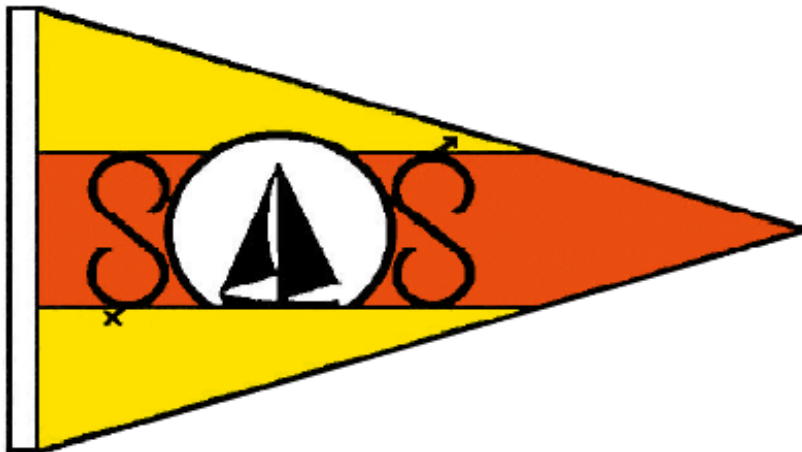


Singles on Sailboats, Inc.

Bareboat Cruising Committee

Procedures Guide



**Approved by SOS Board of Directors
November, 2012**

**Modified March, 2016
And January 2017**

SOS Bareboat Cruising Committee Procedures Guide

November, 2012

Table of Contents

I Introduction

- A Principles
- B Disclaimer
- C SOS Policies

II Bareboat Cruising Committee Structure and Responsibilities

- A Bareboat Cruising Committee Chair
- B Bareboat Cruising Committee Purser
- C Bareboat Cruise Coordinator/Assistant Coordinator
- D SOS Club Treasurer
- E Other SOS Committees
- F BCC Escrow Account

III Cruise Planning: The BCC Process

- A Process
- B Events for cruise participants

IV BCC Procedure Guidelines

- A Bareboat Cruising Application, Waiver and Sailing Resume
- B Skipper Selection
- C Crew Selection
- D Non-placement of Crew
- E Skill Level
- F Guests
- G Responsibility of Those Making Separate Travel Arrangements
- H Boat Damage Waivers
- I Refund Policy
- J Travel Insurance
- K Additional Costs
- L Commemorative Items

V Coordinator Guidelines and Timeline

- A Before the BCC Party
- B Budgeting for a Cruise
- C Cruise Information Packets
 - 1. The letter
 - 2. Payment Due Dates
 - 3. Closing the letter
- D. Communications before the cruise
- E. Coordination during the cruise

VI Exhibits

Bareboat Cruising Policies	Exhibit 1
Bareboat Cruise Planning Chart	Exhibit 2
Sample Letter to Prospective Participants	Exhibit 3
Bareboat Cruising Application and Waiver	Exhibit 4
Bareboat Cruising Checklist	Exhibit 5
Bareboat Cruise Feedback	Exhibit 6
Bareboat Proposal Guide	Exhibit 7

BAREBOAT PROCEDURES GUIDE

I Introduction

The SOS Board of Directors established the Bareboat Cruising Committee (BCC) in October 2000 to provide opportunities for SOS members and guests to participate in bareboat charter cruises outside the Chesapeake Bay region.

A. Principles

The bareboat cruising function will be administered for the benefit of both the cruise participants and the membership of SOS. It is intended to be self-supporting and managed so as not to bring financial or legal liability to SOS, its officers, and/or members.

The administration fee collected from participants shall be used by the BCC for committee and/or cruise-related costs subject to oversight by the SOS Treasurer and Board of Directors.

Cruising fees shall be used only for costs directly related to the specific cruise itself. If there is a surplus in the cruising fee account for a specific cruise, it will be refunded to the cruise participants following the cruise.

B. Disclaimer

This document is intended as a guideline for committee members planning cruises and to inform participants. It may be amended or modified by the committee, and when appropriate, with approval of the SOS Board of Directors. It must be stressed that these are guidelines only and that certain aspects of specific cruises may vary.

C. SOS Policies

The policies governing Bareboat Cruising are printed in the SOS Membership Directory and in exhibit 1. In summary: The mission of the Bareboat Cruising Committee is to provide affordable charter sailing opportunities outside the Chesapeake Bay region as approved by the Board of Directors. Other specifics are also on the SOS website.

