



# **THE CRUISING CLUB OF AMERICA**

## **CRUISE PLANNING GUIDE**

**for  
Club and Station Cruises**

**2026**

### **Cruise Resources Committee (CRC)**

The CRC was established in late 2023 “to collect, maintain and marshal Club-wide resources to enhance the quality and effectiveness of CCA Cruises.” The members of the CRC will welcome your inquiries and make every effort to convey lessons they have learned – many the hard way! -while leading or participating in past CCA or Station cruises.

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***Let's not reinvent the wheel for every cruise***” - Bill Whitney, Commodore 2002-2003

The old adage, “*Never do something for the first time,*” is particularly appropriate in the planning and management of CCA cruises. Our Club and Station cruises are among the most important benefits of membership in The Cruising Club of America. They provide wonderful opportunities to cruise with members from around the U.S., Canada, Bermuda, and overseas, in some of the great cruising areas of the world and to do so under the stewardship of members who are intimately familiar with the particular cruising area.

Obviously, it is important that the cruises be well planned and managed so that our members and guests can enjoy the totality of the experience.

The purpose of this manual is to help Club and Station cruise committee chairs in the planning and managing Club and Station cruises. We’ll explore and develop many of the details involved in running a cruise including recommendations to help cruise committees overcome the “*first time around syndrome.*” The primary focus of this Guide is Club cruises - Station cruises may require less organization.

The members of the CRC involved in the development of this Cruise Planning Guide have had direct, “hands on” experience in chairing CCA cruises, ranging from small Station cruises, to large Club cruises in remote offshore locations. We’ve tried to provide advice regarding the basic requirements of any cruise as well as the wide range of activities in large, international cruise involving charter boats and/or crewed group charters. The Fleet Captain will be the initial contact with the prospective cruise chair to review this Cruise Planning Guide.

Finally, this is **a guide**, not **an edict**. Pick and choose those suggestions that apply to your particular cruise and cruising area. We hope that they will be helpful. Above all, have fun. Chairing a cruise does require a lot of time and effort but it’s a great experience, one that you’ll find to be worthwhile and rewarding. When you have had that fun, think about how it came about and submit your notes to improve this Guide.

We also refer cruise chairs and committees to the many Cruise Books and cruise reports found at <https://cruisingclub.org/mo/cca-cruising-guides>.

With appreciation to and recognition of those who created and improved this Guide since 2007 including Joe Lucas, Lou Scott, Jack Towle, Rob Kiley, Barbara Watson, and Steve James.

*Cruise Resources Committee, July 2024*

## **Cruise Planning Guide Checklist**

The purpose of this checklist is to provide a general timeline of key steps to consider during the 24 months prior to a Cruise and the weeks after the Cruise. **For details, please see CRUISE PLANNING GUIDE, below.**

### **18 – 24 months pre-cruise**

- a) Select a cruise venue/location. Before announcing the cruise to the membership, verify that there are sufficient number and quality of charter yachts available for the calendar dates under consideration. If practicable, before recommending specific charter companies, the Cruise Committee should research their reputations and obtain confirmation from them that their fleet will meet our members' expectations in Addendum #6 including, if possible, recent maintenance reports and clients' comments. Additionally, determine if crewed charter vessels are available.
- b) Select / appoint a cruise chair / co-chairs, and begin developing a cruise committee.
- c) Confirm the yacht charter companies's policies for reserving a yacht, including calendar deadlines for initial deposits / future payments, and the refund policy. Inquire if videos tours of their vessels are available.
- d) Research travel options for those traveling from afar to the cruise location.
- e) Once tentative cruise dates have been selected and approved by CCA leadership, notice the membership through the club communication channels including Waypoints, the Gam, and posting the dates on the club's electronic calendar. Going forward, it is important to regularly notify the membership of the upcoming cruise.
- f) Develop cruise marketing pieces that can be included in future CCA communications. This should include a cruise logo/graphics.
- g) Coordinate with the CCA webmaster to develop a cruise webpage with specific links / information about the cruise. This should be regularly updated. With the assistance of the webmaster, post a preliminary interest survey on the webpage. This will begin to inform potential participants of the tentative events and costs.

