

SEAS

SEAS Monmouth Skipper Information



SEAS Skipper Information

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SEAS Skipper Information

General Information – Applies to All Boats

Skipper Duties and Responsibilities

The skipper is responsible for:

- **The safety and welfare of the crew**
- Familiarity with the published SEAS Monmouth Safety Guidelines
- Compliance with Liability Insurance provisions
- Obtaining signed release forms for anyone other than a SEAS Monmouth member including minors. A parent or guardian must sign the release form for the minor. Minors who are SEAS Monmouth members do not need a second release form.
- Providing an adequate safety briefing to the crew, commensurate with the crew's experience and familiarity with the vessel
- Safe operation of the boat so that the risk of damage is minimized
- Meeting the needs and desires of the crew, particularly on activity sails, so that members have a safe and enjoyable experience
 - This may require adjusting the trim of the boat if some crew members are uncomfortable with excessive heeling
 - Being aware of crew members' health, in particular seasickness symptoms
- Staying within the sailing grounds of your skipper level
- Returning the boat to its assigned location by the allotted time
- Collecting donations from crew
- Making any necessary repairs if possible
- Signing in and out in the logbook. At a minimum, you must leave a log entry with departure & return date/times and crew names
- Recording any observed and/or encountered problems with the boat as required. Make entries in the logbook and contact the Maintenance Coordinator and/or Reservations Scheduler if necessary (contact info on page 13)
- Following the End of Sail Procedures specific to the boat you are on, and leaving it tidy and clean
- Volunteering to skipper on activity sails, and to help with boat maintenance

Boats are a shared resource

- The way you get the boat is the way the last person left the boat
- The way you leave a boat is the way the next person gets the boat
- It is imperative that you do NOT change the assigned location of equipment - removal of emergency gear from the pre-assigned location could cost lives!

Please respect this simple, basic principle whenever you use a boat:

Leave the boat in better shape than you found it!

SEAS Skipper Information

Safety

SEAS Monmouth takes safety very seriously. We have a comprehensive safety policy which is available on our website – go to Who We Are, then Policies, Manuals and Forms. **It is a requirement that all skippers read it, understand it, and comply with it.** We have an obligation to our members to provide them with a safe environment for their sailing experience. Throughout this skipper information document there are numerous references to safety-related issues. Disregard of these guidelines can be grounds for review, suspension and/or revocation of skipper privileges.

Life Jackets (PFDs)

Club policy requires that life jackets always be worn on daysailers and Lasers; they are optional at the skipper's discretion on the Capri STB and Catalina STM.

Our insurance policy requires that life jackets be worn on all boats whenever instruction is taking place. This includes skill development courses and mentoring sessions - all crew members *and* the skipper are required to wear lifejackets.

SEAS does not supply child life jackets. State law requires that all passengers 12 years of age or younger must wear a lifejacket (properly sized) while on deck (not in cabin) on any boat. If any children will be on the boat, their parent/guardian must be advised ahead of time that they must bring a correctly-sized lifejacket with them, and that the child will be required to wear it at all times except when down below in the cabin.

Insurance and Liability Release Forms

SEAS Monmouth has an insurance policy that protects both the club AND the skipper in the event of an accident which causes injury and/or damage to the property of others. However, a condition of that policy is that we have a liability release signed by EVERY person on the boat. If you take someone out for a cruise who hasn't signed a release, you are violating the terms of the insurance policy and possibly putting yourself in a situation where **you and the club might not have insurance coverage**. So, make sure that everyone on board is either a SEAS Monmouth member (and has therefore signed a release on the membership form) or has signed a release before boarding. Members of other SEAS chapters must sign a release – their membership form does not include a SEAS Monmouth release. If in doubt, get a release signed! Release forms are on board the boats or in the lockbox, and on our website – go to Who We Are, then Policies, Manuals and Forms. Store signed forms in the same place where the blank forms were found. **Personal skipper liability insurance is also an option and may provide more coverage than the SEAS policy. Boat US is one company that offers it.**

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Reservation Procedures

Whether you are volunteering to skipper an activity sail, or booking a private reservation, contact the appropriate boat Scheduler.

