



## CYC Cruise Leader Volunteer Guidelines – updated 2021

You have volunteered to lead a cruise – now what! The leader rallies our fellow cruisers, organizes any events for the cruise and communicate what the cruise is (who, what where, when) and generates enthusiasm for the cruise. You should attend the cruise or find someone to replace you. A few questions to consider: will we be at the dock or at anchor, are there moorage fees or reservation fees, potluck or dinner out, is there a theme, other activities. Make reservations and follow up on arrangements with the marina if needed.

You are the master of enthusiasm for the cruise!

**6 weeks (or earlier) prior to event** – fill out a cruise event form and submit to the cruise fleet captain and CYC office staff so that it can be posted on the website and in the weekly Telltale. (we will provide the form)

**1 month before the event** – communicate with the cruising group via “Groups IO email” using this email, CYCSeattleCruisers@groups.io, to inform the group about the cruise and encourage them to register online so that you have an idea of who will attend. You must be signed up/registered with this Groups.IO to be able to use this email. The more ways we can communicate with our members the better we will be at connecting with them. Not everyone will read the Telltale.

**2 weeks prior to event** – remind the cruising group via email about the upcoming cruise. Consider reminding group about tides, time of arrival, and radio monitoring on channel 69.

**About 1 week from the event** – request the list of registrants from the office and communicate directly via email with those that have registered to welcome them to the cruise and wrap up any details, ie potluck, dinner out, equipment needed or other last minute details. This is a good time to communicate what channel you will monitor on the radio and also provide your cell phone number for those that need to contact you. However, cell phones cannot always be reliable due to reception issues in some areas.

**Wednesday afternoon before event** – contact CYC office to find out if any additional boats have registered and send them a welcome email.

**Day of Event** – attend the cruise (or find a replacement) and try to be the first to arrive, if possible. You will be the point person either at the dock or at the raft up. Feel free to solicit help or assistance if you do not feel comfortable with this part of the cruise. If we are at a dock, you will be the focal person for communication with the dock master (if there is one) and helping to assign slips to incoming boats. In an anchor rafting situation, it is best to remain on your boat until another boat is rafted next to you. Cruise leaders should remain near by or on their boat to be available for communication until the group has arrived.

**General rules for rafting boats.** If you have not participated in anchor rafting before, you may find it useful to enlist another member to discuss how the rafting should be organized in advance of the cruise, maybe be the group’s “raft master” at the cruise. The first boat to arrive and other subsequent bigger boats should put down their anchors and raft together. Put down fenders and have extra line available for incoming boats if needed. We like to alternate putting anchors down in opposite directions to ensure the raft doesn’t swing if a wind comes up. We recommend experienced boaters for the reverse anchoring (opposite direction). Align boats so that spreaders will not touch. Best if bigger boats are nearer to the middle and small boats are rafted on each end. On bigger rafts, small boats may need to reposition to be on outside of the raft or arrive late.

The key to organizing a cruise is communication. The more contact you have with the group, the better participation there will be on a cruise. Most importantly have Fun!

*If you have any questions on how to proceed please feel free to contact:*

Chris McMuldloch – [mcmuldloch@comcast.net](mailto:mcmuldloch@comcast.net)

Peggy Watt – [peggywatt09@gmail.com](mailto:peggywatt09@gmail.com)