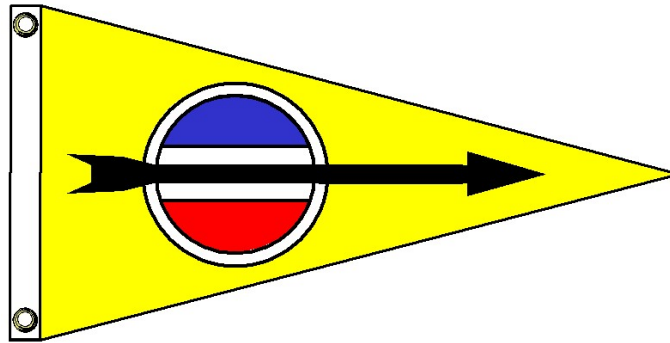


# OLD POINT COMFORT YACHT CLUB



*The  
Pointer Operating Guide  
(POG)*

2009

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## INTRODUCTION

The Pointer Operating Guide (POG) provides general operating guidance for the Old Point Comfort Yacht Club (OPCYC). The POG is not law, a substitute for common sense, or even doctrine. Rather, it represents a simple compendium of some of the operative ways our club does business at this point in time and will certainly mature over time. Changes and additions to the POG are welcome and expected.

The POG is divided into eight parts, which state the mission of the club, and the manner in which the officers plan, review, execute, measure, and pay for the on-water and social events.

PART ONE. Mission Philosophy. All members, particularly the Board of Officers, must understand the unique operating environment of our club.

PART TWO. Board of Officers. This body provides leadership to the club for the benefit of the members. They are a cohesive team and work to fulfill the individual and collective responsibilities of their respective and cumulative duties.

PART THREE. Events Planning Sequence. Prior planning is the key to a successful year. Most events are identified and scheduled at the beginning of the planning period and included in the annual Activities Calendar. Key planning events are outlined and identified within a monthly timeframe, as they will occur throughout the year.

PART FOUR. In-Process Review (IPR). The management methodology the club employs for major race, cruise or social events is briefly described. This methodology facilitates planning, coordination, and execution.

PART FIVE. Metrics. Metrics deal with evaluating club success. Participation and member satisfaction are the operative measurement in this evaluation.

PART SIX. Finance. Sound money management is the foundation of the OPCYC. All board members need to understand their respective fiduciary responsibilities, including tax and legal considerations.

PART SEVEN. On-Water Events. Setting up the Yankee Station Regatta, executing a club sponsored race, and conducting a cruise all require much prior planning and coordination among the Board of Officers. Guidelines have evolved and are in place for the success of these water-borne events.

PART EIGHT. Social Events. The monthly dinner meetings, numerous parties and cookouts throughout the year, and the Commodore's Ball require a great deal of prior planning. This section again details how to execute successful social events.

In summary, the purpose of the POG is to provide operating guidance for the club. The POG is a living document, and change to this POG is expected to evolve with time and experiences as the club grows and changes.

## **PART ONE**

### **MISSION PHILOSOPHY**

The Old Point Comfort Yacht Club is first and foremost about people who share a deep and abiding passion about recreational sailing and boating, and the inherent camaraderie that a club environment provides.

Our mission philosophy is conveyed through the following principles:

- OPCYC strives to deliver the opportunity to fulfill the passion of its members by offering a robust agenda of social, racing, cruising and training activities.
  - Cruising offers sailors and power boaters the unique opportunity to explore the Chesapeake Bay, building nautical knowledge and experience while enjoying the fun, relaxation, and added gift of comradeship with fellow members, family and guests.
  - Racing offers members the fun to compete in a range of regattas with the opportunity to win trophies for themselves and the club while building maritime expertise and camaraderie among the Pointer fleet and fellow sailors from other clubs.
  - Social events help produce the great camaraderie, fun, good times, and memories that are so important to building life-long friendships and bringing balance in our fast-paced daily lives.
  - The Pointer Maritime University offers a wealth of nautical training so that members can be safe and better enjoy their passion for the sea while growing in knowledge and confidence.

A multiplicity of OPCYC-sponsored events at a variety of venues will be planned throughout the year. By surveying the club membership on a regular basis, activities both on and off the water can be organized such that members will want to participate, and find them fun and rewarding.

- Every membership in OPCYC is a family membership and OPCYC highly encourages involvement in club events by all family members. Our membership includes all age groups, and we strive to ensure that our club activities address the interests of all club members. Through a combination of traditional activities and new experiences, OPCYC will remain an active and vigorous club.

- As an integral part of the southern Chesapeake Bay sailing and boating community, OPCYC endeavors to participate in many Hampton Roads boating activities:
  - Racing competitions: Southern Bay Race Week, Veteran's Cup, Little Bay Challenge
  - Boating-focused Festivals: Harborfest, Bay Days
  - Cruises to, and with, other yacht clubs

By actively engaging with other yacht clubs, OPCYC looks to help strengthen the sailing and boating community of the southern Chesapeake Bay.

- “Participation is our honor!” To make membership in OPCYC rewarding for everyone, it is best for all when members avail themselves of the opportunity to join with fellow sailors and boaters, and experience the wealth of activities afforded by the club.
- Members should let club leadership know the kinds of events that interest them.
- There are always opportunities for members to assume roles of leadership within the club either by holding club office or by helping to organize club events.

Success of the OPCYC will be measured by the club leadership's responsiveness to meeting the desires of the membership and the spirited participation of its members.

## PART TWO

### BOARD OF OFFICERS

#### BOARD OF OFFICERS

The Board of Officers is the governing body of the OPCYC. The board will meet as required to operate the club, holding regular meetings normally once a month, and *ad hoc* meetings as needed for special requirements. The Board of Officers will be composed of: Commodore; Vice Commodore; Rear Commodore, Racing; Rear Commodore, Fleet; Rear Commodore, Training; Rear Commodore, Logistics; Rear Commodore, at Large; Fleet Captain; Race Captain; Training Captain; Logistics Captain; Secretary; Treasurer; 2 elected Members at Large; the immediate past two Commodores; the Webmaster; the Helmsman editor; and 2 appointed Members at Large.

The Board of Officers is in place to:

- Approve the annual budget, authorize budget expenditures, review quarterly the financial reports of the Treasurer, and appoint a committee to perform the annual audit of the financial books.
- Review and revise club policy as necessary.
- Approve the annual Activities Calendar.
- Ensure that the Club operates legally and ethically.
- Conduct business and mount activities in keeping with those of a *bona fide* yacht club to best serve the interests of the members.
- Maintain sound relationships with area yacht clubs and marinas.
- Preserve the honorable reputation of OPCYC as a member of Yacht Clubs of America.

