



**DUCK ISLAND YACHT CLUB
FLEET CAPTAIN'S PROGRAM**

Revised: June 4, 2008

Once these protocols are adopted by DIYC they shall be incorporated into the “Officer’s Handbook” of DIYC for Fleet Captain.

CONTENTS

- **PREAMBLE**
- **GENERAL**
- **MAINTENANCE**
 - Commissioning of the Fleet
 - Decommissioning of the Fleet
 - Scheduled Maintenance
 - Unscheduled Maintenance
 - Crane Maintenance and Operation
- **SAFE OPERATION**
 - Minimum Driver Requirements
 - Training and Certification of Drivers
 - Operational Procedures
 - Responsibility of Drivers
- **COORDINATION WITH RACE COMMITTEE**
 - Assignment of Drivers
 - Tasking of Vessels
 - Interaction with Race Committee (future)
- **RULES FOR FUEL PURCHASES**
- **MANAGEMENT OF THE BIGHT AND CRANE AREA**
- **CHECKLISTS, INVENTORIES AND LOGS**
 - General Equipment Checklist for All Vessels
 - Safety Equipment Checklist for All Vessels
 - Race Equipment Checklist for Committee Boat
 - Race Equipment Checklist for Mark Boats
 - Operational Parameters for Each Vessel
 - Mark and Ground Tackle Inventory
 - Fleet Captain’s Maintenance Log
 - Fleet Captain’s Driver Certification Log
 - Fleet Captain’s Driver Assignment Log

FLEET CAPTAIN'S PROGRAM

PREAMBLE

The purpose of this manual is to provide the Fleet Captain a set of clear and simple guidelines for the practice of his office. Specifically, it provides guidance for the maintenance and the safe operation of the fleet, for the coordination of the fleet with the racing programs of DIYC, for the efficient fuel management of the fleet, and for the management of the Bight and crane area.

GENERAL

Overview: This section outlines the general duties and responsibilities of the Fleet Captain's office and the spirit in which they are to be implemented. It specifically outlines the lines of authority, the appointment of representatives, the coordination with participating non-DIYC owned vessels, and the authority of the captain of any vessel. The appointment of representatives allows for the Fleet Captain to be able to administer his duties without being an active participant in the day-to-day racing and deepen member participation and commitment in the mark/committee boats program.

1. The Fleet Captain can appoint representatives to carry out any of the provisions of this program such as training, certification, assigning drivers, tasking vessels, maintenance, coordinating vessel activity with race committee, and any other duty of the Fleet Captain. For the purposes of this document, any reference to the Fleet Captain shall mean the Fleet Captain or any of his appointed representatives. Typically, an appointed representative could be a primary driver, a PRO, a one-design fleet captain, a seasoned member, the club steward, or other such persons who are qualified and trained in these procedures and who has the best interest of DIYC and its programs at heart.
2. The primary lines of authority for the decision making process is as follows in descending order:
 - a. Commodore
 - b. Rear Commodore of Race
 - c. Fleet Captain
 - d. Principal Race Officer of the Day
3. Secondary lines of authority for the management of the bight, crane, and crane area is as follows in descending order:
 - a. Fleet Captain
 - b. One-design fleet captain
 - c. Mark boat captain
4. The Fleet Captain shall follow these procedures and implement them in a practical way using good judgment, in a fiscally responsible manner, in harmony with the spirit of all of programs of DIYC, in a way that enhances the efforts of the PRO's, and in way the deepens the participation and enjoyment of members in our programs.