Review the Boat Use Policy on the website:

https://sailseas.com/Monmouth/downloadable_documents/Boat_Use_Policy.pdf

If you have to cancel a reservation, please let the scheduler know ASAP – there may be others interested in using the boat during the time you reserved.

Accidents

Currently, SEAS Monmouth carries an insurance policy with a \$1,000 deductible. On a SEAS sponsored event (e.g., activity sail), the club is responsible for the cost of any damages or towing not covered by its insurance. All skippers on Private Reservations will be held responsible for damages, and will pay 50% of costs, up to \$500.

Any event that occurs at the dock or leaving/returning of the boat that is unexpected or causes personal injuries, equipment damage or losses to a SEAS vessel or any other vessel must be reported on the (attached) SEAS-Monmouth Safety Report Form to the chapter Commodore. This form is also on the boat and on the website – go to Who We Are, then Policies, Manuals and Forms. **This is regardless of the scope of the injury or damage.**

If the incident involves property damage in excess of \$2,000 or personal injury requiring medical attention, you are required by law to contact NJ State Police within 10 days (without delay in the case of death or disappearance of a person). Monmouth Beach Marine Police Station can be reached at 732-842-5171; Carteret Marine Police Station can be reached at 732-541-0491

Towing

SEAS Monmouth no longer covers towing insurance for any boat. SEA Tow Northern NJ is a 24/7 company based in Atlantic Highlands. The rate is paid at the time of service and may be submitted to SEAS Monmouth per our policy for reimbursement depending on whether the sail is a private reservation or an club activity.

BoatUS policies are available to be purchased as an individual. They cover the insured purchaser for whatever boat they are on unless the owner (if a different person than yourself) of the vessel is present. SEAS Monmouth can't purchase coverage as we are an organization rather than an individual.

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Boat damage

If something breaks on the boat, and you can fix it, please do so. There are tools and spare parts aboard the boats. If you cannot fix it, contact the Maintenance Coordinator and let them know. Telephone the Maintenance Coordinator and the Reservations Scheduler for any problem that affects the **safety or usability** of the boat. Either way, record it in the log at the end of the sail.

Interactions with Marinas

The Dockmaster is the single point of contact with owners and employees at the various marinas. This is to ensure that we don't cause the marinas worry that they are getting mixed messages from the club. **In particular please advise your crew – especially those going there for the first time – that they should not enquire of the marina staff if they cannot find you. Make sure they have your cell phone number and that you are monitoring it. Some marinas may restrict the number of cars parking for a sail. Ensure the crew understand where to park prior to the sail.**

Other Requirements

Non-members are allowed to have two sails before we expect them to join the club; we ask that you “pitch” membership pretty strongly to anyone who is on the boat as a guest for the second time, and even more so if it's more than that. This can be done when they make their reservation, it doesn't have to wait till the time of the sail. Membership forms are on the boat and in the dock box and of course can be done with a cell phone through the SEAS Monmouth website.

No night sailing unless there is an emergency (Twilight sailing after dusk is okay.)

No alcohol use until the boat is back at its location or the anchor is down for the evening (this is also an insurance requirement)

Zero tolerance for illegal drug use of any kind. (If the Coast Guard discovers drugs on board the boat, it is subject to confiscation.)

Outreach to New Members

When new members join the club, it can be difficult for them to find their way around, to know which activities to get started with, to know how the club operates. We ask that you take them under your wing – invite them on your sails, ask them what they are most interested in learning, try to connect them with the folks in the club (if it's not you) who can best help them with that.

As an organization S.E.A.S. is dedicated to providing the safest possible environment for your sailing enjoyment. With that objective in mind, we are continuously looking for areas of improvement. Should you observe a potential problem, have a safety concern or a lesson learned, that you wish to share please let us know by completing and submitting the Safety Improvement Form found at the end of this document, on board each boat, and on our website.

We welcome feedback and suggestions for change and improvement. But please remember that until a change is made, these are our requirements. You cannot follow a different procedure because you think it's a better idea.

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Keelboat-Specific Information

Fill The Boat!