II. Bareboat Cruising Committee Structure and Responsibilities

A. Bareboat Cruising Chair:

The BCC Chair appointed annually by the SOS Board of Directors shall:

- Manage the SOS Bareboat program in accordance with board guidance and established policy and procedures.
- Conduct committee business per Bareboat Cruising Committee (BCC) policies.
- Coordinate with Board liaison to the Bareboat Cruising Committee Chair.
- Propose and manage committee budget, income and expense. Budget will be in the format of the SOS budget.
- Appoint the Bareboat Cruising Committee Purser.
- Appoint members of the Bareboat Cruising Committee as needed and depending on the needs of programmed activities. For example, some members might be: Individual Cruise Coordinators, Associate Cruise Coordinators, BCC Purser, Party Coordinators, and Party and Event Hosts.
- Periodically solicit input from the SOS membership regarding cruising destinations of interest.
- Coordinate activities to conduct in-depth research and recommend bareboat charter destinations, charter companies and cruising schedules to the SOS Board of Directors (minimum one cruise per year, preferably two).
- Select coordinators for bareboat cruises.
- Provide the Cruise Coordinator with appropriate level of detail and necessary materials on approved destination, charter company, etc. Provide guidance and support to the coordinator from inception through conclusion of the charter and post-cruise party.
- Work with each trip coordinator to develop a trip budget, appropriate levels for crew deposits, and detailed costs associated with each type/size of boat and length of charter.
- Supervise the coordinator's selection of skippers and first mates for bareboat cruises and assist with crew assignments.
- Coordinate activities to publicize, generate interest in, and recruit participants for bareboat cruises outside the Chesapeake Bay area. Examples include: Bareboat Cruising Committee parties, participating in Fireside Chats and Spring Training, *Whisker Pole* articles, and e-mail communications.
- Manage, monitor and update the Bareboat "Simple Site" as a vehicle for advertising the bareboat program and providing in depth information about individual bareboat cruises.
- Review BCC policies, procedures and forms for revision, as appropriate, but annually at a minimum. Coordinate with Cruising, Safety, Skippers' Advisory and First Mates' committees, as appropriate.
- Approve committee expenses and submit to Bareboat Cruising Committee Purser.
- Attend monthly SOS Board of Directors' meetings as necessary. Prepare and deliver monthly committee report to the SOS Board of Directors.

B. Bareboat Cruising Committee Purser

The BCC Chair shall appoint a committee Purser who will:

- Maintain organized monthly records and files of receipts and disbursements and prepare financial statements, as needed, to be delivered to the Board of Directors by the BCC Chair. These financial statements shall generally be prepared at the end of each bareboat cruise.
- The Purser shall maintain these records categorized by specific cruises, the expenses, incomes and monies of which will be segregated by trip.
- Deposit all receipts in a timely manner.
- Work with and advise the trip coordinators concerning maintenance of accounting spreadsheets. Assist and advise concerning the final reconciliation of finances after each trip including the allocation of any refunds.
- With authorization from the BCC Chair and/or the appropriate Cruise Coordinator, the Purser shall disburse funds by notifying and sending with proper backup to the SOS Club Treasurer for execution and delivery.

C. Bareboat Cruise Coordinator/Associate Cruise Coordinator

The BCC designates a Cruise Coordinator, who may select an Associate Coordinator to help manage all aspects of an individual cruise, and/or a Cruise Treasurer for that cruise.

The Cruise Coordinator is responsible for:

- Handling all communication between SOS and the cruise participants, and between SOS and the charter company and others as required. Example: hotels and trip insurance
- Managing the cruise within these guidelines and taking whatever steps are necessary to promote a safe and pleasant cruise, and safe guard the interests of SOS, its members, and any all cruise participants
- Setting and managing all deadlines for collection and disbursement of fees
- Planning the pre- and post-trip parties for the participants.
- Directing the Bareboat Cruising Committee Purser and/or SOS Treasurer to disburse funds for cruise related costs and expenses.
- Advertise the cruise in the *Whisker Pole* and over the SOS Net.
- Input trip details to the Bareboat Simple Site.
- Distributing the Bareboat Cruise Feedback Form (see Exhibit 6) to the participants after the cruise.

Starting with the 2017 bareboat cruises, a bareboat coordinator is eligible to receive an incentive in an amount equal to \$10 per person participating in the trip. In the case of multiple coordinators, the incentive will be divided among them. This incentive payment may be used to reduce the cost of the bareboat trip for the coordinator(s). \$10 per person will be added to the administrative fee to cover this cost. (See Para IIF, Bareboat Escrow Account).

D. SOS Club Treasurer

The SOS Club Treasurer shall execute and distribute all properly authorized disbursements from the BCC Purser on a timely basis.

E. Other SOS Committees

The SOS Cruising, First Mates, Safety and Skippers' Advisory committees shall serve in an advisory role regarding the safety of bareboat cruises and issues involving First Mates and Skippers. It is expected that the BCC Chair will utilize those committees from time to time to provide an objective view of issues that may arise.

