

Linda's Sailing Adventures

Captains Operational Checklist

As Captains, we think about Safety, **Communications**, Delegation, Coaching & Teambuilding.

By being carefully organized these will all come together and help create the best Vacation/Adventure our crew has ever had.

To that end, this manual is intended to break down each area and ensure we Captains are a team and on the same page. I hope it will help us work together to maintain these adventures at the level of enjoyment we have achieved over the last 18 years (1986).

Check in daily with Team Leader to build teamwork and coordinate so we can lead the adventure together with consistency. Share your ideas so all along can have the option of your ideas. Better decisions are made when all input is considered. **Communication** is the most important part of teamwork.

Operational Procedures before setting sail:

Crew orientation: Goals, Roles, Rules, People

Goals: What are your crews expectations on this trip?

Roles: Who likes to do what on board?

Rules: 1. Keep the Captain Informed of your whereabouts.
2. Communicate through your Captain especially during check-in/out procedures.
3. Buddy boat system. Always travel with another boat for safety.

People: Find out how your crew reacts to stress and let them know what your reaction is. So all can recognize their behaviors.

Cabin assignments: Try to satisfy your crew preferences. Captains should set the example of allowing crew their preferences. Sharing preferences have usually been decided long before we arrive at boats.

Charts & Cruising Guide: Share the operations of the boat with your crew and encourage them to get involved.

Underway: Once everything is stowed, portholes and valves are closed get underway. It works best for crew enjoyment to sail together...i.e. water balloon competitions, photo opportunities, etc.

Walkie-Talkie Radios should be set to a common **channel (7)** and work great to keep in touch with crew ashore and boat to boat. *Always use a walkie talkie between Anchor Person and Captain for ease of docking.* **The VHF radio should be left on under sail**, so when needed Captains may contact each other.

Distress Situations can and do occur. No Captain can honestly tell you he/she has never been aground or had a sail or mechanical problem. The Captain of the distressed vessel calls the shots for he/she knows best the situation. This is the rule of the sea. You must offer your help and await the Captains instructions and requests. Please refrain from yelling instructions to the Captain even as he docks the vessel, unless designated to assist ashore. As you all know these are tenuous moments and the Captain needs to concentrate. You will all appreciate this courtesy.

Crew Comfort is essential. Captains know that any more than a 10% heel, inhibits the boats efficient operation, so let the Main Sheet out or twist off the Main to keep the ride as level as possible. Reef early if winds rise (Hove-to is the safest way to do this).

During our Journey, be welcoming and communicative. Your crew looks to you to set the example so please *don't yell* at them. Plan ahead with job assignments and gentle coaching before making maneuvers while under sail.

New Crew members are to be welcomed into our sailing family. They want to learn. Share your knowledge and gentle coaching so their love of sailing grows as ours did.

Sunset Ceremonies have become one of the mainstays of our Sailing Adventures. Create one on your boat and share with others. "Out of Africa" is a great musical selection of Captain John Tinsley, who follows the "green flash" with 30 seconds of silence. This does create a spiritual moment and harmony for all.

Dinner ashore or aboard are the times most of us remember the most. Sampling local cuisine and getting some quality time to share with each other. This is our relationship building time and it has become very important for those regular crew- members who travel from far to reconnect with old friends on these sails. As a Captain, you need to encourage this blending of crew and invite other crew- members to experience your boat on day sails. This allows them to learn more and see how other boats operate. *Foreign dining is expected to take place leisurely over a period of hours, so don't expect the usual prompt service we know state-side.*