Activity sails serve two purposes for SEAS:

- Provide an opportunity for SEAS members to go out sailing
- Help to cover the costs of owning and maintaining the boats

As skipper, we are relying on you to fulfill these two purposes. To that end, we ask that you proactively work to solicit crew members for activity sails you are skippering. If, a few days before your sail, you only have one or two signups, get in touch with members you know and/or reach out the scheduler for a list of interested sailors and ask if they want to join you. A full boat generates more fun, and helps us meet our mission to promote sailing. And please don't cancel a sail because you only have a couple of signups – some sailing is better than no sailing..

Suggested Activities

In years past we scheduled destination sails – lunch in Great Kills Harbor, lighthouse tour, anchor & swim, etc., – and they were very popular.

As a skipper you can sign up for a standard activity sail or can identify a destination or specific type of activity sail through the scheduler so that it is advertised on the calendar.

Some other ideas to consider are anchoring practice, sail trim review, knots practice, which can add interest for the crew and if publicized ahead of time can increase signups. The list above is not all inclusive – use your imagination to come up with other interesting topics. (These are not “skill development classes”, they are informal activities, but can be the catalyst for scheduling a skill development event sail.) Note that these suggested activities will be published in our weekly newsletter, so you may have crew asking you what activity will be taking place on your sail or suggesting one.

Breakdown & Towing

It is the responsibility of the skipper to return the boat to its assigned slip.

SEAS Monmouth **DOES NOT have towing coverage**. If a tow is needed, it is paid for in advance by an individual. All club activity sails may be reimbursed for towing expenses. Private reservations may not be reimbursed for any towing expenses.

The towing fee begins at the SEA TOW dock and ends back at the SEA TOW dock. All of the time between is charged to the tow at the applicable rate with a 3 hour minimum. The hourly fees are \$350 per hour during the daytime and \$450 per hour at night.

SEA TOW Northern NJ: your local franchise owner is Captain Matt McClave
Call Sea Tow using Channel 16 or call the local franchise at 732-872-1835 or 800- 4SEATOW (473-2869). NOTE:

Individuals can buy Towing insurance policies from BoatUS at boatus.com. Boat/US towing policies cover the insured purchaser for whatever boat they are on unless the owner (someone other than yourself) of the vessel is present. Boat/US towing policies

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provide different levels of discount on services depending on the policy that you buy. A full coverage policy (\$0 cost for any tow) cost about \$\$\$\$. SEAS Monmouth can't purchase coverage as we are an organization rather than an individual. So, on a SEAS boat your personal policy would cover you.

Leaving the Boat at the End of a Sail

- Follow the specific closing procedures for the boat, including engine shutdown, fuel shutoff and refill if necessary, sail care, and cleaning
- On the Capri STM: Never leave an empty fuel tank on the boat; consolidate all fuel into one tank and **refill the empty**. Use the appropriate gas/oil mixture for the 2-stroke outboard engine – 2-stroke oil and measuring bottle are aboard the boat
- On the Capri STM: Never leave the porta potty un-emptied. If it is used, it must be taken ashore, emptied, refilled with fresh water, and returned to the boat. Be sure to comply with marina rules when emptying the porta-potty and leave the marina bathrooms as clean as they were before you used them.
- On the Catalina STB: Head must be left clean. Advise crew that nothing should go into the head that hasn't passed through their digestive system. There are Ziploc® bags in head for used toilet tissue (the "head bag"). These must be removed with other trash at end of sail.
- On the Catalina STB: Check the level of the holding tank. One of the big and recurring complaints about the boat has been the "head smell". This is caused by two things: not keeping it clean, and not pumping out the holding tank often enough. If it is more than half full arrange for it to be pumped out at one of the following: Keyport YC, Raritan YC, Perth Amboy Municipal Marina, or Atlantic Highlands YC either that day or with future skipper of the next sail.
- Leave the boat in better shape than you found it.

Complete the Records

Complete the logbook on the boat. At a minimum we need to know:

- Type of sail (activity, private reservation, mentoring, etc.)
- Skipper name
- Crew member names
- Time out and back in
- Any issues encountered

Collect donations (or punch crew passes), fill in the Income Form and convert any cash into a check. Then send the form together with checks to the address on the form. Payment through PayPal requires a comment describing the payment type.