#### FUNCTIONS AND DUTIES

**Commodore.** At the direction of the club membership:

- Is responsible for all club operations
- Chairs the Board of Officers meetings

**Vice Commodore.** At the direction of the Commodore:

- Acts on behalf of the Commodore when the Commodore is absent and so directs
- Expedites all club operations
- Oversees the compilation of club metrics

- Publishes the OPCYC annual Activities Calendar
  - Ensures that adequate provision is made for races, cruises, social events, and other activities that might arise
  - Maintains tight coordination and planning with the all Rear Commodores to accommodate events on the calendar
  - Coordinates and obtains consensus from the Board Of Directors for the prospective schedule
  - Provides a draft copy of the upcoming Activities Calendar to the Board of Directors in early December
  - Finalizes the Activities Calendar with the Board of Directors by January 10
- Arranges for the annual financial audit and corresponding report to the general membership of the club

**Rear Commodore, Racing.** At the direction of the Commodore:

- With the support and assistance of the **Race Captain**, is responsible for conducting the Yankee Station Regatta and other races and race-related activities, primarily, but not entirely, related to the OPCYC racing program. The Race Captain is the deputy to the Rear Commodore, Racing and acts in his or her place when s/he is absent.
- Key responsibilities include:
  - Conduct the Yankee Station Regatta
  - Prepare the annual Sailing Instructions
  - Coordinate race events for the annual Activities Calendar in conjunction with other officers
  - Coordinate and conduct surface operations for the Tri-Service Regatta, OPCYC sponsored CBYRA sanctioned events, and any other racing activities that include OPCYC participation
  - Select members to serve as the Yankee Station Regatta Permanent Sailing Committee
  - Submit race results and other relevant notices to *Spinsheet*, *SBRNYCU*, and other relevant periodicals and news media
  - Submit monthly articles to the *Helmsman*
  - Develop metrics for the racing program
  - Coordinate with the Rear Commodore, Logistics whenever a Racing on-water event must integrate into a shore event where the clubhouse will be used. This coordination will include assisting the Rear Commodore, Logistics identify an Event Captain for that shore event.
- Specific responsibilities for the Yankee Station Regatta are:
  - Plan for 3 series of 6 races each, with one Pointer Rally in each series
  - Include the Veterans Cup, Little Bay Challenge, Tri-Service Regatta and 'Round the Lights races, plus other races that may arise such as the Azalea Festival, within the Yankee Station Regatta schedule as appropriate and feasible
  - Assign courtesy PHRF handicaps for participants without valid PHRF
  - Obtain monthly Valid List from PHRF of the Chesapeake
  - Assign Cruising Class handicaps (Cruising Class only)

- Assign Spinnaker Class penalties (Spinnaker Class only)
- Calculate race results at the OPCYC clubhouse after each race
- For Sanctioned events, provide Notice of Race to CBYRA
- Additional responsibilities are:
  - Post race results and standings on OPCYC website within 3 days of each race
  - Publish results and race summary “Racing News” in Helmsman each month
  - Maintain records of each event for at least 2 years
  - Participate in marketing regular Yankee Station Regatta events and Cup Races (both inside & outside OPCYC)
  - Establish consensus among OPCYC Board of Officers or the OPCYC Permanent Race Committee for any substantial changes to the annual sailing instructions, or instructions for any specific race, such as the Tri-Service Regatta
    - Schedule Race Officer of the Day (ROD) for each race and follow-up before race week, ensuring ROD has all necessary crew and items to conduct ROD duties
  - Conduct ROD training during spring PMU, or when needed thereafter
  - Analyze (in November – December timeframe) results, participation, and weather for input to next year’s program
  - Plan, coordinate, and direct on-water portion of Cup Races, including Race Committee, Protest Committee, Sailing Instructions, Skippers’ Meetings, and any post-race activities; for sanctioned events, provide results in the designated format
  - Plan, coordinate, publicize and direct the 'Round the Lights Race, including registration, awards, and post-race event
  - When it is the year for OPCYC to run the Tri-Service Race, coordinate with LYC and NNSA to ensure the race is managed and run in accordance with the Tri-Service Cup charter. Also ensure that OPCYC participates in the Tri-Service Cup when LYC and NNSA run the race
  - Plan, coordinate, publicize and direct the Dana Dillon New Year’s Madness Race, including registration, awards, and post-race event
  - Coordinate with other clubs for Cup Races run by them, and provide them a list of expected OPCYC participants with PHRF ratings about 10 days before the event
  - Publicize and support OPCYC participation in the Veterans Cup run by LYC
  - Publicize and support OPCYC participation in the Little Bay Challenge run by BBSA
  - Plan, schedule, and implement Racing Rules Seminar during PMU spring semester prior to start of the Yankee Station Regatta
  - Ensure that the OPCYC racing program as a whole pays for itself
  - Develop and publish the specific metrics for the racing program
  - Ensure the club treasurer sends a check for the Chesapeake Bay Yacht Racing Association membership, PHRF of the Chesapeake membership, and the BBSA Distance Racing Series fee.

- Submit major race results and other newsworthy racing program items to area and Chesapeake Bay periodicals and news media outlets, such as *Spinsheet*, *Southern Bay Racing News You Can Use (SBRNYCU)*, etc.

**Racing Captain.** Performs duties as assigned by the **Rear Commodore, Racing.**

**Rear Commodore, Fleet.** At the direction of the Commodore:

- With the support and assistance of the **Fleet Captain**, is responsible for conducting the OPCYC Cruising program activities. The Fleet Captain is the deputy to the Rear Commodore, Fleet and acts in his or her place when s/he is absent.
- Key responsibilities include:
  - Establish and coordinate annual Cruising Schedule
  - Ensure execution of scheduled cruises by enlisting Cruise Captains for each cruise
  - Coordinate the Cruise Schedule with the Race Schedule and other club activities
  - Advise other Yacht Clubs of OPCYC cruises
  - Conduct Blessing of the Fleet
  - Obtain and retain reciprocity agreements with other Yacht Clubs
  - Submit monthly articles to the *Helmsman*
  - Develop metrics for the cruising program
  - Coordinate with the Rear Commodore, Logistics whenever a Fleet on-water event must integrate into a shore event where the clubhouse will be used. This coordination will include assisting the Rear Commodore, Logistics identify an Event Captain for that shore event.
- Specific responsibilities for the Cruising Program are:
  - Prepare and coordinate annual Cruising Schedule input for the Activities Calendar by identifying cruise dates and venues
  - Coordinate the Cruise Schedule with the Race Schedule and other club activities
  - Incorporate the final Cruise Schedule in the Activities Calendar
  - Ensure the annual Cruising Program is publicized well in advance in the *Helmsman* and that cruises are on the web calendar for sign-up; this requires coordinating with the OPCYC **Webmaster**
- Plan and ensure execution of scheduled cruises under the leadership of the individual **Cruise Captains** (volunteers selected by the **Rear Commodore, Fleet**); the **Cruise Captains** are responsible for completing the details of cruise planning, such as:
  - Coordination of raft-up and overnight anchorage locations, as appropriate
  - Ensuring marinas can accommodate the fleet and that participants know how to contact marinas directly for reservations
  - Publicizing the event, location, and associated activities in the *Helmsman* and on the Website, and also sending out a broadcast e-mail
  - Promotion of maximum attendance