5. The Fleet Captain shall favor, whenever possible and practical, and without compromising the quality of racing, the participation of Active members in good standing over all other classes of members or non-members in the operation of the Fleet.
6. The Fleet Captain may, from time to time, make changes to this manual with the guidance of the Commodore. The Commodore has the right to make changes to these protocols and shall use utmost discretion in exercising this right.
7. The Fleet Captain is responsible for only the maintenance and safety of vessels owned by Duck Island Yacht Club. Duck Island Yacht Club is not responsible for the maintenance and operation of any other vessel whether explicitly or implicitly allowed to participate in an event including property damage and liability. Any participating vessel shall provide DIYC a certificate of insurance or a copy of the declaration page as proof of insurance for their vessel prior to participation. However, the Fleet Captain's duties outlined in the "SAFE OPERATION" and "COORDINATION WITH RACE COMMITTEE" sections shall be extended over any participating non-DIYC owned vessels whether implicitly or explicitly allowed to participate. All participating non-owned DIYC vessels shall be given a copy of these protocols
8. The Fleet Captain can remove any vessel operating as mark or race committee boat, or it's operator, from participation, if in his judgment, the vessel is being operated in a grossly unsafe manner, or presents a danger to any of the participants of the event, or presents a significant liability exposure to Duck Island Yacht Club.
9. The Fleet Captain shall coordinate the day's race activities of the fleet with the PRO prior to the race to ensure the smooth running of races and in such a manner so as to support the highest quality of racing in an fuel (and maintenance) efficient way through the tasking of vessels and their placement on the course.
10. None of the procedures outlined in this document is meant to impair the ultimate authority of the mark boat or committee boat captain with regards to the safe operation of the vessel under his command or to his passengers. None of these procedures is meant to limit the authority of a PRO with regards to the actual conduct of the race, but, meant to support their efforts. In the event of any conflict between the captain of a vessel and any other persons, whether or not onboard, with regards to the safe operation of the vessel under his command, the decision of the captain shall be final.
11. This document shall be given to the Commodore, Rear Commodore of Race, all representatives appointed by the Fleet Captain, all PRO's, all DIYC certified drivers, the captains of all non-DIYC owned participating vessels, and all one-design fleet captains.

MAINTENANCE

Overview: This section outlines the duties and responsibilities of the Fleet Captain as it relates to the commissioning, scheduled maintenance, ad-hoc maintenance, and decommissioning of all vessels and the crane so as to ensure their readiness and safety. All maintenance shall be accomplished in accordance with Duck Island Yacht Club's environment policy.

Commissioning of the Fleet

The ease of commissioning of our vessels is directly related to how they were decommissioned. After their winter lay-up, all the vessel's systems should be inspected and, if necessary, repaired. Commissioning shall include the following:

1. *Prior to Launching:* Inspect the integrity of the hull, rudders, presence of all hull plugs, conditions of through-hulls, transducers, cutlass bearings, propellers, and the closing of all sea cocks, checking all hose clamps on sea cocks, exhaust piping connections and all below water hose clamp connections, clean and paint the bottom, wax hull, put on renewed registration stickers.
2. *Prior to Engine Commissioning:* Inspect the engine, fluid levels, sea cock positions of cooling water intakes, outboard engine power-tilt systems, condition of the batteries, fuel levels, condition of all filters and strainers, engine mounts, and general readiness for engines to be started.
3. *Prior to Use:* Thoroughly check and fix all systems including engine and ignition systems, engine instrumentation and sensors, fuel sniffers, fuel filters and separators, navigation lights, navcom equipment (compass, GPS, fathometers, radar, antennae, VHF), all switches (to navcom, pumps, lights and other equipment), bilge pumps, float switches, blowers, steering equipment batteries. Thoroughly clean interior and change all of the fluids and filters.
4. *Prior to Race Committee Service:* Put all operational equipment on board as defined in checklists found at the end of this manual including general equipment, safety equipment and race equipment.

Decommissioning of the Fleet

The proper decommissioning of our fleet vessels protects them during winter lay-up and facilitates the re-commissioning process the following spring. The decommissioning process should occur as soon as possible after the racing season ends and prior to November 15th. This process should include:

1. Removal and stowage of all racing, safety and general gear
2. Removal and stowage of sensitive or valuable electronics
3. Removal of batteries
4. Drainage of all water in the boat and between the hulls
5. Removal and stowage of all hull plugs and cockpit drain plugs
6. Winterization of outboards and inboard motors
7. Check antifreeze levels and quality in the engine's coolant system
8. Stowage position of outboards shall be in the full tilt down position
9. The covering of the boats
10. Stowage of boats so that their trailers never sit in sea water.
11. Keys removed and stowed

Scheduled Maintenance

Once during the racing season, preferably during the Fleet Captain Series, the engines of each vessel in the fleet shall receive a preventive maintenance service, fluid change and ignition system check by a qualified service provider. This can be done by Atlantic Outboard (all manufacturers), Sound Works (Suzuki) or Sea Power for the Committee Boat. They can service the engines at the club. The Fleet Captain's Maintenance Log found in the CHECKLIST, INVENTORIES, AND LOG section at the end of this manual shall be contemporaneously maintained for each vessel by the Fleet Captain.