There is nothing that prevents you from accepting donations from crew members who are on a private reservation with you, if they want to make a donation to the club!

Cleaning

At the beginning of the season, we put a lot of effort into making the boat clean and looking as good as it can. However, it is only to be expected that the boat will get dirty. Both because it's sitting outside in the weather, and because there are people coming aboard and using it. For both members and their guests (who are potential members), it is important that we keep the boats clean and tidy because

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they are our best advertising!

This season we are continuing the requirement that keelboat skippers sign up for specific cleaning times. We ask each skipper to take responsibility for a week of the season and to go to the boat sometime during that week to perform the tasks listed on the “Cleaning Tasks” list found on page 14.

Since we have about as many skippers for each boat as there are weeks in the season, we don't anticipate any skipper having to do the job more than once during the season. If you skipper both the Capri STM & the Catalina STB, you will be expected to sign up separately for cleaning duties on each boat.

If you schedule your cleaning time in a week that you will be skippering the boat, you can combine them into a single trip to the boat – arrive half an hour early, or plan on staying later. You may invite your crew to participate in helping clean the boat as they learn the responsibilities of boat management.

The assigned cleaning duties do not mean that we aren't still expected to be neat and tidy, and considerate of the next crew. At the end of each sail, we ask that you take the time to:

- Remove all your trash, including empty water bottles and the “head bag”
- Sweep out both the cabin and the cockpit so that food crumbs are not left aboard – each boat has a dustpan and brush
- If you used the anchor and there are mud stains on the deck, clean them off
- Remember that just as you are relying on the person before you to leave the boat in good condition, the next person is relying on you to do the same.

Daysailers

It is expected that all of the boat supplies not found on the boat be returned back to the dock box at the end of the sail. If any of the required items are lost during a sail, are missing, or need replacing, the maintenance coordinator should be notified.

Each boat should have an anchor, paddle, dry bag with first aid kit, registration card, gas can, jib and mainsail.

The dock box contains PFD's, VHF radios and batteries, boat usage forms, liability waivers among other items.

It is expected that there will be a VHF radio on board every time a boat leaves the dock.

Reference Materials

The Boats and Their Locations

Capri STM 22'	Atlantic Highlands Municipal Marina (slip)
Catalina STB 30'	Brown's Point Marina, Keyport (slip R71)
Daysailers	Marina Bay Club Condos, North Long Branch

Boat Capacity

Each boat has a maximum number of people permitted aboard. These numbers include the skipper.

Catalina: 8 people
Capri: 6 people
American: 6 people
Harpoon: 5 people

Important Phone Numbers

We suggest you put these numbers, and those of the Maintenance Coordinators and Reservation Scheduler, in your cell phone

- Atlantic Highlands Marine Police Station 732-541-0491
- Carteret Marine Police Station 732-541-0491
- US Coast Guard Station 732-872-0326
- Keyport Police 732 739 3900
- Perth Amboy Police 732-324-3800
- Staten Island Police 718-948-9311
- Oceanic Bridge (Navesink River) 732-842-1083
- Sea Bright Bridge 732-842-0524
- Atlantic Highlands Municipal Marina 732-291-1670
- Brown's Point Marina 732-264-2940

Reference Materials

Boat Rates

SEAS Sponsored Events

There is no charge for the skipper on SEAS sponsored events – activity sails, skill development classes, mentoring, and other special events. Crew members are suggested to make a donation. Members can purchase crew passes (from the Treasurer, not on the boat from the skipper) which give them a discounted rate. **Crew passes can be used on activity sails but are not accepted for mini-classes or mentoring, or other special events.** If a crew member has a crew pass, there is a punch on board the boat which you use to punch out one of the numbers on the pass. A crew pass can be used multiple times on the same sail if the crew pass owner wants to also use it for their guest(s) on the sail.

Private Reservations

If you have purchased a season pass, there is no additional charge for a private reservation, subject to the terms and conditions of the private reservation policy and the type of pass you purchased. Without a season pass, there are per diem private reservation rates; the current rates and the full season pass policy can be found on the website – go to Who We Are, then Policies, Manuals and Forms. There is nothing that prevents you from accepting donations from crew members who are on a private reservation with you if they want to donate to the club!