- Leading the Cruise and making go/no-go decisions in the event of weather or other related impinging events
  - When making such decisions, always enunciate that the ultimate safety of each vessel is always the responsibility of the individual skipper
- Keeping the **Rear Commodore, Fleet** and **Fleet Captain** informed of any questions or needed assistance during cruise planning
- Writing and submitting “after-action” wrap-up articles of cruises in the *Helmsman*
- Advise area and regional yacht clubs of our cruising program activities, including extending invitations for their members to participate in our cruises
- Plan, coordinate, and conduct Blessing of the Fleet Ceremony
  - Propose, coordinate and schedule primary and weather dates
  - Coordinate location, timing, and clergy who will perform the blessing
  - Coordinate with the Rear Commodore, Logistics, for the shore support of this event, including signage and after event refreshments
  - Conduct Skippers’ Meeting day of ceremony
  - Direct execution of Ceremony
- Negotiate and obtain Chesapeake Bay region Yacht Club Reciprocity Agreements
  - Ensure that Old Point Comfort Marina management is aware and agrees with reciprocity agreements
  - Advise members of clubs that require advance arrangements, including direct billing through our OPCYC **Treasurer**
- Publish monthly Cruising articles in the *Helmsman*
- Develop and publish the specific metrics for the cruising program.

**Fleet Captain.** Performs duties as assigned by the **Rear Commodore, Fleet.**

**Rear Commodore, Training.** At the direction of the Commodore:

- Serving as the “Dean” of Pointer Maritime University, and with the assistance of the **Training Captain**, (“Vice Dean”), develops and executes the training curriculum and schedules for OPCYC’s nautical training through a program called the Pointer Maritime University (PMU). The Training Captain is the deputy to the Rear Commodore, Training and acts in his or her place when s/he is absent.
- Specific responsibilities include:
  - Periodically (once every 2-3 years or as needed) conducts a survey of OPCYC members’ training needs and desires
    - Determines the course subjects and topics most desired by members
    - Determines the most appropriate dates and times for training, considering membership desires as well as other planned OPCYC activities
  - Provides anticipated training dates for the annual OPCYC Activities Calendar NLT early January of each year. Any date that appears in the annual OPCYC Activities Calendar as a “PMU Day” will be utilized as such

- Coordinates for and enlists highly qualified *pro-bono* speakers and educators from within and outside the club to teach classes that are desired by the membership
- Schedules and organizes appropriate classroom or other training sites, considering the topic or subject, anticipated attendance, and any needed training aids
- Writes an article for the Helmsman monthly or as appropriate, publicizing upcoming and past PMU activities, including the venue, date, time and subjects, along with a brief instructor bio for future classes
- During the 5-day period preceding any scheduled class, sends “PMU Update” E-Mails to OPCYC members announcing the venue, date, time and subjects, along with a brief instructor bio
- Updates the “PMU” section of the OPCYC Web Site, as well as the on-line activities calendar
- PMU is a self-sustaining and cash neutral activity
- Develops and publishes the specific metrics for the training program, to include:
  - Number of classes
  - Number of dates classes are held
  - Number of students attending each class
  - Total number of students attending PMU during each “school year”
  - Record of each member’s attendance and announce names of “students” with the best attendance each year at the Commodore’s Ball, preferably by using a “diploma” or similar recognition
- Utilizes the services of the Training Captain or “Vice Dean” and trains a successor to take the place of the outgoing Rear Commodore, Training.

**Training Captain.** In the capacity of “Vice Dean” performs training duties as assigned by the **Rear Commodore, Training.**

**Rear Commodore, Logistics.** At the direction of the Commodore:

- With the support and assistance of the **Logistics Captain**, is responsible for executing all shore-based events. The Logistics Captain is the deputy to the Rear Commodore, Logistics, and acts in his or her place when s/he is absent.
- Specific responsibilities consist of planning and coordinating all shore operations to include:
  - Monthly membership meetings and dinners
  - Spring, Summer and Holiday parties, plus other special events
  - Shore-based activities related to the Blessing of the Fleet
  - Round the Lights post-race party support, including ordering refreshments
  - Other designated or requested shore activities
- The Rear Commodore, Logistics, will accept a volunteer called the **Event Captain** for each of the events conducted at the clubhouse. The Event Captain will be the principal coordinator of the support needed to plan for and conduct the specific event to include provisioning, set up, decorations, execution and clean up. When the shore event is linked to another OPCYC event sponsored by the Rear commodore, Racing, or Rear Commodore, Fleet, that officer will assist the

Rear Commodore. Logistics identify the Event Captain. A team of Pointer volunteers is always expected to assist the Event Captain and the Rear Commodore, Logistics at each event.

- Function as BOAT/U.S. Liaison
  - Coordinate renewal of Cooperating Agreement as required
  - Publish annual BOAT/U.S. article with program information in the *Helmsman*
- Other Key responsibilities include:
  - Maintain and secure the clubhouse
    - Prepare a weekly clean up roster and provide roster to the Webmaster and Helmsman editor for each of them to post so that all members are advised of their scheduled cleaning times and duties
    - Conduct spot checks of clubhouse cleanliness and security
    - Obtain supplies to maintain the clubhouse and support parties and activities
    - Obtain special items for the club when approved by the Board.
  - Coordinate all clubhouse interior and exterior decorating and remodeling activities
    - Maintain supply of boat picture frame and other framing materials and keeps the posted boat photographs current
    - Coordinate, for Board of Officers approval, all major changes to clubhouse accommodations, always ensuring proper protocol is followed in accordance with Ft. Monroe requirements
  - Develop and publish the specific metrics for the logistics program including
    - Number and type of special functions for each season
    - Number of members attending each function
    - Costs for each function
    - Names of non-members or other yacht clubs participating in our functions
    - Analysis of pros and cons for each function, noticing any trends that need attention
  - Function as BOAT/U.S. Liaison
    - Coordinate renewal of Cooperating Agreement as required
    - Publish annual BOAT/U.S. article with program information in the *Helmsman*

**Logistics Captain.** Performs shore based logistics duties as assigned by the **Rear Commodore, Logistics.**

**Rear Commodore, at Large.** At the direction of the Commodore:

- Performs duties that require dealing with senior ranking personnel at Ft. Monroe
- Advises the Board of Officers on historical significance of club activities
- Provides steering function to ensure Board of Officers and general membership uphold the club's mission philosophy
- Executes other community affairs as directed by the Commodore and Board

**Treasurer.** At the direction of the Commodore:

- Prepares the annual budget and presents it to the membership and the Board for review and comment
- Accounts for all club funds, maintaining records in a manner to undergo an audit
- Prepares and delivers the quarterly financial report to the Board of Officers
- On an annual basis, prepares the financial records and presents them to an audit committee led by the Vice Commodore
- Promptly reimburses other reciprocating yacht clubs for expenses incurred at those clubs by OPCYC members; then collects those reimbursed expenses from the respective OPCYC members who have incurred the costs as visitors to the other yacht clubs.