F. The BCC Escrow Account

- The Bareboat Cruising Committee has individual cruise related budgets. BCC income will come from administrative fees from cruise participants. Expenses will include those necessary to operate the committee, administer the cruises, and provide support for meetings of cruise participants.
- The committee shall set administrative fees. Non-members shall be charged an administrative fee higher than that charged to members.
- Administrative fees are considered committee funds and are retained as a reserve to fund working capital (i.e. boat deposits) and to mitigate the impact of any potential financial liability.
- In the event that the BCC account has a "comfortable" amount of working capital/retained surplus, then any unused administrative fees for a particular trip may be refunded to participants.
- Starting with 2015 Bareboat trips, the Bareboat Administrative Fee was raised to \$50 per person (with a higher amount collected for non- members). This fee shall be used first to cover legitimate administrative costs for a given cruise. As stipulated by the SOS Board of Directors, residual monies shall be split into equal thirds as follows: 1/3 to the Bareboat Escrow Account, 1/3 to the SOS general treasury, and 1/3 refunded to the participants. In the event that the Bareboat Escrow Account reaches \$15,000 or above (such an amount as in unencumbered by planned future costs), then that share shall be added to the refund for participants.
- Starting with 2017 Bareboat cruises, the administrative fee is raised to \$60 per person for SOS members. (Non- members are charged a higher fee.) This fee includes a \$10 per person sur charge to fund the trip coordinator incentive.

III. Cruise Planning: The BCC Process

A. Process

The BCC shall periodically poll or otherwise solicit the membership for interest and desired cruising areas. Cruise planning will begin about 18 months (or more) in advance of an intended cruise:

- Once a general destination and season has been selected, member interest will be assessed via either a Bareboat Cruising Party or a member survey. The committee or

club members may be invited to do preliminary research on cruise, charter options, and costs for the proposed cruise and any such information will be presented at the party.

- The committee will collect names of interested individuals and obtain feedback from the group. If sufficient interest exists to proceed, the BCC will select dates, a charter company, a coordinator, and present the proposed cruise to the SOS Board of Directors for approval.
- Selection of a charter company should be done with awareness that the larger and better known companies are usually easy to work with, maintain their boats regularly, provide onsite assistance if required, and are fiscally dependable. A smaller company may be needed to do a cruise in a certain location, but the tradeoffs in terms of dependability need to be considered.
- After receipt of Board approval, the cruise will be publicized in the *Whisker Pole* with both articles and inclusion in Fleet Exercises and Shore Leave, and on the SOS Net.
- The Cruise Coordinator for a specific cruise, in coordination with the BCC, will prepare an information packet including the application/waiver, estimated costs, and payment schedule, which will be made available on the SOS Website. This packet can also be provided by regular postal mail to each member who requests that type of communication.

B. Events for Cruise Participants

To aid in disseminating information and to enhance the enjoyment for cruise participants, the BCC and Cruise Coordinators will schedule additional events around the cruise. Generally, there will be one pre-cruise party for cruise participants to meet one another and to share information about the cruise. There will also be a post-cruise party to share photos and memories of the cruise, and to provide feedback to the committee. An SOS member will host these events, and the cost of paper goods and beverages will be paid by the BCC. Prior to the cruise, a separate meeting of skippers and first mates will be scheduled to discuss details of the cruising itinerary. This coordination may also be done electronically. The costs for this meeting may also be paid by the BCC. Meeting costs generally come from the administrative fees.

IV. BCC Procedure Guidelines

A. Bareboat Cruising Application and Waiver and Sailing Resume

All individuals desiring to participate in a bareboat cruise shall complete and sign a Bareboat Cruising Application and Waiver (see Exhibit 4) upon application for a cruise.

B. Skipper Selection

- Selection of skippers on bareboat cruises shall be at the discretion of the Cruise Coordinator and the Bareboat Cruising Chair and shall be subject to approval of the individual charter company. The chairs of the SOS Safety, Cruising and Skippers Advisory Committees shall be consulted regarding the suitability of prospective bareboat skippers.
- Skipper selection shall be completed within 45 days of the application deadline for the cruise. Skippers shall be selected first from those skipper candidates who are current SOS skippers (including those who skipper on bareboat cruises). Additional skippers may be selected from volunteers who are club members and own a boat outside the SOS fleet or former boat owners who are SOS members. Current SOS first mates may be considered as skippers.
- The skipper shall be the “charterer” for the purposes of signing the charter contract. To protect the skippers, vessel insurance, and/or a damage waiver, if not included in the contracted price, will be obtained and the cost pro-rated among all participants in determining cost of the trip. Deposits refunded by the charter company will be refunded to the participants. The skipper generally will leave a credit card deposit for the insurance deductible.
- As of 2015, for cruises in any of the Mediterranean countries or Belize, bareboat skippers are required to hold either a current US Coast Guard License, or the International Proficiency Certificate (IPC). This certificate may be obtained after passing the ASA 103 and 104 courses or equivalent.
- An educational subsidy may be provided to any SOS skipper who obtains the IPC or Captains License, and then volunteers to captain a boat in a future SOS bareboat cruise. This subsidy shall be in the amount of one half of the certification cost (texts and fees) not to exceed \$300.00. This subsidy shall be applied to the last payment owed by the skipper for the first bareboat trip he/she sails as a skipper following applicable certification. Funding for this subsidy will be drawn from the Bareboat Escrow Account.

