



NorthWest Sailing Association

Cruise Captain Guide & Responsibilities

The NWSA relies upon and appreciates the role of our Cruise Captains who effectively coordinate our sailing events, without whose effort our sailing events would not occur. The role is essential to the functioning of the club and requires no special expertise. Both skippers and crew can serve this role equally effectively. **Cruise captains, however, are not required to attend the sail that they organize.**

A brief description of the sail is provided by the Fleet Captain in the Communique newsletter two months ahead of the sail. The sail is also listed on the website for online sign-up. Signing up for the sail by skipper and crew is urged to be completed as early as possible as a convenience to skippers and other crew members.

THE WEEK OF THE SAIL

1. The Monday before the upcoming Saturday sail, review the online sign-up sheet for skipper and crew participants. If there are crew listed but either no skippers or not enough skippers, check with the skippers in the respective harbor(s) to determine if they need to register online or if they are available for the sail.
2. Contact the participating skippers to gather
 - location at the harbor,
 - time to meet,
 - name and location of the boat (e.g. slip H-49),
 - number of crew for the boat,
 - possible sail plan,
 - possible after sail plans (aka 'sundowner', potluck, etc.), and
 - any other particulars specified by the skipper (e.g. COVID restrictions)
3. Continue to track participants for the sail and on Wednesday, create a tentative assignment sheet matching crew and skippers based on ABILITY OF CREW, ideally having a mix of skill levels vs. all new to sailing e.g., a level 3 and a level 8 sailor (3-somewhat new to sailing; 8-more experienced.)
4. On Thursday, email skipper(s) and crew
 - general directions to the harbor,
 - parking availability,
 - items listed in item 2 above,
 - name and location of boats and skippers,
 - names of crew members and
 - any other information the skipper feels relevant.

Having your membership directory for member names, phone numbers and boat names on hand helps alleviate any last-minute glitches that might occur.

5. After the sail, a brief write-up of the sail (boats, skippers, crew, wind, weather, dinner gathering, etc.) is submitted to the Public Relations director for inclusion in the Communique. This is an important function of the Cruise Captain since it keeps the entire club up to date on our sails and is a great recruitment tool for those considering joining the club. Check Communiques from previous years to review write-ups.
6. The Fleet Captain and other members of the Board are always available for questions or help with organizing the sails.
7. It is solely the decision of the skipper(s) to cancel or alter a sail and the responsibility of the skipper to notify the Cruise Captain and assigned crew.
8. After the sail, skippers and crew who would like to have lunch/dinner together, can decide on a location and determine whether they will be joining other boats from NWSA. Generally, based on skipper's choice, the crew treat the skipper to a libation or meal. This, however, is not the responsibility of the cruise captain.