**Secretary.** At the direction of the Commodore:

- Maintain current membership roster and computer data base
- Organize club membership marketing and recruiting activities to include an annual membership drive
- Conduct club correspondence
- Record minutes at meetings
  - Forwards minutes to the Ft. Monroe MWR designated representative for information and MWR further forward to the Post Commander as necessary
- Receive membership applications, renewals, cancellations, and member information updates, and mails membership cards to members
- Provide membership reports to the Board
- Receive all mail addressed to the Club's Post Office Box, 51163
  - Delivers general publications to the clubhouse
  - Reviews all general correspondence and provides it to the appropriate Board member.
- Provide new member information to the Editor of the Helmsman for publication in the "Welcome Aboard" section
- Provide designated club officers new member information for use in assigning sponsors
- Provide new member e-mail information to designated club officers
- Provide mailing labels for the Helmsman, if needed
- Maintain administrative supplies adequate to assigned tasks
- Forward to the Treasurer all checks and monies received for membership dues
- Provide input for annual budget
- Notify delinquent members by mail, email or phone of overdue membership dues payment or impending membership termination

**Members At Large.** At the direction of the Commodore:

- Perform *ad hoc* duties as determined by the Commodore and the Board of Officers
- Liaise with the general membership
- Advise the Commodore and the Board of Officers on issues and concerns arising from members, and relating to the club in general.

**Webmaster.** At the direction of the Commodore:

- Is responsible for the maintenance of the OPCYC website, to specifically include:
  - Establishing guidelines for web content
  - Controlling access to the website
  - Advising the Board on best utilization of the resources available
  - Tracking expenses, providing reports on expenditures, and submitting an annual budget for Website maintenance to the Treasurer.

**Helmsman Editor.** At the direction of the Commodore:

- Publish the OPCYC newsletter, *The Helmsman*, on a timely basis each month
- Specific requirements are:
  - Establish deadline for submission of articles by each contributing officer
  - Solicits input from:
    - Commodore (General Overview Article)
    - Rear Commodore, Racing (Racing Articles)
    - Rear Commodore Fleet (Cruising Article)
    - Secretary (New Members “Welcome Aboard” & Mailing Labels)
    - Rear Commodore Training (PMU Article)
    - Rear Commodore Logistics (Membership Meeting or Social Event Article)
  - Encourages input from:
    - Other officers
    - General membership
    - Outside organizations
  - Edits inputs, completes layout, coordinates reproduction
  - Distributes hard copy and web based copy of newsletter
  - Tracks expenses, reports on expenditures, and provides input for budget

## **PART THREE**

### **EVENTS PLANNING SEQUENCE**

#### **GENERAL PLANNING GUIDANCE**

This section covers general the monthly planning sequence of major once a year activities to be considered at the outset of every “planning year” that begins in December. A more specific planning sequence is addressed later in the “Detailed Planning” section of this Part Three.

#### **NOVEMBER – JANUARY**

- In November of each year begin the process to generate a complete OPCYC calendar of activities for the upcoming year
- Publish the budget
  - Include expected revenues and expenses
  - Ensure all expected expenses are addressed: Helmsman printing, postage, office supplies, racing club events, racing cup events, organization dues, insurance, cleaning supplies, parties, marketing, etc.
  - Ensure Board of Officers understands their respective budget allocations.
- Elect and appoint Board of Officers, ensuring that all officers understand their duties and coordinating responsibilities and are able to work together as an effective tem for the benefit of the OPCYC members
- Conduct initial coordination meeting to address on-water activities for the upcoming boating year
  - Ensure all significant events are addressed: monthly meetings, parties, PMU classes, cup and club races, cruises, the Blessing of the Fleet, other significant events in the lower bay, activities of interest hosted by other area Yacht Clubs, etc.
- Attend CBYRA sailing area coordination meetings and schedule OPCYC races in accordance with the CBYRA/CCV races, de-conflicting schedules where feasible
- Hold the Clubhouse Holiday Tree-Trimming party
- Host the annual Commodore’s Ball
- Establish publishing calendar for the Helmsman
- Establish publishing procedures for the annual Yankee Station Regatta sailing instructions
- Establish calendar and method for publishing the annual Activity Calendar
- Establish first semester curriculum for PMU
- Identify major programs for the upcoming year.
- Each Rear Commodore will prepare and submit to the Commodore the metrics describing his or her goals for the upcoming year.

#### **JANUARY – FEBRUARY**

- Plan Yankee Station Regatta

- Plan Cruising program
- Continue to plan Pointer Maritime University program
- Publish annual Activity Calendar, preferably in time to distribute at the Commodore's Ball
- Conduct general membership meeting which addresses:
  - Budget
  - Activity Calendar

#### **FEBRUARY - MARCH**

- Publish Yankee Station Regatta Sailing Instructions
- Make & deliver Race Circulars for the CCV Book
- Inventory race equipment (flags, timer, course board, etc). Renew or replace equipment if required.
- Conduct Racing seminars, Cruising seminars, and safety and training curricula via PMU
- Conduct Race Committee and ROD training, and hold practice sessions if necessary
- Plan Annual Spring Party

#### **MARCH – APRIL**

- Begin Yankee Station Regatta Spring series
- Conduct annual Spring Party
- Plan Blessing of the Fleet

#### **APRIL – MAY**

- Conduct Blessing of the Fleet
- Begin Cruising program

#### **MAY – JUNE**

- Plan and conduct Memorial Day Weekend Cruise
- Coordinate with Hampton Yacht Club for Southern Bay Race Week, if OPCYC will provide a ROD for one of the SBRW venues

#### **JUNE – JULY**

- Plan and conduct 4<sup>th</sup> of July Cruise, including an event at the OPCYC clubhouse for members who can not go out on a cruise

#### **JULY – AUGUST**

- Plan the Labor Day Cruise
- Plan strategy for the Tri-Service Regatta

#### **AUGUST – SEPTEMBER**

- Win the Tri-Service Cup Regatta!

### **SEPTEMBER – OCTOBER**

- Plan and conduct the ‘Round the Lights race and post-race party at the OPCYC clubhouse

### **OCTOBER – NOVEMBER**

- Plan the Commodore’s Ball, addressing location, entertainment and food
- Begin the planning process for the next year

### **DECEMBER – JANUARY**

- Plan and conduct the Dana Dillon Memorial New Year’s Day Madness Race

## **DETAILED PLANNING GUIDANCE**

This section provides a generic timeline of actions to market, publicize, and support every club-planned activity. In some cases, for major events where marketing needs to be maximized, actions may be repeated more frequently to make sure the membership is informed and participating.