Unscheduled Maintenance

Each driver shall advise the Fleet Captain of anything he noticed that needs attention, in particular, critical problems that affect the safety and operability of the fleet such as problems with:

1. Nav lights
2. Navcom systems
3. Engine warning lights
4. Roughness in the engine at idle or at speed
5. Difficulty in starting or stalling while operating
6. Bilge pump problems
7. Structural problems
8. If a collision or hard grounding occurred
9. Marks and ground tackle including their loss.

Crane Maintenance and Operation

Maintenance: The Crane shall be checked and serviced once a year by a service provider qualified to do that work and a written report will be provided to DIYC detailing deficiencies and recommendations. The one-design fleet captains shall report any issues requiring service or affecting safety to the Fleet Captain.

Use Limitations: The use of the crane should be limited to one-design and PHRF yachts dry stored and registered to contemporaneously race at DIYC, to yachts that need to be launched during sponsored DIYC events, and to all owners of slips at the Duck Island Yacht Condo Association.

Operation: The crane shall be operated only by persons 16 years of age and older, and under the supervision of persons over 18 years and older.

Loads: All yachts being hoisted must be under 3,500 pounds gross weight including all their stowed gear. If the Fleet Captain is unsure of the weight of any vessel using the crane, he may require proof that the total weight of that vessel is within the 3,500 pound limit and advise the owner of vessel to furnish this proof so as to be able to use the lift. Only the Commodore, Chairman of the Board of Governors may waive this requirement along with the approval of the Board of Duck Island Yacht Condominium Association.

SAFE OPERATION

Overview: The purposes of this section are to ensure the safe operation of all vessels of DIYC, to ensure the high quality of our racing programs, to provide for the safety of all the participants out on the water, and to encourage committed participation in vessel operations for the members of DIYC. This is to be accomplished by equipping vessels with proper safety gear, setting minimum requirements for drivers, a simple program of training and certification of drivers, establishing checklists and operational procedures for drivers, and establishing the duties and responsibilities of drivers.

Minimum Driver Requirements

1. Minimum of 17 years of age
2. Minimum license: Connecticut Safe Boaters Certificate
3. Membership in DIYC (unless hired as steward)
4. Able-bodied

Driver Training and Certification

1. *Training:* The Fleet Captain and/or his appointed representatives shall train drivers. The best way to get much of this training is during actual races as a mate for a certified driver. Depending on the skill level and experience of the trainee, training should take 4 hours at the dock, 3 race days out on the water, and 3 hours of personal study (mostly of engine and navcom manuals). This training is likely to be in 1 hour increments with different drivers over a period of two weeks or so. Training will be in the following areas for each vessel a driver is certified to operate:
 - a. *Physical Plant:* All systems such as ignition system, engine/throttle operation, engine status indicators, electrical systems, pumps, float switches, navigation lights, switches, plugs, fluids levels and dip stick locations, peculiarities, location of through-hull valves and transducers, sensors, power tilt systems, filters and strainers, batteries, blower operation, on-the-water trouble shooting (30 min dock training)
 - b. *Checklists:* The use of checklist for safety equipment, race equipment, and general equipment. (See Checklists) (15 min dock training)
 - c. *Procedures:* Training in procedures for preparing the vessel before the races, operational procedures and limitations for the operation of the boat, coordination with race committee, and procedures for putting the vessel to sleep after events such as engine flushing and docking. (30 min dock training plus time as mate)
 - d. *Basic Safety Training:* To train drivers how to safely operate the vessel, and how to safely retrieve people from the water, how to assist vessels in distress or capsized dinghies. (15 min dock training plus time as mate)
 - e. *Towing:* Instruction of how to tow including static load and shock loading on both the towing vessel and the towed vessels, attachment points, lengths, size and types of towing lines, control of towing vessel, control of yaw in towed vessels, compensation for wind and current and awareness of the depths the towed vessels require, safe release of tows, and towing seamanship (60 min dock training plus time as mate)
 - f. *Mark setting:* Instruction on proper mark settings, ground tackle, stowage of tackle, mark setting seamanship, and dangers associated with this process. (15 min dock training plus time as mate)