C. Crew Selection

The Cruise Coordinator will facilitate the crew assignments considering stated preferences of cruise participants.

- The Cruise Coordinator will also consider the aggregate skill level of the skipper, first mate and crew as well as the skill level needed to handle the anticipated conditions and/or activities in the selected geographic area.
- The designated skipper will generally invite their crew, and in all cases, will have final approval of crew sailing on his or her boat.
- Crewmembers have the right to accept or refuse to sail with the proposed skipper/crew. Until the crew selection process is complete, a participant has been offered a position on a boat and accepted, no money should be committed to travel arrangements.

- In the event that someone who has not been formally included as a participant makes such arrangements and is not included on the trip for any reason, SOS is not responsible to reimburse such expenses.
- The skipper, in consultation with the crew, will facilitate cabin assignments. It has been a tradition in SOS that an unaccompanied skipper may choose a private cabin at no additional cost.

D. Non-placement of Crew

- Although best efforts will be made to place all members desiring to sail, SOS cannot guarantee placement of any individual. For example, there may be more people who want to go than there are spaces or a person may not be selected for any number of reasons. If a person desiring to cruise is not placed aboard a boat, the liability of SOS shall be limited to a full refund of any and all monies paid to the Club. The Club will not be liable for any portion of expenses arranged by a trip applicant not placed on the trip. (For example: the cost of airline tickets or airline fees necessary to reuse an airline ticket).
- Members who are not initially placed on a boat will be placed on a waiting list. Waiting lists are very important as it is highly likely that one or more participants will need to cancel in the period after boat placement and the start of a cruise.

E. Skill Level

Candidates for bareboat cruises must demonstrate one or more of the following criteria to be approved for participation: Coast Guard licensed Captains, SOS skippers, SOS first mates, former SOS skippers and first mates, recipients of an “On the Water Training Certificate” within the past two years, completion of SOS Basic Skills I through IV, and have sailed with SOS on at least one week-end trip. Other experience outlined in the candidate’s sailing resume may substitute for the above. Skippers must provide a sailing resume which outlines their sailing experience.

F. Guests

Non-SOS members may participate as guests on bareboat cruises and are required to demonstrate the same skill levels as members. Non- members will be charged a higher administrative fee than that paid by SOS members. Non- members must be invited or sponsored by SOS members who are participating in the cruise.

G. Responsibility of Those Making Separate Travel Arrangements

The BCC may or may not arrange group transportation. Individual participants may opt out of the group travel arrangements and the cost of the travel if they do so prior to the final notification date as determined by the coordinator and announced to the participants. However, any participant making his or her own travel arrangements will be responsible for the cost of those arrangements and agrees to arrive at the departure point prior to the agreed upon departure time.

H. Boat Damage Waivers

If not included in the contract charter cost, insurance for the boat will be purchased by pro-rating the insurance cost among all participants. The insurance policies on charter boats generally include a deductible. Most charter companies offer a damage waiver that lowers the deductible to something between \$500 and \$1000. The fee for this damage waiver will be budgeted with the cost of the charter and paid by all the participants. The skipper (charterer) will generally provide a credit card imprint to secure the amount of the deductible. Should there be a loss or damage to the boat, its equipment or furnishings, that loss will be charged against the deductible. If one individual has been determined to be responsible for the loss, that individual will cover the loss. If the loss cannot be attributed to an individual, all crewmembers, including the skipper, will share and reimburse the loss equally.

I. Refund Policy

- Cruise participants shall be responsible for the entire cruise fee, whether paid or not, excluding those portions for which a suitable substitute can be found, or costs can be otherwise mitigated. No refunds of administrative fees shall be made once paid unless a cruise applicant has not been placed on a boat. Refunds of cruise fees shall be made to the extent that SOS does not incur a loss. Generally, that means that if a replacement crew member is found, refunds of boat-related costs may be made. Airfare, if associated, may be recovered less any fees incurred, if allowed by airline policies.
- Each cruise is intended to be self-supporting and to break even. Surplus funds, after all expenses have been paid, are to be refunded to the participants. Administrative fees, however, will be retained and used in accord with Paragraph II F, BCC Escrow Account.

J. Travel Insurance

It is SOS policy that, when available, travel insurance shall be obtained to cover cruise participants in the event of cancellation for covered events such as the death or illness of a close family member, trip interruption, medical emergency, evacuation, or repatriation. The trip insurance, once paid, is not refundable. Exceptions to this policy must be approved by the SOS Board for an entire trip or on a case-by-case basis.

K. Additional Costs

Individual participants or crews collectively will generally be responsible for fuel, (often the first tank is included), water, ice, liquor and beverages, provisions on-board, food ashore, local cruise permit fees, and mooring or dockage fees. If the trip includes a hired captain, that cost will be shared by all participants.

