required to stay within the sailing area described in the skipper level definitions, which can be found on page 15
- No night sailing, unless there's an emergency
- Overnight anchoring only in established anchorages. Note that you can only keep the boat out overnight by pre-arrangement, which requires a special request
- No alcohol use until the boat is back at its location or the anchor is down for the evening (this is also an insurance requirement)
- Zero tolerance for illegal drug use of any kind. (If the Coast Guard discovers drugs on board the boat, it is subject to confiscation.)

SEAS Skipper Information

General Responsibilities

Leaving the Boat at the End of a Sail

- Follow the specific closing procedures for the boat, including engine shutdown, fuel shutoff and refill if necessary, sail care, and cleaning
- Never relocate equipment/gear from its assigned place
- On the Rhodes: Never leave an empty fuel tank on the boat; consolidate all fuel into one tank and **refill the empty**. Use the appropriate gas/oil mixture for the 2 stroke outboard engine – 2-stroke oil and measuring bottle are aboard the boat
- On the Rhodes: Never leave “porta potty” un-emptied. If it is used, it must be taken ashore, emptied, refilled with fresh water, and returned to the boat. Be sure to comply with marina rules when emptying the porta-potty and leave the marina bathrooms as clean as they were before you used them.
- On the O’Day: Head must be left clean. Advise crew that nothing should go into the head that hasn’t passed through their body. There are Ziploc[®] bags in head for used toilet tissue (the “head bag”). These must be removed with other trash at end of sail
- On the O’Day: Check the level of the holding tank; unless it is nearly empty, take the boat to the pump out station. One of the big and recurring complaints about the boat has been the “head smell”. This is caused by two things: not keeping it clean, and not pumping out the holding tank often enough.
- Leave the boat in better shape than you found it

Complete the Records

- Complete the log book on the boat. At a minimum we need to know:
 - Type of sail (activity, private reservation, mentoring, etc)
 - Skipper name
 - Crew member names
 - Time out and back in
 - Any issues encountered
- Collect donations, fill in the Income Form and **convert any cash into a check**. Then send the form together with checks to the address on the form.
There is nothing that prevents you from accepting donations from crew members who are on a private reservation with you, if they want to make a donation to the club!

SEAS Skipper Information

Interactions with Marinas

In the section describing Dockmaster duties, we state that the Dockmaster is the single point of contact with owners and employees at the various marinas. This is to ensure that we don't cause the marinas worry that they are getting mixed messages from the club.

In particular please advise your crew – especially those going there for the first time – that they shouldn't be enquiring of the marina staff if they cannot find you. Make sure they have your cell phone # and that you are monitoring it.

Cleaning

At the beginning of the season we put a lot of effort into making the boat clean and looking as good as it can. However it is only to be expected that the boat will get dirty. Both because it's sitting outside in the weather, and because there are people coming aboard and using it. For both members and their guests (who are potential members), it is important that we keep the boats clean and tidy because they are our best advertising!

This season we are continuing the requirement that skippers sign up for specific cleaning times. We ask each skipper to take responsibility for a week of the season and to go to the boat sometime during that week to perform the tasks listed on the "Cleaning Tasks" list found on page 16.

Since we have about as many skippers for each boat as there are weeks in the season, we don't anticipate any skipper having to do the job more than once during the season. If you skipper both the Rhodes & the O'Day, you will be expected to sign up for cleaning duties on each boat.

If you schedule your cleaning time in a week that you will be skippering the boat, you can combine them into a single trip to the boat – arrive half an hour early, or plan on staying later. You may invite your crew to participate in helping clean the boat as they learn the responsibilities of boat management.

The assigned cleaning duties do not mean that we aren't still expected to be neat and tidy, and considerate of the next crew. At the end of each sail we ask that you take the time to:

- Remove all your trash, including empty water bottles and the "head bag"
- Sweep out both the cabin and the cockpit so that food crumbs are not left aboard – each boat has a dust pan and brush
- If you used the anchor and there are mud stains on the deck, clean them off

Remember that you are relying on the person before you to leave the boat in good condition, and the next person is relying on you.

SEAS Skipper Information

Reservation Procedures

Whether you are volunteering to skipper an activity sail, or booking a private reservation, contact the Scheduler, Bobbie McArdle at 732-618-8218 or Bobbie.McArdle@gmail.com.

Private Reservations: The boat can be reserved for a Full Day or one or two of these time blocks:

- Morning (sunrise to 1pm)
- Afternoon (1pm to 5pm)
- Evening (5pm to Sunset)

Let the scheduler know of your intended starting and ending times so any coordination with other skippers can be arranged.

