



WSA SKIPPER PROCEDURES

Crew assignments will be made by the Day Sail or Cruise chair. These chairs will send arrival and preparation emails to all the crew. The chairs will check the list to ensure crew are current members and all have waivers in place.

Before the day of your scheduled sail:

- Contact the Day Sail or Cruise Chair to notify them of your intention to host a WSA sail. Please try to give at least one week notice to allow ample time for WSA members to sign up.
 - Give any specific instructions you would like the crew to follow re: equipment, provisioning, arrival times, parking, and departure times.
 - WSA Skippers may bring one non-member with them to tend the boat if they desire. Please discuss this with your Day Sail or Cruise Chair and ensure the correct count for spaces available includes your skipper's guest as well.
- On the day before your sail, double check with the Day Sail or Cruise chair about any last minute changes to your crew roster. Include a brief discussion about membership status and waiver on file.
 - Be sure you have the name, cell phone number, email, and emergency contact of each of your crew and bring it on the boat with you!
 - When your crew arrives, have them check the emergency contact info for accuracy or fill out the WSA Skippers White Board and leave it in a place accessible to all the crew (nav station, table, etc.)

Before your boat leaves the dock:

- Instruct crew in getting boat ready for departure.
- Covers off, lines unfurled, tanks filled, gear stowed, shore power disconnected.
- Conduct a brief safety and welcome aboard briefing with the entire crew. Be sure to cover the following points:
 - Get a brief understanding of each crew's experience level.
 - Designate a first mate, based on experience level, comfort on your boat, etc.
 - Point out fire extinguisher location and use.
 - Identify flare, horn, and other distress signal equipment location.
 - Go over radio location, query crew to find out who knows how to operate the radio in an emergency-take a moment to give a lesson.

Before you leave the dock- continued.

- Engine/motor on and off procedure.
- Through hull plugs and bilge pump operation.
- Head operation. (Elaborate – nothing worse than a clogged or damaged head)
- Discuss leaving the dock procedures. Demonstrate safest way to move on boat when you are underway, how to safely board/disembark your boat, free dock lines, fend off if needed.
- Share your personal rules.

Once underway:

- Encourage questions, position rotations, and ensure each crew member is taking part in the sailing.
- Many WSA members are new to sailing or lack training or confidence in certain positions. Take this opportunity to teach, and encourage other crew to help in building each other's skills.
- Stay calm; be clear, considerate of the crew's abilities, and polite.
- Remember, new sailors are sometimes intimidated by Skippers giving orders. Once a maneuver is complete, talk it out to ensure a smoother operation next time.
- Acknowledge a smooth move or a good job. Give "atta girls" freely.

Upon return to the dock:

- Instruct crew in putting boat up.
- Sails folded, covers on, lines furled, gear off, boat washed, shore power on, etc.
- Thank all and encourage them to sail again on an upcoming WSA activity.

WSA Skipper procedures from the original by Inaugural Day Sail Chair, Lindalee Fromm; amended
January 2004 for federal requirements for recreational boats by Fran Weber-Melville;
Feb 2004 for current practices by Julia Westerling, DaySail co-chair;
December 2014 for current practices by Melody Kanschat, Fleet Captain