

WCYC CRUISE CAPTAINS PACKET

Ahoy and welcome to WCYC Cruising! We are happy to hear you would like to be a Cruise Captain at one of our Cruise Events. We have created a check list, so you know what to do when preparing for your event. This should help to answer any questions but please do not hesitate to contact your Vice Commodore or Commodore with any questions you may have. The board is here to help you in any way possible.

WCYC will provide tables, paper plates, plastic cups and silverware. Before your event contact the Vice Commodore to meet and pick up the items at our storage that you think you will need. We should have these items in stock and if we are out please purchase the disposables you will need and turn in your receipts at the end of the cruise for reimbursement. At the end of the event please give the Vice Commodore any items left over to help keep the costs down for future events. They will pass them on to the next Cruise Captain.

The WCYC Ship Store will provide you with a basket to raffle off at the cruise. You can display it on your boat starting Friday night. This helps offset any costs we incur and makes it fun for the members and guests. Raffle tickets will be provided to you and the drawing should be Saturday night at the dinner. We suggest selling the tickets Friday night and all-day Saturday. We sell the chances to win the basket for \$20.00 for 30 tickets.

Some of our cruises are at docks and some are side tied in a turning basin. If at the dock's or in a turning basin, the cruise captains should always be the first one to arrive. We have yellow shirts for you to wear so when our fleet is coming into the harbor or ready to dock, they can easily spot you. A WCYC banner should be put out on the dock or on one of your boat's. It is required we have a Defibrillator that comes with a flag that must fly from the boat it is on. Both will be provided to you by the Vice Commodore. Once you arrive at the dock you should contact the harbor master or yacht club to let them know you are the first boat to arrive and get directions from them. If the cruise is in a turning basin you will need to get the actual permit which will already be submitted by the board prior to the event. The Vice Commodore will have the approved paperwork and will forward it to you once they receive it from the county. You will also need several Stern Anchor's. There are plenty of Stern Anchors in our fleet if you do not own one so ask around and we will provide.

When making your invitation you can easily do it thru Evite. It is an easy process to make the invitation and you can be as creative as you want. Evite has tools on their website which can make your life easy when creating your invitation. Download all the members emails off our master list which you can get thru our Membership Dept.

In the Evite make sure to put in:

- A.) The full itinerary for the Cruise, if you have a theme, the dates of the cruise, when the guests will be arriving and departing with approx. time's for arrival and departure.

Establish a RSVP deadline date. Include channel #71 on the evite to contact you when they are in the harbor so you are prepared and can give the Captains direction's for docking or side tying. Include a separate \$20.00 fee per boat for the cruise. This fee is separate from the Saturday night dinner.

- B.) Friday night reception should be on the dock or if side tied on the boats hosting the cruise. Everyone should be requested to bring an appetizer and the hosting Cruise Captains should supply paper plates, plastic utensils and napkins. Again, if you must purchase you will be reimbursed so keep your receipts. The reception can last as long as you want but you can put a 1- or 2-hour time frame on the event. Usually, it is from 5 to 6 pm. That way guests can go have dinner on their own if they so choose.
- C.) Saturday morning you can host a Continental Breakfast, Bloody Mary Bar and or Champagne Bar but it is totally up to you. This should be costed in to your per person price for the cruise. We suggest finding an activity to do with the group Saturday afternoon. It is a good way to meet members and have some fun. In the past we have had Scavenger Hunts, Dinghy Runs, Trivia, Bottle Boat Races, Games, Bands, BJ Tournaments, Miniature Golf etc. You can do the research for your area and come up with something to make the Cruise memorable.
- D.) Saturday night dinner is up to the discretion of the Cruise captains. We have had Catered Dock Parties, dinner at one of the Yacht Club's we are at or go to a local restaurant. Make sure we can walk or dinghy to the dinner. We suggest if picking a restaurant or a yacht club to find one with a private room. A set menu can be picked by the Cruise Captains and we ask that it ranges between \$30.00 and \$40.00 per person inclusive of tax and gratuity. Please make sure to have a Vegetarian option. Drinks will be on the guests own separate bill.
- E.) Include our Zelle account treasurer@westcoastyachtclub.com on your invitation so members can pay directly to our account. Bring the paperwork which shows who paid online and who did not so you know who you will need to collect from at the Cruise. You can request that info from our current Treasurer. Also include in a section of the invitation, that if the member is inviting guests to the cruise which we welcome, the member is responsible for the payment of the guest. Do not add the guest email to our evite list.
- F.) Include the Raffle Prize in the evite to get people excited and let them know it will be raffled off Saturday night so they should bring their tickets. Bring the raffle tickets with you. Last minute people will buy at the Saturday night dinner.

Sunday the Cruise Captains should be the last to leave. Please make sure to get the banner, yellow shirts and any items people have left behind. When you return to the harbor the Vice Commodore will plan with you to pick up any items.

Within 1 week of your event you will take any cash you received from our members for the cruise, deposit in your account and make a check payable to WCYC. Mail the check to the WCYC PO Box. Don't forget to send in any receipts for reimbursement with your check and our treasurer will reimburse you.

In addition, please send all photo's taken during the cruise along with a small write up of the fun we all just had to thebinnacle@westcoastyachtclub.com. The trip will be put in the binnacle along with being shown on our Facebook page and Website.

Thank you and safe travels.