### **12- 18 months pre-cruise**

- a) Commence active solicitation to the membership to reserve charter yachts from recommended charter companies. Encourage the charter companies to manage and share sign-up information with cruise leadership to assist with tracking participants. Provide links/travel information on the cruise location.
- b) Commence active solicitation to the membership to reserve charter yachts from recommended charter companies. Encourage the charter companies to manage and share sign-up information with cruise leadership to assist with tracking participants. Provide links/travel information on the cruise location.
- c) Continuous marketing to the membership, with special emphasis to those members who have participated in past CCA cruises, and to local/regional station members in closer proximity to the cruise location.
- d) Continuous monthly or bi-monthly cruise updates to members who have expressed interest or who have signed up for the cruise, while still working to attract new participants.
- e) Lock down all venue contracts and deposits. Coordinate with the station and national treasurers to ensure initial deposits are paid in a timely manner.

### **6 - 12 Months pre-cruise**

- a) Begin to firm up the number of cruise participants and their deposits for yacht charters. This may involve reaching out directly to members who have signed up, but who have not made their initial deposit. Inquire if charter companies are responding to inquiries.
- b) While there is still time for additional participants to join the cruise, at 9 months you should have a fairly good idea as to the number of cruise participants.
- c) Refine cruise logo/branding, and work with Team One Newport to offer custom embroidered shirts, hats, etc. Advertise this on the website and in CCA communications.
- d) Develop / order cruise swag (bags, tags, locally inspired items). Consider ordering from cruise-local vendors, if possible.
- e) Further refine the cruise budget and begin to get participants' commitments through a non-refundable deposit. The webmaster can assist in gathering deposits via credit card, and can further provide transaction reports showing who has signed up.
- f) Enlist CCA members to assist with other assignments at the cruise location including parties, assisting with charter boats, reception/check in, swag bags, cruise net communications, etc.

### **3 – 6 Months pre-cruise**

- a) Consider holding a local kickoff reception/information meeting if many of the cruise participants are local to the hosting CCA station.
- b) Schedule 1 – 2 Zoom calls with all cruise participants. These build enthusiasm from the participants as well as offers a forum to exchange ideas / address questions.
- c) Re-confirm with all vendors, hotels, restaurants, charter companies, etc., at the cruise location. Work with the station and national treasurers to ensure all required final venue deposits are made in a timely manner.

### **1 – 3 Months pre-cruise**

- a) Finalize the cruise guide book to be placed on the cruise webpage and electronically distribute it to all participants. It is preferable that this be completed 2 months before the cruise.
- b) Bi-weekly email updates to all cruise participants. This continues to build enthusiasm for the cruise.

### **2 Weeks post-cruise**

- a) Complete a cruise review, assessing the overall success including charter boat companies, while identifying ways to improve on future cruises. Submit this review to the CCA Fleet Captain.
- b) Prepare a cruise summary communication for the upcoming Waypoints, GAM, etc., including photos.
- c) Make sure to send “thank you’s” to all who assisted in the cruise organization and execution.
- d) Finalize cruise accounting with the station and national treasurers.

# CRUISE PLANNING GUIDE

## 18 – 24 months pre cruise

### **Decide When and Where to Go**

- Dates and locations for **Club** cruises are the responsibility of the Vice Commodore (or Rear Commodore in the case of a Station cruise) in consultation with the Commodore and Fleet Captain. Key factors will be the identification of CCA member(s) who have personal knowledge of the cruising grounds under consideration and availability of quality charter boats.
- Dates for significant Station cruises must be cleared through the Fleet Captain and the Events Committee to avoid schedule conflicts with other CCA cruises and activities, and to avoid overlap with other Clubs' cruises (if possible).
- Most often the incoming Vice Commodore will announce the cruises to take place during his or her watch as Commodore. These will occur two to three years in the future. Therefore, they should be planned before any Station's plans to avoid conflicts. A minimum of one month, at least, should be allowed between any Club-wide events, for example, between a late Fall Club Cruise and the Fall Meeting.
- Cruise books from prior CCA cruises, or cruises by other clubs, may be helpful. They can be accessed through the Cruise Resources Committee.

### **Allow Adequate Lead Time**

- Sufficient lead time is essential. For Club cruises, at least 24 months in advance of the cruise is preferred. For larger cruises involving several hundred members and guests or new venues, more lead time may be desirable.
- Cruise dates are published in the Yearbook for the coming year and must be submitted well in advance.

### **Organize the Cruise Committee**

#### **Cruise Chair**

- The Chair of a Club Cruise is chosen by the Vice Commodore in consultation with the Commodore and Fleet Captain. The Chair of a station cruise is chosen by the station Rear Commodore. For any cruise the Chair must be in a position to devote the required time and energy. The ability to communicate, recruit, manage and - especially - delegate are important qualities of an effective Cruise Chair.
- Before accepting the role of Cruise Chair, the individual should read this Cruise Planning Guide. It covers virtually every circumstance one might confront in the planning and execution of a cruise.