### **THE HELMSMAN**

- The *Helmsman* should be published and posted to the web (or mailed to members who do not have email) within the first full week of the month.
- A consistent publication schedule allows timely notification of events and also allows event planners to time the release of event notices in the appropriate *Helmsman* issue to maximize club member awareness and participation.
- The *Helmsman* editor will establish the due dates for all monthly inputs and thus ensure that all contributors know the dates by which to submit their respective articles.

### **MEMBERSHIP MEETINGS**

- Membership meetings are scheduled on the Activity Calendar for the year.
- The goal is to have a general membership meeting every month. In certain months when other major membership events are scheduled, those events will serve as the monthly meeting, such as:
  - Spring Party
  - Blessing of the Fleet
  - Summer Party
  - Surf and Turf Party
  - Commodore’s Ball.
- Detailed planning for each membership meeting should be complete in advance to allow the meeting notice to be published:
  - In the *Helmsman* (one time), the same month the meeting occurs
  - By email mailing to ALL club members two weeks before the meeting.

## **RACING EVENTS**

- Racing events are scheduled on the Activity Calendar for the year.
- Detailed planning should be complete in advance to allow the event article to be made available to the membership:
  - In the Helmsman (two times), the month before and the same month of the event
    - The LAST article or notice should be published in the issue that precedes the event by at least 1 week
    - The FIRST notice or “tickler” for the event should be posted the issue before the LAST issue
  - By email to TARGETED (not all) club members as appropriate before the event. Targeted members are those who have signed up for a race or race series, or otherwise advised the Rear Commodore, Racing of their desire to participate.

## **CRUISING EVENTS**

- Cruising events, sanctioned by OPCYC, are scheduled on the Activity Calendar for the year
- Detailed planning should be complete in advance to allow the event article to be published:
  - In the Helmsman (two times)
    - The LAST article should be published in the issue that precedes the event by at least 2 weeks
    - The FIRST notice or “tickler” for the event should be published in the issue before the LAST issue.
  - On the OPCYC web page (three times)
    - FIRST time, at the beginning of the year when the calendar is published a “place-holder” should be posted to the web that describes the cruise, location, and Cruise Captain
    - SECOND time, after the “tickler” article appears in the Helmsman post the same article to the website
    - THIRD posting to the web uses the LAST article published in the Helmsman as the basis for the web information
  - By email to TARGETED (not all) club members as required before the event. Targeted members are those who have signed up for a cruise or otherwise advised the Rear Commodore, Fleet of their desire to participate.

## **OTHER MAJOR EVENTS**

- Major club events sponsored by OPCYC (such as the: Spring Party, Blessing of the Fleet, Summer Party, Tri-Service Regatta, Southern Bay Race Week, Holiday Tree-trimming Party, Commodore’s Ball) are scheduled on the Activity Calendar for the year
- Major club events require members to sign up in advance on the OPCYC web site to permit proper event planning

- Detailed planning should be complete in advance to allow the event article to be published:
  - In the Helmsman (two times)
    - The LAST article should be published in the issue that precedes the event by at least 2 weeks
    - The FIRST notice or “tickler” for the event should be published in the issue before the LAST issue.
  - On the OPCYC web page (two times)
    - FIRST time, after the “tickler” article appears in the Helmsman, post the same article to the website
    - SECOND posting to the web uses the LAST article published in the Helmsman as the basis for the web information.
  - By email to TARGETED (not all) club members as appropriate before the event.
- The POC will prepare a post-party article describing each major membership meeting for publishing in the Helmsman.

## **PART FOUR**

### **IN PROCESS REVIEW (IPR) SYSTEM**

The club employs an IPR approach for all major events. Normally this system will include the following by the Board of Officers:

- Initial Review
  - The overall event objectives are developed and specific duties are assigned with time lines and budget allocations. An IPR schedule geared to the specific event is established. It is not the intent of the Initial Review to “plan” the event in detail.
- Subsequent progress review(s).
  - Progress reports are submitted by individuals assigned responsibilities with a greater degree of specificity for each subsequent event meeting. It is not intended for the Board of Officers to do the planning but to review the progress to date.
- Short final review.
  - Normally this review is conducted not more than 7 days before the actual event. It is the final wrap-up before execution of the event.

Normally three reviews are sufficient. Nevertheless, much coordination initiated by the Board Member in charge is expected and required between all those planning events.

At each board meeting, the Board of Officers will normally scan ahead for the next three months to identify which events require specific IPR-type review. This forward look is needed to ensure that the appropriate Board members are considering all advance preparations.

## **PART FIVE**

### **METRICS**

#### **GENERAL**

Metrics provide a general measurement of club health and program effectiveness. They are based on the premise that “If members do not participate, the club for some reason is not performing”; or stated another way, metrics provide a means for the club to optimize performance, best serve the membership and the club’s Mission Philosophy. Metrics are flexible and need to be changed on occasion to fit the factors of membership numbers, the operating environment, and basically what *Pointers* want to do.

Under the direction of the Commodore, each Rear Commodore will recommend his/her goals for the year. These goals will be reviewed at a board meeting and then published to ensure that all Pointers recognize the importance of the goals throughout the club.

#### **GOALS**

The following goals for which metrics will be collected and evaluated are:

- Social Events
  - Commodore’s Ball: 100 attendees
  - Spring Party: 60 attendees
  - Summer Party: 70 attendees
  - Fall Party: 60 attendees
  - Monthly Membership Meetings or Dinners: 40 attendees
- Pointer Maritime University
  - 12 or more classes or subjects over 8 days of training
  - 85 or more participants per activity year
  - 360 or more student-classroom hours
- Racing
  - Yankee Station Regatta: 20 yachts, with 14 qualifying for each seasonal series
  - Tri-Service Regatta
    - OPCYC, 35 yachts
    - NNSA & LYC - 35 yachts between the two clubs
    - 70 yachts total
- Cruises
  - Normal Cruise: 5 to 7 yachts, 10 to 20 attendees in total aboard

- Memorial Day Weekend and Labor Day Weekend Cruises: 7 to 10 yachts, 15 to 30 attendees in total aboard
- 4<sup>th</sup> of July Cruise: 7 to 10 yachts, 15 to 30 attendees in total aboard
- Mentoring and increasing participation
  - Racing: recruit 2 new racers each year to the Yankee Station Regatta; mentor all new racers during the racing season.
  - Cruises:
    - Complete all scheduled cruises unless cancelled due to extreme/dangerous weather conditions.
    - Ensure first time cruisers are mentored and accompanied by a designated buddy boat on their first cruise.
    - Assigned cruise captains follow the published OPCYC cruise captain guidance with respect to cruise publicity/after-action, planning, organization, and execution for each cruise.
  - Social events: Inviting, and perhaps accompanying, 10 prospective or new members to membership meetings and other social events during the activity year.