L. Commemorative Items

The BCC will attempt to provide participants of each cruise with a t-shirt or cap to commemorate the cruise. Selection and design will be the responsibility of the Cruise Coordinator with budget approval by the Bareboat Cruising Committee. These items can either be included in the cruise budget, or funded separately by the participants.

V. Coordinator Guidelines

A. Before the BCC Party

- Obtain copies of contracts, price lists, boat specifications and layouts.
- Assess locations of various charter bases.
- Give preference to chartering 40-45 foot yachts that will comfortably accommodate five to six people. These are cost effective while relatively easy to handle by SOS skippers and crew.
- A four-cabin layout (not counting the settee) is ideal as it affords the maximum flexibility as cruise participants generally include a mixture of singles and couples. This is ideal but not always possible.
- As much as possible, avoid having non-couples male or female share a berth; this request has been a major one from past cruisers
- Prepare a pro-forma trip budget (including various options) to solicit feedback from participants of the BCC party,
- Prepare handouts (including a description or general chart of the prospective cruising grounds) and feedback forms.

B. Budgeting for a Cruise

1. Individual cruises are expected to break-even exclusive of the administrative fee. Budgeted cruise fees shall include anticipated expenses for the individual cruise including:

- Yacht charter fee
- Vessel damage waiver or insurance
- Participant travel/cancellation insurance
- Provisioning if provided (may be done by boat)
- Airfare, if applicable. (Note: in recent years, due to the number of people who wish to use free mileage and to extend the trip before and after the programmed cruise, air travel arrangements have been the responsibility of the individual. However, in-country travel to distant marinas, should be considered for inclusion in the overall cost and planning of the trip)
- Hotel accommodations (if applicable).
- A contingency fee for unanticipated events or estimated costs.

2. A substantial contingency (\$100 to \$200 per person) should be built into the cost of each cruise. There may be unanticipated expenses or cost increases. These trips are planned to avoid unexpected losses, however, there is always the possibility that some unknown event (i.e. a participant who cancels at the last moment, and has not fully paid his or her fees, etc.) may occur. A group dinner may be planned, cost only estimated. According to policy, the members of SOS at large may not absorb any of these costs. Any excess funds will be refunded to the trip

participants at the conclusion of the trip and upon final reconciliation of receipts and disbursements.

C. Cruise Information

The information packets/email prepared for and provided to those expressing an interest in the cruise should contain a letter describing the cruise, a copy of the SOS Bareboat Cruising Policies, a Bareboat Cruising Application and Waiver and a Bareboat Cruising Checklist. This information will be placed on the SOS web site and mentioned in the Whisker Pole article. The information may be requested by postal mail from the Cruise Coordinator by those with no access to email.

1. The information letter should contain the following information:

- A general description of the area to be sailed, time frame, scope of trip, and a few highlights of the trip
- General itinerary
- Expected cost plus the administrative fee (member and non-member)
- What is included in the stated cost including yacht charter fee, insurance, damage waiver, and contingency fee.
- What is not included in the stated cost including provisions, ice, water, liquor, port and marina fees, etc.
- Cost without airfare (for those making their own arrangements)
- Deadline for informing Cruise Coordinator of whether or not the participant will make his or her own travel arrangements
- Travel costs to and from destination, if available
- Local transportation options
- First and/or last night hotel, if applicable

2. Payment due dates.

- These should be spread out as evenly as possible, but be timed to be received 30 days before payments are due to the charter company, airline, etc. in order to maintain positive cash flow.
- Payments due date guidelines depend on the amount and time available before the actual cruise. Make it easy for people to sign up and budget for their trip. The following is provided as an example.

Initial payment..... 9 months in advance of charter departure
\$300 to \$600 or 20% of total fee (with or without airfare) plus administrative fee
2nd payment.....7 months in advance of charter departure.....30% of total
3rd payment..... 5 months in advance of charter departure30% of total
4th payment..... 2 months in advance of charter departure.....20% of total

3. Close the letter with very clear instructions:

- Return completed and signed Bareboat Cruising Application and Waiver
- Return check for the initial payment plus appropriate administrative fee
- Return Bareboat Cruising Checklist, indicating preferences on items noted

D. Communication before the cruise

Frequent communication from the coordinator to cruise participants (and to those on the waiting list) is very important. Be pro-active and keep the flow of information coming. E mail, informational packets, pre-cruise gatherings, all help to keep participants comfortable, engaged and positive.

E. Coordination during the cruise

Although each individual skipper is responsible for his/her boat, it is helpful if the coordinator takes action to:

- Facilitate a chart briefing for all skippers and first mates with the charter company rep. Schedule this so that all can plan to attend.
- Identify and plan a good route and itinerary for the cruise.
- Facilitate plans for various participating boats to join up at one or more marinas or anchorages.
- Plan for a group dinner or other event at a designated time and day.
- Arrange for the participating boats to check in via radio at a designated time.
- If there is a hired captain; chair a meeting with the captain and the participating skippers to discuss an itinerary and plan options for daily briefings or other ways to access local captain's site knowledge. At a minimum, each boat/skipper should have a way to call the hired captain to check cruising plans and obtain an updated weather forecast.

