

Guest Sail Program Skippers Manual Lake Pleasant Sailing Club

Introduction

This manual is intended to provide guidance, suggestions, and requirements for Skippers who will take guests for a sail as a part of the Club's Guest Sail Program.

This program's goal has several dimensions. First, it is well known that Sailing is in a gradual decline in interest in our sport and numbers of sailors participating. Those of us who love the sport can take a role in promoting it and helping assure its vitality. In 2012 our club was suffering declining membership and the Sunday Sail Program was one of the recommendations of an ad hoc committee to bolster membership. It has become our largest single source of new members and in fact the last time a study was done, 85% of new members came from Sunday Sail. The program has since been rebranded as the Guest Sail Program.

Also, the program offers a great opportunity for current members, new and old, who don't have boats to get out sailing. In fact we give priority to members in determining capacity for passengers given the number of spaces available on a given Guest Sail day. The Guest Sail program is a win/win for the club, its members, prospective new members and the general public, and contributes to promoting our sport in the face of changing demographics and declining interest in sailing.

What is my role as a Guest Sail Skipper?

As a skipper in the program, it is your charge to provide an enjoyable safe sailing experience for your guest crew who are members of the general public attracted via our public website, and our members who desire to go for a sail. Safety is our first concern. Providing an enjoyable experience is equally important. If our guests don't have fun and don't feel safe and secure they simply won't come back. The sport and the club may lose them forever.

What should I expect and do during the sail?

You will have indicated to the Guest Sail Organizer(s) your capacity to take guests. You should be ready to depart at the time set for the sail to commence. This time will be set on meetup and may be revised by email as late as the day of the event based on weather conditions. Be sure to check email and the Wild Apricot site the morning of the event for final changes to the itinerary. You can depart from a slip in the marina if you are a member of the marina, or from the public slips beyond the tour boat if you are launching the day of from a trailer. The Organizer will assign guests to your sailing vessel and you should attend the short meeting just outside Dillions Restaurant before the sail to meet your guests and take them to your boat.

Once on board you should conduct a short safety talk with your guests. You should cover the following:

1. Life jackets and their use. A life jacket should be offered to all guests. It is their individual decision whether to wear it and it is your decision as skipper to decide if you will require them to do so. However, it is strongly recommended that you wear a life jacket and require your guests to do so.
2. Cover other safety topics such as

- a. When boarding
 - i. Keep your weight low
 - ii. Move away from the boarding area and take a seat making room for others to board
 - b. Stow personal items below
 - i. Protect your cell phone
 - c. Personal Flotation Devices
 - i. Very few people drown who wear life jackets; it is the most important thing to do to assure your safety.
 - ii. Wear at all time on board
 - iii. Zip all zippers and clip all clips and keep them fastened.
 - iv. By law children 12 and younger must wear them while underway in Arizona
 - d. The captain is in charge – take directions from him/her
 - e. If you don't know how to do something, ask
 - f. Fire extinguishers location
 - g. Man overboard procedures including use of throwable type IV PFD in the cockpit, etc.
 - h. Climbing on the deck, handholds and lifelines
 - i. Stay low
 - ii. Use the handrails, lifelines, etc.
 - i. Help out the captain by watching out for other boats, submerged objects and other things in the water
 - j. Stay seated when the boat is underway especially when tacking (Boom)
 - k. Have Fun!
3. Briefly go over some basic parts of the boat. Too much information and too many parts will be overwhelming. Cover the things they might use, sails, sheets, tiller or wheel, etc.
 4. Find out if they have any sailing experience and if they prefer to simply passively go along for a ride, or whether they want to participate. If they are game show them how to operate a winch, safely of course (watch those fingers), and put them on the tiller or wheel if they are comfortable doing so. Once underway explain the basics of how the sails propel the boat and basic sail trim. Use the sequence of explaining the coming action before it happens, backing out of the slip, hoisting the sails, tacking' returning to the dock, etc.
 5. Monitor channel 68. The sail will last approximately 1.5 hours. The Organizer will announce plans for the after sail social time and when the sail is concluding. Direct your guests to the social event and once securing your boat attend as well to answer questions and make our guests feel welcome. Invite your guests to come back again!

Weather

The event Organizer will watch the weather carefully in the days up to the event. The safety of our guests and boats is our first priority. The event will be called off in advance if winds or gusts in the forecast for the day of the event are judged to be too high for safety. The day of the event, should there be any questions about the weather, the event Organizer will have a skippers meeting to discuss and make a final decision. Generally, we will cancel the event if there are winds over 15 knots gusting in the low 20's. Should we elect to sail in higher winds, you are encouraged to reef or sail under main alone to keep you boat relatively upright and not alarm our guests. Remember, it the skipper's final decision as to whether he sails.

How does the club manage the liability of the Guest Sail Program? Do I have risk?