## **PART SIX**

### **FINANCE**

#### **GENERAL**

Sound financial management is essential for the efficient and proper operation and management of the OPCYC. All board members must understand their particular “line items”.

#### **SPECIFICS**

Each year within 60 days of the end of the calendar year, the OPCYC Treasurer will present to the Board a compiled Balance Sheet and the related Statement of Income and Expenses for the year then ended. OPCYC will keep its records on the modified cash method of accounting, which is an accepted Other Comprehensive Basis of Accounting (OCBOA).

The Treasurer should present the last 5 years of income and expense data and a 2-year balance sheet comparison so that the board may see trends and relevant financial data for budget planning and decision-making.

Sufficient detail is required to determine the cost and effectiveness of all OPCYC programs. Of particular concern are the racing program and social functions.

The Treasurer shall make available to the Board at board meetings and on other occasions the current state of the club’s finances and alert the Board of any adverse trends or unusual expenses that it needs to consider.

The Treasurer will pay all routine expenses for such items as insurance, dues, and recurring fees. Also, the Treasurer is responsible for maintaining an adequate club burgee inventory. Reordering of burgees should be completed in time to ensure that the club has sufficient burgees on-hand for normal expected usage. Members will be directly reimbursed for authorized expenditures they have made for club programs. These items include, but are not limited to, racing trophies, postage, administrative expenses for the helmsman and the annual calendar, social programs, etc. Routine expenses do not require board approval for payment. All non-routine expenses must have board approval and it should be reflected in the minutes.

The Treasurer will keep proper records of income and expenses.

Club officers that collect funds for special programs such as Racing events and trophies, the Commodore's Ball and other activities approved by the board are responsible for keeping the record of who paid, how much, and the date received. When funds are given to the Treasurer for deposit, a signed document with the total amount to be deposited will be provided and it will list separately the amount for checks and cash. Payment by cash is discouraged.

The financial records will be audited or inspected bi-annually by a club member appointed by the Board to act in the capacity of an auditor or examiner. It is expected that the club member appointed to this event will not have the licensing, experience or credentials to conduct an audit as described by the American Institute of Certified Accountants. Accordingly, an examination or inspection using sound financial techniques that are similar, but less in scope than an audit, will be used. The Treasurer will assist the person so appointed in conducting the examination.

The Treasurer will provide complete financial records to include bank statements, cancelled checks and invoices to the appointed examiner.

The Treasurer is responsible for filing all appropriate documents with the IRS in a timely manner.

Club officers must not conduct any business that might impair the club's non-profit status. If in doubt whether or not a particular activity could affect our status, it is imperative to consult the Treasurer prior to beginning the event.

All financial activities of the club must always be transparent and be done for the benefit of the membership. Fees for special events will normally be set at a revenue neutral amount, ample to cover anticipated expenses, but not to make a profit. The Board may, for any event, fully or partially subsidize the event's expenses. Typical examples are the Spring and Fall club appreciation parties and the Commodore's Ball.

## **PART SEVEN**

### **ON-WATER EVENTS**

#### **GENERAL**

Setting up the Yankee Station Regatta, executing a club sponsored race, and conducting a cruise all require much prior planning and coordination among the Board of Officers. This section outlines what needs to be accomplished and how to execute the plan.

#### **SPECIFICS**

##### **RACING PROGRAM**

This section addresses the OPCYC Yankee Station Regatta (YSR) racing series program, plus major area races that are integral to our club's racing program.

##### **Yankee Station Regatta**

- The Rear Commodore, Racing may want to conduct a YSR wrap-up seminar after the last race of the season to get feedback from racers. Both regular and infrequent racers are encouraged to provide input. Results of this seminar are used to establish metrics for the future.
- Determine next year's race schedule in December for inclusion with OPCYC Activities Calendar.
- Generate and print next year's Sailing Instructions in February.
- Generate Notice of Race for the 'Round the Lights Race and forward to Lin McCarthy by early February for her to publish in Southern Bay Racing News You Can Use
- Advertise new race season:
  - Send out YS Regatta entry forms and cruising credit forms to regular racers plus other club members who have expressed interest or curiosity about our racing program
  - Send announcement to BBSA, NNSA, and LYC
- Generate required Excel spreadsheets to record and maintain race results
- As part of Pointer Maritime University, conduct YS Regatta, Basic Rules of Racing, and Race Officer of the Day training in late March
- Collect entry fees from racers and send checks to the OPCYC Treasurer
- Determine Race Officer of the Day list. Upgrade ROD equipment and ensure marker buoys are in good shape for the race season.
- After each YS Regatta race
  - Generate race results and post on club website
  - Update race series spreadsheet and put on club website.

- At end of season, determine award winners:
  - Best Non-Spinnaker Class Racer
  - Best Cruising Class Racer
  - “Sailing in the Brass” Award
  - YS Regatta awards for those qualifying in a race series.

#### **Dana Dillon Memorial New Year’s Day Madness (DDMNYDM) Race**

- Generate Notice of Race and send to Lin McCarthy for her to publish in Southern Bay Racing New You Can Use (SBRNYCU)
- Advertise race to regular racers plus other interested club members
- Coordinate with Hampton Yacht Club race officer and club manager for use of lower dining room and breakfast, including all relevant costs for use and food
- Coordinate with Rear Commodore, Logistics and members preparing post-race party food at OPCYC clubhouse
- Generate a DDMNYM race sign-up page on the OPCYC web site
- Purchase and prepare race awards, normally “champagne” with specialized labels
- Coordinate Race Committee (Start at HYC) and Race Committee (Finish at OPCM)
- Collect entry fees from OPCYC clubhouse and HYC; give checks to OPCYC Treasurer.
- Generate required Excel spreadsheets to tabulate and post race results
- Conduct skippers’ meeting
- Determine number of breakfasts needed to serve to skippers. Have OPCYC Treasurer pay required amount to HYC club manager
- Conduct DDMNYM race: start at HYC and finish at OPCYC.
- Determine race results
- Hand out awards during post-race party
- Post race results to OPCYC website and email results to HYC race officer; also send results to Lin McCarthy for publication in SBRNYCU.