COORDINATION WITH RACE COMMITTEE

Overview: The purposes of this section is to provide a checklist for Race Committee to ensure the proper equipment is onboard the RC boat, to coordinate with the PRO what marks are needed to be carried on the mark boats, to discuss with the PRO what the tasking of vessels and assignment of drivers will be, and to discuss with the PRO the participation of non-DIYC owned mark boats in the event. All these discussions shall occur well prior to boats leaving the dock and can occur days prior to the race.

Assignment of Drivers

Drivers for each event shall be assigned to each boat by the Fleet Captain or his appointed representative. The Fleet Captain will consult with the PRO as to their preferences and advise the PRO of the assignment. Only certified drivers will be assigned. The primary consideration in the assignment of drivers will be their suitability for the tasks of the event. Secondly, assignment will generally be assigned as follows:

1. the club steward
2. members who demonstrate a commitment or a willingness to commit to the racing program, members whose knowledge will support the racing program, and members who, in the judgment of the Fleet Captain or his appointed representatives, will follow the spirit of the Fleet Captain's Program especially with regards to safety, protecting our assets, and the consumption of fuel.

The Fleet Captain's Drive Assignment Log found in the CHECKLIST, INVENTORIES, AND LOG section at the end of this manual shall be contemporaneously maintained for each vessel by the Fleet Captain.

Tasking of Vessels

Overview: The purposes of this subsection are to utilize the mark boats for tasks for which they are best suited. This ensures that all the one-design boats get towed out and all marks set in time for the first gun. It also will minimize movements of mark boats and avoid their unnecessarily excessive movements on the race course thereby conserving fuel, placing them in a better position to serve the needs of the PRO, and not disturb water and make waves. It also allows the Fleet Captain to equip each boat with the correct marks and ground tackle for their assigned task. See Inventories at the end of this manual for a list of marks and ground tackle..

After discussions with the PRO of an event, the Fleet Captain, prior to boats leaving the dock, make the following decisions and advise the PRO:

1. Which boat(s) will tow
2. Which boat will serve as the windward (and wing mark) mark boat
3. Which boat will serve the starting/finishing/leeward mark boat
4. What the duties of any participating authorized non-DIYC owned boat plays in the race.

RULES FOR FUEL PURCHASES

Overview: This section provides simple procedures that ensure that only authorized fuel purchases occur and provides for reimbursement of fuel expenses of the authorized participation of non-DIYC owned vessels assisting us in the management of races.

1. Only boats owned by DIYC are authorized to charge for fuel at the gas dock.
2. The Fleet Captain shall provide a list of authorized DIYC boats to the dockmaster at the gas dock .
3. Non-DIYC owned vessels who are authorized to participate (explicitly or implicitly) may submit their gas receipts to the Fleet Captain or the Rear Commodore of Race for reimbursement,
4. The Fleet Captain or Rear Commodore of Race shall authorize only amounts they deem fair for the services received. The exact amount they approve shall be clearly indicated on the receipt for payment by the treasurer.
5. The authorizer must also clearly indicate the name and address of the recipient so the treasurer knows where to send it.

MANAGEMENT OF BIGHT AND CRANE AREA

Overview: This section provides solutions and the coordination of launching, towing, and retrieval activities to maximize the use of the Bight and crane area, to reduce congestion and chaos, and to ensure that DIYC are good neighbors to the adjoining marina.

Management of the Bight: Experience has shown that the JY15 fleet should be given priority during the retrieval process. In general, the majority of the JY15 fleet is retrieved in 15 minutes quickly clearing the way for the Etchells. The Etchells can be hoisting boats while the JY15s are being retrieved, but, the Bight can only take two Etchells at any given time while the JY15's are being hauled.