- Some cruises are led by a single Cruise Chair; others have co-Chairs. There are pros and cons to each approach. This decision will be made early on, reflecting the style and wants of the designated Cruise Chair. In any event, it is important that areas of responsibility and decision-making be clearly defined and communicated to all involved. Further, regular meetings, frequent communications and internal progress reports are important.
- The Chair has the responsibility of designating individuals, or forming subcommittees to handle specific tasks of the cruise. Cruise Committees typically have at least the following:
  - Cruise Chair (or co-Chairs)
  - Cruise Treasurer,
  - Port Captains for all venues
  - Medical officer
  - A person or persons in charge of SWAG and awards,
  - A person to coordinate the Cruise Book, often the Cruise Chair.
- The size and location of the cruise will influence the number and composition of the committees. As the plans for the cruise evolve, more individuals or subcommittees with assigned areas or responsibility may be added or additional tasks delegated.
- It is recommended that the Cruise Chair reach out to the Fleet Captain and Cruise Resources Committee for thoughts on individuals with relevant experience and skills who might serve on the cruise committee.
- **CAUTION: do not attempt to take on all of the tasks yourself**, as the job is far greater than you may expect. The objectives should be to keep the committee modest enough to be manageable, delegate definable jobs where possible and avoid micromanaging the cruise (although small details may have a disproportionate effect on the cruise).
- Our organization is rich with members who are willing to help with cruises. The appropriate flag officers and the Fleet Captain should be consulted on committee assignments and kept in the communication loop.
- Although not officially members of the Cruise Committee, the Club Treasurer and the Cruise Club Webmaster will be integral members of the team. Plan to contact them early and include them in the planning process. They have done this before and they will be able to tell you how they can assist and how some of the back office works. These two very valuable members can assist a smoothly run cruise.

## Treasurer

- We recommend that the cruise have a capable Cruise Treasurer who oversees the finances of the cruise. Depending on the size of the cruise, there can be significant sums of money involved.
- **The Cruise Treasurer and the Cruise Chair should communicate with the Treasurer of CCA before announcing the cruise** to establish the protocols for handling members' payments. Issues to be discussed up front include:

- The need for a mechanism, perhaps a foreign bank, to handle transactions in multiple currencies (if necessary),
- The use of the Club's credit card for payment, especially down payments on venues,
- Securing liquor licenses where necessary (not usually an issue),
- Insurance and liability considerations,
- Vendor payments.
- The Cruise Treasurer working with the Cruise Club Webmaster should set up a payment portal on the cruise webpage, to handle and track cruise revenues and expenses.
- The Cruise Treasurer will also be responsible for building a financial model. Typically a financial spreadsheet, this model will become indispensable as the cruise planning progresses and decisions need to be made about pricing. The goal of all CCA cruises is to breakeven; ensuring that the cruise does not lose money is well ingrained in our culture. It is advisable to build into the model a contingency reserve, typically 10-15% (or even 20% for cruises outside the US) of total expenses, to anticipate and cover the unexpected.
- Selecting an appropriate, local bank may be important in organizing a foreign cruise. It is desirable that the bank is capable of transacting international payments in multiple currencies. With the issues arising from the Patriot Act, creating new bank accounts and making international payments can be difficult and utilizing some personal accounts may be necessary and more cost effective. While not ideal, as long as detailed accounting records and invoice files are maintained which can be forwarded to the Club Treasurer, this is acceptable.
- The Cruise Treasurer is likely to be the best positioned Cruise Committee member to track and maintain a database (probably a spreadsheet) of **cruise participant information** including names and addresses of all shipmates, payments, email addresses, etc. Much of this information will be published in the Cruise book for participant use in communicating with one another.
- Again, it is critical for the Cruise chair and Cruise Treasurer to discuss all aspects of the Cruise **upfront** with CCA's Treasurer. This will anticipate and prevent problems down the road.

## Other

- Finally, a key consideration in the selection of a cruise location is the availability of charter boats. This should be researched early in the planning process. See Charter Boats, below.
- Travel options It may be helpful to provide comments on how to travel to the cruise destination.
- Announce the cruise - Waypoints, GAM, add to the Events page on the website, remarks at club and Station meetings, perhaps a targeted email to members

- Communications and logo. Form a small Communications subcommittee; recruit a volunteer to design a logo in consultation with the swag vendor.
- Cruise webpage Request that the Clubor Cruise Webmaster create a page on the Club website where cruise bulletins, registration materials, the cruise book, etc. may be posted.