As Skipper you are responsible for the safety of your crew. If there were to be an accident and the injured party chose to pursue it, you could be liable. Just as you carry liability insurance on your house and car **you must carry it on your boat and that is a hard requirement to skipper a Guest Sail.**

We ask that you provide a copy of the declarations page of your marine liability policy either to the event Coordinator, who will forward it to the club treasurer, or you may send it to the club treasurer directly. The policy should have at least a \$300,000 liability limit.

We all can get in car accidents, sometimes our fault, or guests can have an accident in your home. You can have liability in all these circumstances. Guests on your boat are no different. You should review your marine and other insurance coverage with your broker and carry a copy of your insurance information on your boat.

The club does have a marine liability policy covering on the water injuries and damage to boats, but it is secondary to your policy.

How do I know if my boat is suitable for the Guest Sail Program?

Generally cruising sailboats between 18-30 feet are ideal for Guest Sails. Smaller boats are more subject to knock downs, getting passengers wet, and are less stable. It is more likely your guest will not have an enjoyable experience unless they are really adventuresome. Small catamarans or small dinghy style or small high performance sailboats are not suitable for this program.

What safety equipment should I have on my boat?

It is best if you have your boat inspected by the Coast Guard Auxiliary, however it is most important to have the correct safety equipment aboard. To request a full USCG Auxiliary on board Examination go to [Request an Onboard Inspection](#). You can view the examination form at [USCGAux Vessel Examination Form](#) and see exactly what is required, or do a Virtual Vessel Examiner inspection by simply answering a series of questions online. That link is [Virtual Examiner](#).

For Lake Pleasant sailing, the most critical safety items required by the USCG are:

1. **Personal Flotation Devices (Lifejackets)** approved by the USCG for each person on the boat readily accessible, and best worn at all times. Children must have a device designed for Children. If we have children as guests, we will require parents to provide a suitable vest.
2. **Visual distress signals** Boats 16 feet and over must have a minimum of either 1) three day and three night pyrotechnic devices, 2) one day non-pyrotechnic device (flag) and one night non-pyrotechnic device (auto SOS light) or 3) a combination of 1) and 2).
3. **Fire Extinguishers:** For boats less than 26' one B-1 type. For boats over 26' two B-1 or one B-2
4. **Sound Producing Device:** Must carry a whistle, horn, siren, etc. capable of a 4-second blast audible for ½ mile.

In addition to these USCG requirements, you should have:

1. You should have a VHF radio for communication with the other boats participating in Sunday Sail and the event organizer. A VHF is important to call for help if you would **encounter an on the water emergency.**

2. You should have a USCG approved type IV PFD such as a cushion that can be thrown to a person overboard carried in the cockpit during the sail.

These are the principal requirements and **at a minimum you should meet these requirements to participate in the Guest Sail**. To pass USCG auxiliary inspection, other items like numbering, registration documentation, ventilation and backfire flame arrester (for inboard gas engines), navigation lights, pollution placard, MARPOL trash placard, marine sanitation device, and several overall boat condition requirements must be met.

On Water Boating Emergency Assistance(Updated 1/15/2020)

At Lake Pleasant, assistance is available on VHF Channel 16:

1. **Pleasant Harbor Marina**
 - a. **Main number 623-235-6130**
 - b. **Monitors Channel 16,**
 - c. **or call their daytime emergency number 602-625-7776, or Overnight emergency number 623-764-2474**
 - d. **Pleasant Harbor has a marina provided emergency tow boat**
2. **Scorpion Bay**
 - a. **Scorpion Bay's general number is 928-501-2628**
 - b. **Is a base for TowBoatUS.**
 - i. **Their boat is staffed on site on the weekends and captains are on call during the week**
 - ii. **623-261-3662 or 800-391-4869**
3. **Peoria Fire Department Lake Pleasant Base**
 - a. **Call 911 or call on VHF channel 16 and the marinas will notify Peoria Fire directly**

Be safe and enjoy your time on the water with our guests of the Guest Sail Program.

The Skipper Check List on the next page will provide a summary of your responsibilities and you may want to refer to it as you participate in Guest Sail until you get more familiar with the elements of the Program.

Guest Sail Program Skipper Check List

1. Complete information on Skippers responsibilities in the Guest Sail Program is in the Skippers Manual, please be sure you have reviewed the manual.
2. Attend the meeting held just outside Dillions Restaurant at the time announced on Wild Apricot by the event organizer
3. Conduct a brief safety briefing
 - a. Life jackets and their use. A life jacket should be offered to all guests. It is their individual decision whether to wear it and it is your decision as skipper to decide if you will require them to do so. However, it is strongly recommended that you wear a life jacket and require your guests to do so.
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 - i. Climbing on the deck, handholds and lifelines
 - i. Stay low
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 - k. Stay seated when the boat is underway especially when tacking (Boom)
 - l. Have Fun!
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5. Monitor channel 68 for further instructions.
6. After the sail direct your guests to the social event and once securing your boat attend to answer questions and make our guests feel welcome.

Over for on water emergency assistance contact information

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