1. The Fleet Captain, in consultation with the one-design fleet captains, shall formulate a plan to minimize congestion and chaos in the bight particularly during retrieval of the JY15 and Etchell Fleets and, to a lesser degree, during launching.
2. In accordance with the plan, the Fleet Captain shall designate an appropriate space along the dock in the Bight reserved exclusively for the berthing of JY15s during the retrieval process. Etchells will not be allowed to use this space until all JY15s are retrieved or allowed at the discretion of Fleet Captain or a mark boat captain overseeing the retrieval process.
3. The area immediately in front of the dinghy roller shall be kept clear during JY15 retrieval.
4. No boat shall hang on to a someone's private yacht whether at Harry's or DIYC.

Management of the Crane Area: If we all feel that congestion in the parking area at the crane due to the washing of the boats during the Etchell retrieval process is a problem or is becoming a problem then consideration should be given to solving it such as installing power and water deeper into the dry storage area.

CHECKLISTS, INVENTORIES AND LOGS

Overview: This section provides the applicable checklists referenced in this manual for general equipment, safety equipment and race equipment that is always required aboard each boat. It provides for an inventory of the available marks and tackle. It provides record-keeping logs for maintenance, driver certification, and driver assignments.

General Equipment checklist for All Vessels

- Extra engine oil and engine coolant
- Corrosion block
- Paper towels/Toilet paper
- Vessel anchor and tackle
- Equipment storage pail
- Basic tools
- Flashlight and extra batteries
- Trash bucket
- Fenders, general lines, and towing lines (for mark boats)
- Boat Hook

Safety Equipment Checklist for All Vessels

- Flares
- First aid
- Whistle
- 6 life preservers (8 for Committee boat) and throwing cushions
- All required Coast Guard Safety items for the type and size of vessel.
- Boarding ladder
- Personal cell phones

Race Equipment Checklist for Committee Boat

- Two race timers
- Race Instructions, scratch sheets and scoring sheets for the event
- Race computer, charger, printer, paper and inverter
- One full set of international flags
- One RC flag
- One Orange flag on staff
- One Black Flag
- One green “Starboard” flag
- One red “Port” flag
- Cannons, shells and hammer and ear protectors
- Hand bearing compass and windex
- Clip boards, pads and pencils
- Binoculars
- Portable spot light (e.g.Q-Beam)
- Full complement of course board letters, numbers decimal points
- Duct tape

Race Equipment Checklist for each mark boat

- Hand bearing compass
- Windex
- Binoculars
- Flags: “S” “C” “M”
- Two portable flagstuffs with quick flag connect/disconnects
- Race instructions & Scratch Sheets for the event
- White Board and Pens
- Air horns
- Clip board, pads and pencils
- Duct Tape

Operational Parameters for Each Vessel

Note: This checklist will be developed for each vessel and provided to each certified vessel captain.

Mark Inventory

Note: Marks to be redistributed before each race to each boat by the Fleet Captain

- Two orange tetrahedrons (PHRF and JY-15 W-L marks)
- Two yellow tetrahedrons (Etchells W-L marks)
- Two orange cylinders (PHRF and JY-15 start marks and one extra)
- One yellow cylinder (Etchells finish mark)

Ground Tackle Inventory

Notes: a) Tackle to be redistributed before each race to each boat by the Fleet Captain

b) Each anchor to have a 6 foot chain shackled to a thimble on each end of 3/8” nylon or Dacron rode with a Carabiner at mark end.

- One 20 foot (total) lengths setup with 9 lbs delta anchor with a 6’ chain each end
- Five 35 foot setups with 9 lbs delta anchor with a 6’ chain each end
- Two 60 foot setups with 9 lbs delta anchor with a 6’ chain each end
- One 100 foot setup with 14 lbs delta anchors

Fleet Captain’s Maintenance Log

The Fleet Captain shall maintain a simple Maintenance Log for mechanical repairs and services for each vessel. A copy of this log can be found in the following pages

Fleet Captain’s Driver Certification Log

The Fleet Captain shall maintain a log of all driver certifications for each vessel. A copy of this log can be found in the following pages.

Fleet Captain’s Driver Assignment Log

The Fleet Captain shall maintain a log of all driver assignments made for each vessel. A copy of this log can be found in the following pages