#### **‘Round the Lights (RTL) Race**

- Advertise race to all OPCYC sailboat owners, plus HYC, BBSA, NNSA, LYC and any other Chesapeake Bay area yacht clubs that might have interested contestants
- Coordinate with Rear Commodore, Logistics (and other members who might be volunteering) about obtaining and preparing post-race party food and beverages
- Generate required Excel spreadsheets to tabulate and post race results
- Generate a ‘Round the Lights Race sign-up page on the OPCYC web site
- Collect entry fees from racers and give checks to OPCYC Treasurer
- Purchase and prepare race awards, normally “champagne” with specialized labels, and other awards
- Determine who will serve on the Race Committee, especially to start the race and take finish times
- Conduct the race: this is a chase start, and the start and finish line are at the OPC Marina dock

- Determine race results
- Hand out awards at post-race party
- Post race results to OPCYC website; also send results to Lin McCarthy for publication in SBRNYCU.

### **Tri-Service Cup Race**

- When OPCYC is the host club:
  - Coordinate race with NNSA and LYC
  - Coordinate with Rear Commodore, Logistics and members preparing post-race party food and beverages
  - Generate required Excel spreadsheets to tabulate and post race results
  - Collect entry fees from racers and give checks to OPCYC Treasurer
  - Purchase race awards; also retrieve the perpetual trophy from the club that currently holds it so it can be awarded to the winning club at the awards ceremony
  - Generate a Tri-Service Cup Race sign-up page on the OPCYC web site
  - Determine who will be on the Race Committee
  - Conduct skippers' meeting the evening prior to the race
  - Conduct race at Yankee Station
  - Determine race results
  - Hand out awards at post-race party
  - Post race results to OPCYC web site and email results to LYC and NNSA; also send results to Lin McCarthy for publication in SBRNYCU
- For all Tri-Service Cup races:
  - Advertise race to all OPCYC sailboat owners, encouraging maximum participation by OPCYC member boats
  - Conduct a race seminar the week prior for OPCYC people who don't race much (cruisers)
  - Assemble a list of extra crew to serve on boats that are novices and need knowledgeable support to participate for OPCYC

## **CRUISING PROGRAM**

This section of the Pointer Officers Guide tells "how to do it". It also describes the initial cruise program planning process and then outlines the more detailed preparations and responsibilities involving club officers and assigned cruise captains. The publication of a cruise and after-action reporting are also vital parts of our cruising program.

### **Initial Cruise Program Planning**

- In December and January, the current Rear Commodore, Fleet and Fleet Captain meet with their in-coming replacements to turn-over files, provide informal assessments of the current year cruising program, and then discuss potential ideas for cruises in the coming calendar year

- The incoming officers develop a draft cruise program schedule, to include making initial contact with marinas and yacht clubs as to their availability and costs, if any
- The proposed schedule is presented to the Board for integrating with racing and social events, and then final approval
- Dates and titles of the cruises are provided to the officer assigned with responsibility to compile the OPCYC Activities Calendar
- At the same time, a narrative description of the cruising program is submitted by the Rear Commodore Fleet for inclusion in the front matter of the Activities Calendar, as well as for publication in the Helmsman.
- Web entries of the approved calendar are coordinated with the OPCYC webmaster for inclusion on the club website by the Rear Commodore Fleet. Later e-mail web links to the identified the cruise captains are also put on the web site so that members can sign up for cruises on the web. In this manner the appropriate cruise captain will be automatically notified when a member signs up for a cruise.
- The Fleet Captain will update yacht club reciprocity letters, get them signed by the Commodore, and ensure that the OPC Marina Manager concurs prior to sending them out to Chesapeake Bay region yacht clubs.

### **Rear Commodore Fleet, Fleet Captain and Cruise Captain Responsibilities and Preparations**

- The cruising program is a rewarding and enjoyable recreational activity where safety of all is paramount
  - The Rear Commodore, Fleet and Fleet Captain plan and direct the overall OPCYC cruising program and are resources for the club, while the cruise captains execute respective cruises. Cruise captains may be club members or officers
  - In all instances individual boat skippers who participate in OPCYC cruises are by law ultimately responsible for outfitting their vessels, and the proper and safe conduct of said vessels and crews. This responsibility cannot be delegated or passed off to OPCYC or specific persons.
- The following guidelines identify cruise captain responsibilities and preparations. The identified guidelines will be considered in each cruise captain's planning and execution; however, any cruise captain may initiate additional actions that will make a particular cruise safer and more enjoyable
  - All cruise captains are to coordinate with the Rear Commodore Fleet or the Fleet Captain for guidance

#### **1. Arrange for the cruise destination**

- If the cruise is to a marina or yacht club, contact the marina manager or the yacht club commodore to initially reserve the date
  - Do this as soon as possible to ensure we can use the facilities
  - Make arrangements to hold slips for about 7- 10 boats, for starters

- Find out when you need to give a final count of how many OPCYC boats will be using slips
- Members will sign up for cruises on the OPCY web site with a confirming e-mail automatically going to the cruise captain. For each boat participating, the name of the member, contact information, boat description (name, draft, beam, power requirements, etc.) will be available in the e-mail.
  - Members without web access can optionally contact the designated cruise captain directly with the sign-up information.
  - The cruise captain will compile a master list of participants and associated boat information. The cruise captain will pass the master list information to the Rear Commodore Fleet and Fleet Captain for information purposes in advance of the cruise.
- If going to a marina where we are paying for slips
  - The cruise captain shall ask for a reduced fee for our cruisers, as many marinas will accommodate this request to gain our business.
    - If the marina does not offer a discount on the basis of OPCYC being an area yacht club, ask if they provide a discount for Boat U.S. members
  - Pass along any discount information to members
  - Advise the marina manager that OPCYC members will make their own reservations and payments
    - If the marina or yacht club management wants only one POC, then the cruise captain is the central person to compile the list of boats and confirm the reservations at the destination
- If we have a reciprocity agreement with a yacht club where we re cruising
  - Verify that free dockage will be honored
  - Find out if there are any unique requirements for the OPCYC visit (e.g., OPCYC boats can only arrive after 4 p.m., or has to vacate slips by Noon, or has a dress code, etc.)
- If the cruise is to a location where we will be swinging on the hook
  - Identify the prospective coordinates of the anchorage. Also, note if it is near a boat ramp, dingy dock or other land access
  - Identify an alternate anchorage in case winds do not favor the first choice, or if once the club arrives we find that the location is too crowded or otherwise inappropriate

## **2. Publicize the cruise details**

- Prepare a tickler article for the Helmsman to be published two months before the cruise.
  - Include the destination, distance to travel from OPCM, dates, whether accessible to land cruisers (for meeting at a restaurant in the area for a group dinner or getting a dinghy ride to the raft-up), plans for special events (Docktails or a guided tour or training session, etc.), procedures for individuals to reserve slips, payment

method for slips and marina services, amenities available at the marina or yacht club (pool, lounge, bikes, laundry) and nearby area, coordinates if at an anchorage, driving information if accessible for land cruisers, and your email and phone numbers in case anyone has questions.