For the purpose of calculating the donation amount, a Full Day reservation is Sunrise to Sunset, or two of the three periods described above. If you want a full day reservation but know you'll not be leaving till the afternoon, or that you will be back by 5pm, put that in your reservation request because another member may want to reserve the boat for the other time slot.

You can make two consecutive full day reservations but you must return the boat to its assigned location each evening unless you have made a special request to take the boat elsewhere overnight. In any event night sailing is not permitted.

There is a limitation on how many private reservations a person can have on the calendar at one time. The maximum is two, but a single day reservation, no matter how long, counts as only one reservation.

If you have to cancel a reservation, please let the scheduler know ASAP – there may be others interested in using the boat during the time you reserved.

SEAS Skipper Information

Requested Duties

- Volunteer to skipper at least two club events over the season (e.g. Weekend Sails, Evening Sails). Contact Scheduler, Bobbie McArdle at 732-618-8218 or Bobbie.McArdle@gmail.com. to volunteer for and schedule an activity sail.
- Take on at least one week's cleaning duties (applies separately to each boat). When you call to make a reservation, the scheduler will confirm that you have signed up for cleaning duties.
- Do maintenance duty on the boats
 - 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
 - Attend scheduled Maintenance Days in the Spring
 - Assist with Launching / Haul-out Day
 - Volunteer to take on independent maintenance tasks

Suggestions

- Obtain and maintain CPR/First Aid certification
- Bring your own VHF hand held radio
- BoatUS membership and towing insurance is recommended

Outreach to New Members

When new members join the club, it can be difficult for them to find their way around, to know which activities to get started with, to know how the club operates.

We are continuing our mentoring of new members this year. We will connect each new member with a current skipper and we ask that you take them under your wing – invite them on your sails, ask them what they are most interested in learning, try to connect them with the folks in the club (if it's not you) who can best help them with that.

SEAS Skipper Information

Maintenance Coordinator

Rhodes 22'	Walt Anderson walt.anderson1@verizon.net 732-229-7175 (home) 732-207-6724 (cell)
O'Day 28'	Steven Kness stevenknessnj@gmail.com 732-939 0817
Daysailers	Greg White WhiteGreg@att.net 732-219-9794 (home) 732-856-2073 (cell)

The Maintenance Coordinator is responsible for coordinating the routine maintenance of assigned boat(s) by:

- Keeping a list of “Items Needing Attention”
- Be the first point of contact for new maintenance or urgent repair issues
- Checking the boat log periodically to see if new maintenance or repair items are added
- Organizing work parties to get the work done
- Coordinating with dock master, reservation coordinator, and appropriate Boat Committee as needed
- Notifying the Boat Committee when extraordinary maintenance or repairs is required

When to contact the Maintenance Coordinator

Telephone the Maintenance Coordinator for any problem that affects the **safety or usability** of the boat– email is not always read in a timely fashion and it is imperative for the Maintenance Coordinator to be able advise skippers of any adverse condition of the boat. Problems fall into two categories:

- A “major” problem is one that would prevent the next person from having a safe and/or pleasurable sail, for example:
 - The engine stopped working
 - A sail blew out
 - You had to leave the boat somewhere other than its homeport
- A “minor” problem will not prevent the boat being used but is something that needs to be taken care of, for example:
 - A line is showing wear or fraying
 - There is a small tear in the sail

Remember that SEAS is a volunteer organization and nothing gets fixed unless a member volunteers to do it. **You are right there – if you can fix the problem, do so.** There are tools and spare parts aboard the boat.

SEAS Skipper Information

Reservations Scheduler

Bobbie McArdle 732-618-8218 or Bobbie.McArdle@gmail.com

- Point of Contact for scheduling any activities on assigned boats. Sample activities include:
 - Regular weekly activity sail
 - Private reservation
 - Club sponsored educational event
 - Additional club sponsored activity sail (e.g. Saturday sail to Great Kills, etc)
 - Mentoring sessions
 - Maintenance time
- Recruit skippers for activity sails as necessary when there are open slots
- Keep the calendar on the website up to date as regards usage of the assigned boats
- When advised of a problem that means either boat is out of use (weather, maintenance issue, etc), contact skippers with reservations to let them know

Note that the duties *do not include* crew scheduling, only skipper and boat scheduling. Crew arrangements are made directly between the assigned skipper and the interested crew.

Whenever the Maintenance Coordinator or Reservations Scheduler will be unavailable, you will receive an email advising who the temporary substitute will be.

Dockmaster

Wendy Huang 732-239-0475 or wendyh0426@gmail.com

- Negotiate contracts with marinas (summer & winter storage) for assigned boat(s)
- Is a single Point of Contact with Marina operators – all issues requiring contact with marinas are handled by the dockmaster.