EXHIBITS

A copy of **Bareboat Cruising Policies** is attached as Exhibit 1.

A copy of the **Bareboat Proposal Guide** is attached as Exhibit 2.

A sample **Information Letter** is at Exhibit 3.

A copy of the **SOS Bareboat Cruising Application and Waiver** is attached as Exhibit 4.

A sample **Bareboat Cruising Checklist** is attached as Exhibit 5.

A sample **Bareboat Cruise Feedback** form is at Exhibit 6.

A copy of **Bareboat Cruising Party Guidelines** is at Exhibit 7.

Exhibit 1

SOS BAREBOAT CRUISING POLICIES

10/09/00 The mission of the Bareboat Cruising Committee is to provide affordable charter sailing opportunities for SOS members outside the Chesapeake Bay region.

10/09/00 The Board shall approve each bareboat cruise and the charter company.

10/09/00 Each bareboat charter cruise shall be totally self-supporting.

10/09/00 SOS will not enter into any contracts, per Article XIII of the Bylaws, Section 7.

10/09/00 Skippers shall sign individual charter agreements, will be responsible for collecting funds for any charter deductibles, and shall participate in crew selection and have final approval of crew.

10/09/00 The charter company shall carry hull insurance and liability insurance of not less than \$1 million and shall include the charterer (skipper) as a named insured.

10/09/00 An administrative fee sufficient to cover all anticipated SOS administrative fees shall be charged to participants. This fee may be waived for participating skippers, first mates and coordinators.

10/09/00 Non-members may participate at the discretion of the coordinator's and will be charged a fee that is higher than the members administrative fee.

10/09/00 Other than administrative fees, all skippers and crew members shall be responsible for equal portions of their boat's charter fees, provisions, related expenses, including forfeited insurance deductibles. Alcoholic beverages are each individual's responsibility unless agreed to in advance.

10/09/00 The skipper shall have the right to put crew ashore who jeopardize the safety and liberty of the other members of the crew.

10/09/00 The coordinator may arrange for group air or ground transportation and participating individuals shall be responsible for their costs.

10/09/00 Trip insurance shall be mandatory.

10/09/00 Skippers shall be subject to the approval of the respective charter company. If a charter company requires a paid captain for any or all of the charter period, the crew of that vessel (including the skipper) shall be responsible for the cost.

Exhibit 2

BAREBOAT PROPOSAL GUIDE

The Bareboat Committee recommends the following cruise:

1. **Where**.....give a description of the area in which you want to sail. Include highlights of the area, positive features (i.e. winds, weather, scenery, etc.) and the proposed departure base.
2. **When**.....approximate time of the year and date.
3. **Charter company** recommended and any third parties to the charter. Did you contact any other companies? Why did you select this company?
4. **Boats to be chartered**..... how many boats, size of boats, specify if one or two week options, cost of each boat including insurance, 1 way fee (if applicable) etc. Include any extras such as a hired captain.

EXAMPLE:

1 week 2 weeks

Sunsail 45.... \$ 5080 \$ 9120 includes insurance & 1 way fee

Sunsail 39..... \$ 4180 \$ 7640includes insurance & 1 way fee

Hired captain is 3600 per week, cost to be apportioned equally.

5. **Associated Travel**.....describe any included travel such as inter trip transfers to/from the marina, etc. Describe any included lodging for the first or last nights. Give estimated costs for any included travel and/or lodging.
6. **Cost**.....estimate the per person cost for the trip. State what is included in this cost and what is not included (i.e. provisioning, meals, etc.). This can best be done by building a table and entering the costs associated with each boat chartered.
7. **Total cost**.....total boat costs and any travel or lodging costs.
8. Amount needed now for **deposits**.
9. **Cancellation** policy for the boats.

Exhibit 3

Sample Information Letter

CROATIA AND ITS ISLANDS, 2008

With its sunny Mediterranean climate and a long western coastline bordering the Adriatic Sea, Croatia offers a spectacular cruising ground with abundant anchorages and modern marinas. They offer safe, easy navigating in crystal clear waters.

With many reports from well-respected SOS sailors as to the beauty of NAME with its excellent facilities, SOS has arranged for a week's cruise from DATE through DATE. We have reserved 5 monohull sailboats from the Moorings that will accommodate from 4 to 6 persons.

We plan a one-way or round trip from NAME to NAME.

The cost of \$ \$1150.00 for members and \$1190.00 for non-members includes 7 nights on the boat; Yacht Security Insurance; a Charter Care Protection Plan which is travel insurance and a Mediterranean Service Plan which encompasses fuel, initial ice, water, propane and cleaning at the end of the cruise. A starter kit of paper products, spices, cleaning supplies, etc. is included also.

