



Skipper's Meeting Guidelines

For Cruise Directors

A Skipper's Planning Meeting is a gathering of all Skippers who have signed up to be a part of a BSIBC Cruise. This meeting is held prior to the cruise (ideally 2 – 7 days prior) to give Skippers an opportunity to meet the other participants, review the Float Plan and discuss the details related to the cruise. The Cruise Director should have materials prepared and copied for each attendee. Some times refreshments are served. This meeting normally lasts ½ hour to 1 hour depending upon the amount of information to be covered. The Skipper's Meeting is announced in the BSIBC newsletter The Up-the-Creeker and states the date, time and location of the meeting.

Materials for the Skipper's Meeting are located by destination on the BSIBC website (www.bsibc.com). The Cruise Director should download these materials and modify them accordingly for their specific cruise.

The Cruise Director should prepare a packet of information of materials for each attendee that includes the following:

- **Cover Page**
This is the front page of the materials and contains a picture of the destination, the date of the cruise, length of stay, Cruise Director's name, home and cell phone numbers.
- **Roster**
This is a spreadsheet type template listing the following information:
 - Skipper and First Mate Names
 - Home and Cell Phone Numbers
 - Number of People attending
 - Boat Name
 - Boat Type (power or sail)
 - Length of Boat Overall
 - Cruising Speed
 - Email Address
 - Names of Individuals attending who may be driving to destination
- **Weather**
The Cruise Director should print out the latest weather forecasts for the duration of the cruise and include this in the packet of information.
- **Plan View of Route**
This is a chart view of the waterways showing the route and markers. The Cruise Director should print out the materials from the website and draw on the chart the route he/she plans to take.
- **Copy of Waypoints/GPS Coordinates and Route**
This is a printout of the Waypoints and GPS Coordinates for the determined route. Skipper's may want to preload these waypoints into their GPS' if necessary prior to the Cruise.
- **Flotilla/Convoy Planning**
The Cruise Director should determine which boats will be in the Convoy and which boats will be Destination cruisers. Destination cruisers will be on their own arriving and departing the destination but should provide the Cruise Director with their approximate arrival time. If Skipper's are part of the Convoy, the following should be discussed:
 - **Meeting Point** - The Cruise Director will determine the designated Meeting Point. Typically if the destination is located south of Alligator Creek the usual meeting point is the South Bridge Reef markers. If the destination is located north of Alligator Creek the usual meeting point is approximately ½ mile west of the Alligator Creek

- entrance. The Cruise Director will discuss the Meeting Point with all Skippers.
- **The Start** - The Cruise Director will explain that when all boats are at the Meeting Point he/she will take a roll call on the Club's working VHF channel 72. When all boats are accounted for the designated lead boat will start moving toward the destination at idle speed. The designated safety (last) boat should call the leader to advise all boats are in line and the lead boat will accelerate to cruise speed and the following boat will match the speed with the leader. If a boat experiences trouble, the safety (last) boat should pull out of line to assist the troubled boat and transfer safety responsibility by radio to the boat immediately in front of them.
 - **Convoy Spacing** - Skippers should maintain a safe distance between boats at all speeds. Faster planing boats typically maintain a 50 to 100 yard spacing between boats. Sailboats will typically travel as a group and maintain radio communications in route to the destination.
 - **Return Trip** - The return plans should be discussed at the Skippers Meeting. Each participant should inform the Cruise Director of their departure plans.
- **Docking**
Docking procedures should be discussed with all attendees. The destination marina should be contacted by the Cruise Director as the Convoy approaches so that instructions can be provided for docking. Any additional information that the Cruise Director knows should be communicated with all attendees to assist with a smooth docking procedure.
 - **Tide differences between PG and Destination**
This is a document on the website that identifies the tide variations between Punta Gorda and the cruise destination. Larger boats with deeper drafts should pay close attention to this when determining their arrival and departures.
 - **BSIBC Float Plan**
This document is located on the BSIBC website under Cruising Guidelines. Each Skipper should fill out this Float Plan or provide their own personalized Float Plan. Each Skipper's Float Plan should be filed with a responsible neighbor or friend. We recommend that a copy of this Float Plan be included in the Skipper's packet of materials distributed at the meeting.
 - **Tide Charts**
Tide charts are available on the BSIBC website. They should be printed and copied for each Skipper's packet of materials.
 - **What to do in case of Fog**
This document resides on the BSIBC website and should be printed and discussed at the meeting. This provides guidelines and suggestions on how to handle fog. There is also a layout of Alligator Creek that can be used for informational purposes.
 - **Safety**
Skippers who are carrying guests aboard should be sure to familiarize them with all safety equipment (life jackets, fire extinguishers, etc.). Skippers may have a safety checklist that is covered with each guest prior to departure.
 - **First Aid**
The Cruise Director is responsible for carrying the Club's first aid kit and bull horn. All participants should be informed that this kit will remain on the Cruise Director's boat during the length of the cruise and is available to all members in the event they need attention.
 - **Bad Weather & Cruise Cancellation**
In the event of bad weather it is the Cruise Director's responsibility to determine if the Cruise should be cancelled. If the determination is made to cancel the cruise, the Cruise Director is responsible for calling all Skippers. Timeliness is important. A Cruise can be cancelled by the Cruise Director for other reasons such as lack of participation. The Cruise Director should notify the Fleet Captain. BSIBC will notify the club members via email.
 - **Destination Marina Layout**
This document resides on the BSIBC website and provides a layout of the destination marina. Normally this has been provided by the marina for our use.
 - **Destination Useful Information**
Some information resides on the BSIBC website about restaurants, things to do, places to see and general tourist information about the destination. Cruise Directors are always

encouraged to speak to the marina and ask for updated information.

- [Social Schedule/Itinerary](#)

Cruise Directors are encouraged to schedule social events for the club members to attend. Typically these are pot-luck dinners, sports activities, lunches or dinners at restaurants or other social activities. A sample itinerary is provided on the BSIBC website.

- [What to Bring](#)

If the Cruise Director is planning special activities and are planning events that require participants to bring special items, they are usually listed here. Ideas can be shared with the club members that might be specific to the destination location.

- [BSIBC Burgees & Name Badges](#)

Participants are encouraged to fly the BSIBC burgee during the length of the cruise. Club officers are encouraged to also fly their officer flag as well. Name Badges should be worn.