SEAS Skipper Information

Boat Rates

SEAS Sponsored Events

There is no charge for the skipper on SEAS sponsored events – activity sails, mini-classes, mentoring, and other special events. Crew members are requested to make a donation, as shown below. Members can purchase crew passes (from the Treasurer, not on the boat from the skipper) which give them a discounted rate. **Crew passes can be used on activity sails but are not accepted for mini-classes or mentoring, or other special events.** If a crew member has a crew pass, there is a punch on board the boat which you use to punch out one of the numbers on the pass. A crew pass can be used multiple times on the same sail if the crew pass owner wants to also use it for their guest(s) on the sail.

Activity Sails

Boat	Day		Evening
	Full	Half	
SEAS the Day II	\$30	\$20	\$20
Rhodes Less Travelled	\$25	\$15	\$15
Daysailers	\$10	\$5	\$5

Other Events

	O'Day	Rhodes	Daysailers
Mini-Classes	\$25	\$25	\$15
Mentoring Sessions	\$25	\$25	N/A
Skipper Vessel Orientations	\$25	\$15	\$10

Private Reservations

If you have purchased a season pass, there is no charge for a private reservation, subject to the terms and conditions of the private reservation policy and the type of pass you purchased. Without a season pass, there are per diem private reservation rates; the current rates and the full season pass policy can be found on the website – go to Who We Are, then Policies, Manuals and Forms.

SEAS Skipper Information

Other Contacts

If you have any questions or concerns that don't fall into any of the categories listed, here is information for others in the club you can contact.

Commodore	Karen Ruckdeschel Kruckdes@gmail.com 732-521-2326 (home), 732-236-7816 (cell)
Vice Commodore	Ray Kimber raykimber@comcast.net 732-295-4492 (home), 732-809-3718
Keelboat Committee Chair	Matthew Montanari montanamcs@hotmail.com 732-739-4592
Small Boat Committee Chair	Lorri DeBernardis ladb@verizon.net 732-832-1714 (cell)

Sailing Levels

Level	Range
I, River	Navesink River: Sailing and navigating between the Oceanic Bridge and the Oyster Point Hotel Shrewsbury River: Sailing and navigating upriver of the Sea Bright-Rumson bridge
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 move between the rivers and the bay
II	Sailing and navigating anywhere within 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
III	Sailing and navigating in Raritan Bay, New York Harbor , the Hudson River and Rockaway Inlet

SEAS Skipper Information

Keel Boat Cleaning Tasks

All necessary cleaning supplies are on board the boat, including bucket, sponges and rubber gloves. There is a hose at the dock.

- On the O'Day, check the holding tank. If it is not empty, move the boat to the pump out station in the marina and pump out the tank.
- Remove all trash, including empty water bottles and the "head bag"
- Make sure there is a supply of head bags available
- Sweep out both the cabin and the cockpit
- Wash the cabin sole (floor) using all-purpose cleaner
- Scrub and wipe down the head/porta-potty
- Make sure all equipment is in its assigned location, and nothing is laying about the cabin
- Use boat soap and scrub brush on the deck and in the cockpit, and hose it all down

If any cleaning supplies, or head bags, are running low, email the maintenance coordinator so that they can be replaced before the following week.

SEAS Monmouth

Safety Improvement Recommendations

The purpose of this form is to gather information for equipment and/or procedure improvements that will increase the safety of SEAS Monmouth's boat operations. Please provide as much detail as possible in describing what you observed.

Submitted By: (name, phone, email)

Date Submitted: _____

Brief Situation Title: _____

Check applicable box(es) Lesson Learned Safety Concern Improvement

Reason for this submission:

Observation Experienced Problem Potential Injury Possible Damage

Which areas are involved?

(Process, preparation, repair, maintenance, equipment, sails, engine, safety items, communications, risk, instructions, VHF radio, vessel, etc)

Briefly describe the problem or situation encountered or observed

Include any relevant context such as condition of boat, lack of preparation, or near miss

Was the problem resolved?

Yes

No

If so, how? If not, how can it be mitigated or eliminated?

Lesson learned

How can this problem be avoided in the future, or how can the process be improved?

**Submit this form to Safety Committee Chair
Carl Boms at ceboms@compuserve.com**

SEAS Monmouth Incident Report Form

Date of Incident

Time of Incident

Location of Incident

Name of Vessel

Skipper of Vessel

Crew and Passengers

Description of injury or damage (if any other vessel was damaged, please include all known details about the vessel, the damage, and the owner):

Conditions at the time of the incident (weather, visibility, wind speed, etc)

NAME (print)

SIGNATURE

**Submit this form to SEAS Monmouth Commodore
Karen Ruckdeschel at Kruckdes@gmail.com**