Fees

Refer to the SEAS Monmouth Club Boats- Suggested Donations for Individual, Events and Private Reservations.

https://sailseas.com/Monmouth/downloadable_documents/Boatsfees.pdf

Maintenance Coordinator

Capri STM 22'	Charlie Freedman caprimaintenancecoordinator@monmouth.sailseas.com 908-666-3033
Catalina STB 30'	Ken Kerpaz catalinamaintenance@monmouth.sailseas.com 908-432-1600
Daysailers	Greg White WhiteGreg@att.net 732-219-9794 (home) 732-856-2073 (cell)

Reservations Scheduler

Daysailers: Jim Buonincontri 732-925-0574 or
smallboatreservations@monmouth.sailseas.com

Keel Boats: Robin Franco 201-970-4110
keelboatreservations@monmouth.sailseas.com

Note that the duties *do not include* crew scheduling, only skipper and boat

Reference Materials

scheduling. Crew arrangements are made directly between the assigned skipper and the interested crew.

Whenever the Maintenance Coordinator or Reservations Scheduler will be unavailable, you will receive an email advising who the temporary substitute will be.

Dockmaster

Joyce Spinello 732-500-3436 or jhspinello22@gmail.com

Other Contacts

If you have any questions or concerns that don't fall into any of the categories listed, here is information for others in the club you can contact.

Commodore	Karen Ruckdeschel (C) 732-236-7816 commodore@monmouth.sailseas.com
Vice Commodore	Svetlana Novikova C) 609-721-1664 svetlananov@gmail.com
Boat Committee Chair	Matthew Montanari montanamcs@hotmail.com 732-739-4592

Keel Boat Cleaning Tasks

All necessary cleaning supplies are on board the boat, including bucket, sponges, and rubber gloves. There is a hose at the dock.

- On the Catalina, check the holding tank. If near full arrange to take the boat for a pump: Keyport YC, Raritan YC, Perth Amboy Municipal Marina, Atlantic Highlands YC
- Remove all trash, including empty water bottles and the "head bag"
- Make sure there is a supply of head bags available
- Sweep out both the cabin and the cockpit
- Wash the cabin sole (floor) using all-purpose cleaner
- Scrub and wipe down the head/porta-potty
- Make sure all equipment is in its assigned location, and nothing is laying about the cabin
- Use boat soap and scrub brush on the deck and in the cockpit, and hose it all down

If any cleaning supplies, or head bags, are running low, email the maintenance coordinator so that they can be replaced before the following week.

Daysailer Cleaning Tasks

All necessary cleaning supplies are in the dock box. There is a hose at the dock.

SEAS Monmouth

Safety Improvement Recommendations

The purpose of this form is to gather information for equipment and/or procedure improvements that will increase the safety of SEAS Monmouth's boat operations. Please provide as much detail as possible in describing what you observed.

Submitted By: (name, phone, email)

Date Submitted:

Brief Situation Title:

Check applicable box(es) ☐ Lesson Learned ☐ Safety Concern ☐ Improvement

Reason for this submission:

☐ Observation ☐ Experienced Problem ☐ Potential Injury ☐ Possible Damage

Which areas are involved?

(Process, preparation, repair, maintenance, equipment, sails, engine, safety items, communications, risk, instructions, VHF radio, vessel, etc.)

Briefly describe the problem or situation encountered or observed

Include any relevant context such as condition of boat, lack of preparation, or near miss

Was the problem resolved?

☐ Yes

☐ No

If so, how? If not, how can it be mitigated or eliminated?

Lesson learned

How can this problem be avoided in the future, or how can the process be improved?

Submit this form to Safety Committee Chair at safetyadministrator@monmouth.sailseas.com

SEAS Monmouth Safety Report Form

Date of Incident

Time of Incident

Location of Incident

Name of Vessel

Skipper of Vessel

Crew and Passengers

Description of injury or damage (if any other vessel was damaged, please include all known details about the vessel, the damage, and the owner):

Conditions at the time of the incident (weather, visibility, wind speed, etc.)

NAME (print)

SIGNATURE

**Submit this form to SEAS Monmouth Commodore
Karen Ruckdeschel at
commodore@monmouth.sailseas.com**