



PTYC Cruise Captain's Duties

- Finalize the itinerary.
- Recruit your co-captains.
- If necessary, reserve space at marinas.
 - a. We typically request 10 slips, adjusting later based on participation.
 - b. Handle deposits in accordance with each facility's policies.
- Plan activities and purchase supplies.
- Promote the cruise.
 - a. Advertise via email, flyers, the website, etc.
 - b. Send data to Ilona Bell (editor@ptyc.net) for posting on our web site.
 - c. Sign up the participants (each boat, family and guests).
 - d. PTYC members have priority over guests when reserving limited space.
- Update participants (including slip reservation information) prior to departure.
- Assign a working VHF channel (typically 68) for communications.
- Attend the cruise.
- Designate line handlers to assist with docking.
- Coordinate social activities.
- Stay abreast of weather, tidal conditions and hazards to navigation.
- The PTYC only recommends destinations.
 - a. Route and go/no go decisions are the responsibility of individual skippers.
 - b. The Fleet/Cruise Captain may cancel planned events for safety reasons.
- Submit the following reports to the Fleet Captain upon completion of the voyage:
 - a. Cruise Report.
 - b. Expense Report with receipts attached.
 - c. Transmittal Report (applies only if funds were collected from the participants).
- These reports are available on the PTYC website and in the Cruise Captain's Packet.

Cruise Expense Guidelines

- Each cruise has a budget of \$125.00.
- Consult the Fleet Captain in advance if you anticipate exceeding your budget.
- Cruise expenses are limited to food, facilities, decorations and prizes.
- Only a Cruise Captain may apply for reimbursement from the club.
- Do not submit receipts combining both cruise and personal expenses.
- Recover marina deposits from the club or the participants, as appropriate.
- The Fleet Captain shall approve expenses prior to reimbursement by the Treasurer.
- The Fleet Captain and Treasurer shall record all funds requested and reimbursed.



Cruise Captain's Cheat Sheet

The Cruise Captains play a vital role in the success of the cruising activities of the yacht club. The Cruise Captain position is a voluntary role not an obligation. The Cruise Captain takes on the responsibility of planning and organizing a cruise. Cruise Captains are urged to recruit a Co-Captain to help in the planning and execution of the cruise. **Cruise Captains are strongly encouraged to recruit new members as Co-Captains.** This will give new members exposure to the club and its activities and the opportunity to learn how to conduct a cruise. This will help with volunteers for future Cruise Captains.

The Cruise Captain is responsible for determining the theme and activities for the cruise. Some cruise themes are obvious but others are open to the Captain's imagination. Activities may vary from year to year as well.

Activities to complete prior to cruise departure:

- Cruise Captains should meet with their Co-Captains a couple of months before the planned cruise and finalize the theme, activities, and budget.
- Most cruises include: Social Hour with Potluck hor d'oeuvres, Mid-Day activity, Potluck dinner or dinner out. Letting members know the timing of the activities will help the boating participants as well as those who will be coming via land yacht.
- Confirm the moorage reservation if applicable.
- Cruise Information and details should be supplied to the editor of the Baggywrinkle at least *one issue before the cruise*. Depending on the timing of the cruise it may make sense to have the cruise information in 2 editions of the Baggywrinkle. *Copy the Fleet Captain on the email to the editor. (NOTE: The **Baggywrinkle** deadline is the 20th of the month prior to publication.)*
- The Cruise Captain should suggest a radio channel and communicates this to the participating cruisers, as well as at the dock to assist with members who are arriving.
- The Cruise Captain is aware of weather, tide, and current conditions. Please note, PTYC only recommends cruise destinations, not route, or go/no-go decisions. It is the responsibility of each skipper to make a go/no go decision based on conditions and their vessel.



Cruise Captain's Report

Date(s) of Cruise	Start Date:	End Date:		
Cruise Captains				
Cruise Location and Description				
Boats/Attendees	Boats		Attendees	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
Cruise Events				
Total Expenses				