Provisioning is not included in the cost. Each boat can order whatever food and beverages they want online or do their shopping once they arrive.

This price includes a \$40.00 administrative fee (\$80. 00 for non-members) and \$89.95 for the Charter Care Protection Plan. These are non-refundable after a person has sent in the deposit check with the application and waiver and has been put on the list of potential sailors.

One night in a hotel in location on date is a part of the cruise package. This will be for 2 persons per room. Officially, we will board the boats at 3 PM on Saturday; however, in the past we often have been able to board the boats earlier. We must be off the boats by 8 AM the following Saturday....

Airfare is not included in this package. **Do not make airline reservations until you have been invited by skipper if crew or confirmed as a skipper for this cruise.** A preplanning party will be arranged at a later for those who sign up for this cruise.

Skippers and crew who wish to be a part of this wonderful trip should get their applications completed as soon as possible and submit with a deposit of \$450.00 (\$490.00 for non-members) to Name, Address Subsequent payments will be \$600.00 due DATE and \$600.00 due DATE.

To obtain an application with the waiver go to the Singles on Sailboats Website, click on Bareboat Cruises, download a copy of the application for Croatia, fill it in and send it to Lorraine along with your deposit check. For questions and more information, you may email, NAME, the Name of Cruise Coordinator, at email or phone number. This is a great opportunity to sail in beautiful waters and visit ancient cites and other sites. Join us.

Exhibit 4

Sample Cruising Application and Waiver

SOS BAREBOAT CRUISING APPLICATION & WAIVER

Destination	Croatia			Date(s)	May 16-24, 2008
Name					
Address					
City		State		ZIP	
Home Phone			Member		
Work Phone			Non-Member		
Cell Phone			Male		
Email			Female		
Emergency Contact:		Phone:			Relationship: _____

Basic Skills I-IV completed* Yes _____ No _____ *Completing Basic Skills is mandatory.

I have special physical/medical disabilities or needs. Please identify.

The following information is necessary to obtain mandatory travel insurance and/or for the charter company.

Date of Birth: _____ **Passport number** _____

Expiration date: _____

Sailing experience:

Special requests

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Low | <input type="checkbox"/> I need a non-smoking boat |
| <input type="checkbox"/> Moderate | <input type="checkbox"/> I need a smoking boat |
| <input type="checkbox"/> Experienced | <input type="checkbox"/> I am willing to skipper a boat on this cruise. |
| <input type="checkbox"/> First Mate | |
| <input type="checkbox"/> Skipper | |

1. While SOS stresses safety in all its activities, sailing is not without risk. In signing below, I affirm that my health is good and that I assume any and all risk, whether onboard, swimming, or on shore. I will not attempt to hold SOS, its officers, or any member, Skipper, or First Mate liable for any injury, illness or damage incurred. I understand that I am not required to participate in any activity, and that my choice to do so is voluntary.
2. I recognize that it is my right and responsibility to accept or reject a particular boat and skipper (or crew if I am a skipper). If a crewmember, I understand that I must be invited by a skipper in order to sail on an SOS cruise. If I am not, I will have all deposited money returned, including the administration and travel insurance fees.
3. I agree to abide by the policies of SOS and the stated procedures of the Bareboat Cruising Committee and the commands issued by the skipper. I understand that failure to do so may result in my expulsion from the cruise. I will cheerfully share all crew duties.
4. I understand that once accepted for a cruise, I am responsible for the full payment of my share of the charter fee, and other costs unless a suitable replacement is secured, and that even then, I will be responsible for non-transferable costs including the SOS administrative fee (and travel insurance fee if not transferable).

Signature: _____ Date: _____

Exhibit 5

SAMPLE CHECKLIST

Air Travel

I understand that air travel is not included in this trip and that I will have to make my own travel arrangements.

By April 15, 2008, I will notify NAME of my approximate arrival time in (Destination)_____.

I understand that a hotel room is reserved for all on Friday, May 16, 2008 with 2 persons per room.

Accommodations

I am traveling with_____ and wish to share a hotel room.

I want to share a cabin with _____.

I am willing to share a cabin with a same sex crewmember.

I prefer a single berth and will pay extra if necessary.

Physical Limitations (please identify and indicate any special needs or considerations that the skipper and/or other crewmembers need to know).

Travel Insurance

Travel insurance is a requirement for this trip and it is included in the total cost.

I understand that if I cancel for reasons not included in the travel insurance that I may not have any of my paid fees returned if a replacement cannot be found.

I also understand that even if a replacement is found that the administration fee is **not** refundable and the travel insurance fee may not be refundable, according to the date of cancellation.