- Prepare a detailed article for the Helmsman for publication a full month prior to the cruise.
  - Include all the earlier information, plus add the VHF radio channel that the cruise captain will monitor while on the water, cell phone number while cruising, times of departure from OPCYC or the Cruise Captain's home port, plus ETA at the destination
  - Be sure the article is exciting and encourages all cruisers to come along.
- Note: if the cruise is planned for the first week of the month, when the Helmsman might not yet be published, then each of the articles need to be published one month earlier in order to give plenty of advance notice
- Prepare an email notice to send out to signed-up participants as a reminder about one week before the cruise.
  - This can be a short notice that includes the essentials of location, requirements for reservation, timing, points of contact while underway, etc. Again, promote excitement and club participation.
- Note: all publicity items shall be sent to the Helmsman Editor (helmsman@opcyc.org) for publication with an info copy to the Rear Commodore Fleet.

### **3. Lead the cruise**

- If there is any doubt that the cruise will start for any reason
  - Use good judgment on whether to initiate the cruise; e.g., if serious storms, unsafe sea states/wind, or a gale/hurricane are brewing, consult with the Rear Commodore Fleet or Fleet Captain
  - CANCEL the cruise if necessary by
    - Contacting participants
    - If conditions permit, leave a message on the club house phone.
    - Follow-up with calls to destination marinas, yacht clubs, and the Rear Commodore Fleet or Fleet Captain if they were not participants in the cruise
- Assuming the cruise is on continue with execution
  - Re-confirm the date of our visit with the marina or yacht club to give a final count of OPCYC boats and be sure that slips are available for all boats you know are going
  - Take on board your boat a list of participating boats, skippers, and respective cell phone numbers. Know when to expect the arrival of each boat.

- Make voice contact with each boat at least once while on the water (monitor and hail on channel 16 and then switch to channel 72 for conversation; use cell phones as a back-up)
- If anyone is single-handing, make voice contact a few times during the cruise until safe arrival
- Be sure that all skippers know the names of all boats and skippers that are on your cruise, so they can make contact at will
- Pay particular attention to cruisers that are with us for the first time
- If going to an anchorage, determine who will be the first boat there to find the right place to drop the hook, especially if the boats will raft up
- If the cruise includes an event, such as going to the Tides baseball game or forming a raft, coordinate and execute the details (*i.e.* Getting and distributing game tickets, publicizing details to participants, etc.)
- Be sure to compile a final list of participants and boat names to submit to the Rear Commodore Fleet at the end of the cruise.
- Enjoy!

#### **4. Wrap-up after the cruise**

- Write up an article for the next issue of the Helmsman, and submit by e-mail within one week after the cruise, highlighting all the fun and excitement and listing the participants (boat names if cruisers came by water, names of club members if by land yachts, and also any guests). Include photos if available.
- If the cruise was at the beginning of the month, e-mail an article to the Helmsman as soon as possible so it can be placed in the upcoming issue of The Helmsman.

## **PART EIGHT**

### **SOCIAL EVENTS**

#### **GENERAL**

One of the major functions of the OPCYC is to provide enjoyable events for Pointers to share friendly time together. Our club conducts monthly dinner meetings, seasonal parties, the Commodore's Ball, the Blessing of the Fleet, and other special events. All of our meetings and events are included in the annual OPCYC Activities Calendar.

Many of our social events follow common procedures from year to year. Others require much greater prior planning. This section outlines what needs to be done and how to execute that planning.

#### **COMMON PROCEDURES**

The most common sequence of planning for OPCYC social events is as follows:

- Confirm the dates during the annual scheduling process for the upcoming year
- Select appropriate locations for each event
- Develop specific plans for each event in sufficient time to incorporate other support and provide notice to the Pointers
- Coordinate the event through the Board of Officers where appropriate, *e.g.*, Blessing of the Fleet, multi-club events, and the Commodore's Ball
- Identify additional support required for certain events. This support might be from other Pointers or outside organizations for equipment, etc.
- Write an enthusiastic invitation to each event for publication in the Helmsman and on the OPCYC web site
  - Such invitations and announcements shall start with a tickler article two months in advance of the event, and then a full article the month prior to the event
- Establish a sign up procedure on the web site for events where the number of attendees is important to planning or advance payment is necessary
- Send an email notice to all Pointers for events if appropriate
- Ensure that the event's facility is properly prepared
  - This will be different for each event and may require the assistance of others in the club.
  - Considerations include equipment at the facility, supplies, decorations, adequate food and refreshments, etc.
- Coordinate an advance presence at each event to ensure the event is set up, and to welcome guests

- Provide nametags and pens when appropriate, which is for most events held in our clubhouse
- The Rear Commodore, Logistics and Logistics Captain are responsible for ensuring the facility is properly cleaned after each event. While Pointers can be counted on to assist in cleaning up after each event, the primary responsibility for cleaning up rests with the logistics team.
  - This includes disposing of any leftover food
  - Encourage and provide for recycling of cans, bottles and glass
- Submit a post-event article for the Helmsman and to inform all Pointers about the success of each event.

### **MONTHLY MEETINGS**

Many of the club's monthly meetings are held at local restaurants to provide variety in food styles and location. The criteria we use to select a restaurant include a separate room or segregated area large enough for our group and a willingness to provide separate checks.

- The Rear Commodore, Logistics and Logistics Captain will work together to select the meeting locations.
- They schedule these meetings at least two months in advance to ensure the restaurant is available.
- An advance notice of each meeting shall be written and posted in the Helmsman and on the OPCYC web site so that pointers can make appropriate plans.

### **SPECIFICS**

Certain OPCYC events, such as the 'round the Lights Race, include a pizza party. The following calculations apply for such a party.

#### **Post-Race Pizza Party**

##### **Attendee Estimates**

30 boats	30
4 crew per boat	X 4
120 total crew	120
50% attendance at party	X 0.5
60 attendees	60

Therefore: # of boats X 2 = estimated # attending. (However, check with the Rear Commodore, Racing to determine if more attendees might come, and therefore more food and beverages might be needed.)

**Pizza Estimates**

Pre-event estimate is \_\_\_\_\_ boats and attendee estimate is \_\_\_\_\_ .

One large pizza per four people = \_\_\_\_\_ large pizzas

Boats	Attendance	Pizzas
30	60	15
35	70	18
40	80	20
45	90	23

Our address = 183 McNair Drive, Ft. Monroe 23651 (use your cell phone #)

Company	Phone	Quantity	Delivery Time
Pizza Hut (35%)	723 – 2200		15 min before party =
Dominoes (40%)	723 – 0333		10 min after start =
Papa Johns (balance based on actual boat #)	723 – 7272		30 min after start =

**Beverages**

Three beers each for 75 percent of the attendees

Wine for 15 percent of the attendees

Soft drinks or water for 10 percent of the attendees

$80 \times .75 = 60$

Three beers  $\times 60 = 180$

$180 / 24 = 7.5$  cases of beer