## 12-18 Months pre cruise

### Charter Boats

- Many of our cruises are in areas requiring the use of charter boats. A member of the Cruise Committee should be assigned the responsibility of researching each charter company, inspecting its fleet if possible and arranging group discounted rates for our members. The charter company's record and general reputation should be investigated prior to any recommendation. If possible, it would be helpful to know in advance:
  - The condition of the fleet, new versus old boats, well maintained or not, etc., whether they meet our members' expectations as outlined in Addendum #6; and whether recent maintenance reports and client's comments will be available.
  - Whether or not the Charter Company has adequate staff to manage turnover of boats and service them if necessary when on the cruise,
  - Areas in the itinerary where the Charter Company has restrictions (very important!).
- Depending on the locale, it may be efficient to use a charter broker to deal with a variety of charter companies and in some cases, boat owners. It is useful to vet a standard charter agreement early on in this process and the Cruise Resources Committee can help in this process. While the individual charter contracts are *always the responsibility of the member*, the Charter Chair can assist in providing information helpful to the selection of the boat prior to the cruise.

### Mothership/Crewed charters

- Some CCA cruises have engaged a “**mothership**” chartered by The CCA. The rationale is to provide an option to participate in the Cruise for CCA members who don't have a boat any longer, or who are no longer able to sail on their own. However, upon reflection, it is apparent that this presents unacceptable risks to The CCA.
- **It is critical that neither The CCA nor a Station be obligated in any way under any contract with a vessel charter.**
- As an alternative, the Cruise Committee may be helpful in locating vessels available for charter **by members** and making inquiries and introductions.

### On site research - Site Inspection

- The cruise committee (or a subset thereof) should do a “dry run” of the cruise, ideally at least a year prior to the date of the Cruise. This allows assessment of the weather, the seasonal changes of daylight, available and desirable venues, and the options for chartering. A

checklist of items to be reviewed at each port of call or anchorage includes:

- Time en route to each harbor,
  - Harbor characteristics - depths, capacities, swing room, and tides,
  - Marina facilities,
  - Launch service,
  - Dinghy access to shore,
  - Fuel, water, pump outs and garbage disposal, ,
  - Shower and toilet facilities,
  - Provisioning options, and
  - Emergency medical facilities,
  - Harbormaster contact information.
- Making early contact with the Harbormaster or Port Captain is always helpful in securing local support, as well as learning about any unique aspects to the venue. The same is true of any public facility or club that may be impacted by our visit or providing facilities to our members. There can be no surprise visits of 50 boats!
  - **A thorough “dry run” of the cruise plan always contributes to a successful cruise and is a key responsibility of the Cruise Chair and his or her committee.**

### Developing the Cruise Plan

- Careful advance planning is absolutely essential for a successful CCA cruise. The Cruise Chair and/or the Cruise Committee will need to prepare a detailed master plan for the cruise, including,
  - A Cruise calendar with the itinerary by port of call,
  - Designated port Captains for each port of call.
  - Distances between harbors and events so that members can reach the desired locations comfortably.
  - Anchorage and slip options, and services in each port,
  - Day-by-day activities, and options for leisure,
  - A preliminary list of outstanding Cruise events.
- **IMPORTANT: Allow free, unscheduled time during the cruise.**
  - Members generally enjoy exploring the cruising area on their own, selecting anchorages or activities that have special appeal. Over-scheduling can discourage participation.
  - That said, it is important to provide information regarding the options that are available and provide suggestions for locations where smaller groups of yachts might like to rendezvous.
- A successful cruise usually has
  - An opening reception, then
  - An informal event each 1-3 days and a
  - Closing dinner (a two-week cruise would have 4-6 events).
- “Blazer Optional no tie” is generally the preferred **maximum** level of formality. Station cruises are often even more low key. The anticipated cruise plan should be reviewed with the Vice Commodore or Rear Commodore or Fleet Captain prior to its announcement.

- From time to time, cruises have generated so much interest that it has become necessary to divide the fleet into smaller “sub-fleets.” The usual formula is to get everyone together in a large venue for the opening and closing dinners, but plan non-overlapping itineraries in between for the various sub-fleets.

### **Contingency Planning**

- Before finalizing the Cruise itinerary, think through contingency plans for unexpected events, particularly bad weather. Note the harbors or marinas nearby where one might wait out a developing storm.

### **Continue marketing**

- The Cruise Marketing Subcommittee should implement a plan to continually inform members of the Cruise.
- Some form of reminder to signed on, and potential participants, every 4-6 weeks – emails, Gam, Waypoints, etc. – is a good goal.

