

Cruise Captains Guidelines

1. Set Cruise and dates 3 months in advance if possible (Last minute non-marina cruises are possible)
 - a. Check PGIslanders calendar for conflict.
 - b. Contact cruise committee with proposed dates and name of captain
 - c. Select Co-Captain (optional)
2. Contact Marinas
 - a. Obtain phone numbers, fax, email address, and contact person
 - b. Determine amount of space available at marina.
 - c. Check restrictions on boats due to the following:
 - Length of boat
 - Beam and depth for dock
 - Power available
 - Any special requirements
 - d. Determine cost per foot, form of payment for registration and cancellation policy
 - e. Local Information
 - Restaurants
 - Ground transportation
 - Local attraction
3. Communication to Membership
 - a. Forward email to all members via the Communication Director at pgislanders@gmail.com>
 - b. Put on Cruise schedule Web-Site via the Web Master at webmaster@pgislanders.org>
4. Cruise Captain sets up sign up sheet to be used at monthly meetings (a copy is available on the web site or make your own>
5. Members sign up for cruises in the following manner
6. Contact captain by email
7. Contact captain by phone
8. Sign up at monthly meetings>
9. Sign up at the Monday night social (if provided by the captain)
10. Following information will be provided by members when signing up
 - a. Name and Cell phone number
 - b. Name and Length of boat
 - c. Beam and Draft
 - d. Sail or Power and cruising speed
 - e. Power requirements
 - f. Number of people on boat
11. Set up Captains meeting not less than one week before cruise. It is possible to address issues by email, but meetings are preferred.
 - a. Provide list of participants and boat names
 - b. Itinerary and cruise details
 - c. Cruise route, VHF channel
 - d. Determine conditions for cruise cancellation.
 - if cruise is cancelled the cruise captain will contact marinas
12. Confirm participation of Cruisers in the event.
13. Prepare a Post-Cruise Report.
 - a. Send List of participants to the Membership Chair for Cruise Credit
 - b. Send to the Web Master
 - Narrative of the activity
 - Include any pictures taken
 - c. Provide to Cruise Committee any notes, contacts or details that would be useful in future cruises.