



RICHMOND YACHT CLUB

CRUISE-OUT HOST PROTOCOL

- Prepare the Cruise Out notice for the Website; coordinate with Cruise Chair.
- Coordinate with the Cruise Chair any additional arrangements for special activities, e.g. attendance to fairs, exhibits, shows, tours, etc. These may require updating the cruise out notice.
- Obtain any pre-assigned berthing and event arrangements prepared by the Cruise Chair. Contacting the destination Yacht club and/or Marina may be assigned to the Host.
- Transport to the event the small tables, booze box, plates, napkins and other misc. items that may be needed. These are kept in the Events Container. Host also takes inventory of items and replenishes them as needed.
- Each cruise expenses are not to exceed budget. Consult with the Cruise Chair for the current budget amount. Receipts, approved by the Cruise Chair, will be refunded by the club Manager.
- Gate Keys, whenever possible, will be obtained by the Host for the cruisers before their arrival.
- Upon cruisers' arrival at their destination the Host will guide them to their berths, which may have been pre-assigned by the host club/marina and assist them with their dock lines.
- A welcome drink may be offered by the Host, funded with the cruising budget, to each cruiser upon arrival. Host may want to provide arrival refreshments on dock or at a specified participating boat.
- When a single berthing payment is required by the host club/marina, the Host will collect the fee from each cruiser and pay the host club/marina.
- Pre-dinner appetizers for one night may be provided by the Host, or a few of the boat cruisers and/or land cruisers as designated by the cruise Host. The Host is to determine if any special theme is involved so appetizers reflect such and determine where to set-up the event: dock, boat or club house. Appetizers can be served at the host's or some other member's boat, on the dock, or in the host yacht club.
- The Host will collect the dinner charges from each cruiser and pay the host club, whenever the host club requires a single payment, e.g. when reservations are required for a fixed price event.
- Before sailing back home, Eye Openers, funded with the cruising budget, will be organized on the dock by the cruise Host, and a morning "brunch" which can be anything from a simple fruit, yogurt, muffin, etc. to a hot crockpot type breakfast, with **BYOC** (bring your own coffee),
- After the cruise write a report/article to be published in The Jib, preferably with a few photos. Send photos to Cruise Chair for posting on the RYC website.

Let the good times roll!

Revised 1/28/2020 Anne Thomas