Signature

Date

Exhibit 6

BAREBOAT CRUISING COMMITTEE

CRUISE FEEDBACK

Your constructive feedback is essential to assist SOS in planning future cruises that meet the needs of our members. Your comments may include the cruise itself, destination, boats, skipper, crew, cruise coordination and planning, meetings, parties, etc. Please provide as much detail as possible.

Name of cruise: _____

Dates of cruise: _____

Participant name (optional): _____

Were you: Skipper First Mate Crew

Was this your first bareboat charter experience? _____

What things did you like **BEST** about this cruise? _____

What things did you like **LEAST** about this cruise? _____

If there was **ONE** thing that could have been better, what would it have been?

What suggestions do you have for future SOS cruises? _____

Would you bareboat cruise with SOS again? _____

Why, or why not? _____

—

What destinations would you like to cruise to in the future? _____

Thank You! Please use another page if you have more to add.

Exhibit 7

BAREBOAT CRUISING PARTY GUIDELINES

Scheduling Bareboat Cruising Parties

1. Bareboat Cruising Parties are planned to inform the membership and generate interest in bareboat cruises outside the Chesapeake Bay region.

2. Parties should not be scheduled when there are other major club activities. An attempt should be made to provide an integrated approach to planning. Because there is considerable administrative work associated with planning these events, try to coordinate schedules to avoid busy social seasons. This should reduce the risk of low attendance and possible cancellation or rescheduling of the event.

3. Parties should be scheduled at least two months in advance so there is sufficient time to advertise in the *Whisker Pole*. Program announcements must be sent to the Fleet Exercises and Shore Leave Editor by the 10th of the month preceding the month published.

4. Sample *Whisker Pole* entry:

Program for:	Due to Editor by:	Month Published:
November	September 10 th	October
December	October 10 th	November

The program announcement must include: the region/location, topic, speaker's name, date and time, host, coordinator information and deadline for registration. The deadline should be approximately one week before the event to allow time for planning and coordination. See sample below:

Friday, March 1, 2008 Annapolis, MD Bareboat Cruising Party
Topic: Caribbean Cruising Destinations
Speaker: Jacques Cousteau
Time: 7:30 PM
Hosted by: Elvis Presley
Cost: \$15/member; \$20/guest
Location: Send note or e-mail address with check for directions
Coordinator: Bill Clinton, 1700 Pennsylvania Avenue, Washington, DC 20006; 202/555-1212.
Deadline: February 22, 2008

6. Select a coordinator, a host and a speaker. The coordinator receives the checks, provides the food for the event, and handles the paperwork associated with expense reimbursement. The host provides the location. The speaker provides the program content. Converging on a workable date involves being flexible to find a common convenient date among these three volunteers. Sometimes one person will suggest another person with whom he or she would like to work. The coordinator, the host, the speaker and the Chair of the Bareboat Cruising Committee are not required to pay the party fee.

7. Party Host The BCC party host is responsible for providing the location for the party and for providing the coordinator with directions and/or a map to the location of

the party. Some hosts may offer to assist the coordinator in planning and setting up the food. The host will provide the coordinator with a map and/or directions to his or her home. Some hosts may wish to limit attendance based on the size of the home. If so, the coordinator should note that limit on the program announcement.

8. The BCC Party Coordinator The coordinator's address and telephone number is published in the *Whisker Pole* as part of the event announcement. Participants will either send their e-mail address or a self-addressed stamped envelope (SASE). The Party Coordinator is responsible for:

- Registering participants and collecting payments, all checks should be made out to Singles on Sailboats or SOS, Inc. If a check is made payable to the coordinator, the coordinator should endorse the check payable to SOS, Inc. If cash is offered, the coordinator should accept the cash and send a personal check made payable to SOS, Inc. for the full amount.
- Keeping receipts for reimbursement and submitting the expense report to the BCC Purser. If a cancellation is requested prior to the food being purchased the person's registration may be cancelled simply by destroying the check. No cancellations should be honored after the food has been purchased unless a substitute attendee is placed. (The Host, Party Coordinator, Bareboat Cruising Chair and Speaker do not pay for the party.)
- Providing directions to the event
- Providing the food, drinks and serving materials for the event (Note: Food can be anything from pizza and/or hoagies to home-cooked meals, but the basic rule is to *keep it simple*. It's the social interaction that counts.) If possible, the coordinator should save unused paper and plastic products and pass them along to future event coordinators.

9. The Speaker: The Bareboat Cruising Committee generally provides the speaker and sets the agenda.

Party Administering

For the Bareboat Committee Chair

- Send the coordinator and the host copies of the "SOS Bareboat Cruising Party Guidelines" for Coordinators & Hosts" as soon as they have agreed to participate in the event which follows.
- Check with the coordinator, host and speaker a week or so before the event to check on all details. Let the coordinator and host know that you are available for advice.
- If a prospective participant calls at the last minutes, urge the coordinator to attempt to accommodate him or her if there is space and food enough. Give directions over the phone or by e-mail and secure payment at the event.