### **Finalize venues**

- Reconfirm with all venues all details:
  - Dates,
  - Estimated headcount,
  - Seating,
  - Tables/table numbers,
  - Drinks,
  - Food,
  - Staffing,
  - Weather contingencies,
  - Registration desk if appropriate,
  - Signage,
  - Contracts,
  - Pricing,
  - Payment schedule,
  - Dinghy access,
  - Busing, etc.

### **9 -12 Months pre cruise**

#### **Calibrate Level of Member Interest**

- Once a general outline and timing of the cruise has been determined, a cruise webpage outline and a notice to members about the cruise in Waypoints including a request to complete a survey of interest is key. The Cruise Resources Committee should be able to help here.
- The survey results should be used to generate a list of interested participants which can

then be posted on the event web page. This is very important as “Interest promotes more interest.”

### **Crossed Burgees**

- From time to time, the opportunity arises to combine efforts on a cruise with another yacht club, a so-called “crossed burgees” cruise. This can be particularly helpful when cruising in less familiar territories, where a local yacht club might really help with the itinerary and planning. Crossing Burgees has pros and cons and needs to be carefully thought out and documented. Issues include:
  - Clarity of responsibilities, who is in charge of what,
  - Communication between parties and, uniformly, to participants from each club
  - Budgeting, registration, mechanism to receive participants’ payments, accounting/reporting, sharing of surplus or deficit
  - Ways to ensure inter-mingling of different parties (including, for example, assigned seating at the Opening Dinner).
- If crossing burgees is under consideration, consult with the Fleet Captain and the Cruise Resources Committee before diving in. CCA has a wealth of experience in this area - both good and bad - and it’s worth your time to learn from the Club’s experts.

### **General Policies**

- The Cruise Chair, in consultation with the Commodore/Vice Commodore/Rear Commodore and Fleet Captain is responsible for establishing policies governing the cruise. Subjects include:
  - Limitation on number of boats or people in the cruise;
  - Parameters on the itinerary, e.g., number of days, distances covered, etc.,
  - Policy on guest boats,
  - Refundable (or not) deposits and fees,
  - “A la carte” events (best to avoid if possible),
  - A rough estimate of the Cruise fee,
  - Sign-up dates and other payment milestones.
- It is advisable that these issues be resolved, and policies established, prior to the announcement of the cruise and that the policies be communicated clearly and repeatedly to our members.
- Early in the planning stages, establish a guest boat policy. Guests on Club cruises should be invited at the pleasure of the Commodore, Vice Commodore or Rear Commodore and invitations should be in writing. This can be a very sensitive issue especially if there are space limitations.
- Events and venues for large cruises can be challenging. This is especially true in foreign countries or unknown territories. A professional event planner from the area that knows the venues, the caterers, and the local authorities can provide valuable assistance. Some large cruises in the recent past have found this was an economical way to plan and carry out the event plus affording them access to otherwise unavailable venues. Other Cruise Committees

have been self-sufficient and acquainted enough to not require that assistance.

- General issues that should be discussed among the Cruise Committee include the following:
  - Balance between scheduled events and lay days,
  - Formality of “events,” including luxury vs affordable pricing, and seating assignments at dinners (advisable at least at the opening and closing dinners - see Addendum #4),
  - “Crossed burgee” cruises,
  - Invitations to non-CCA members,
  - Cash bar/drink tickets vs. open bar. The latter is preferable.
  - Ensuring enough bar tenders to accommodate the group.
  - Crossing international boundaries and implications for immigration, customs, etc.

### **Cruise Logo**

- A cruise logo is a traditional element of every cruise and adorns everything from the Cruise Book to hats and other items in the Swag Bag.
- Logos have been designed by members, friends of members, and professional graphic artists. It is up to the Cruise Chair and his or her Committee to decide.
- Be sure to consult with the Swag supplier before placing orders. Refer to [this guide](#) regarding swag.

### **Cruise Swag**

- Traditionally, Club Cruises will have some Swag for all participants. Examples of these fall into two categories.
- Items of modest value
  - An event flag,
  - An event hat – useful to identify other cruise members in port,
  - A name tag – this does not need to be a customized product; computer-printed are fine although some cruises prefer magnetic name tags from NaagTag.
  - A bag for each couple to hold the above plus the printed Cruise Book
  - An event keepsake
  - This should be something specific to the event and its locale - not necessarily expensive but memorable.
- The CCA burgee and name are protected by trademark. Any producer creating merchandise bearing the CCA logo must have permission to produce the product. It is acceptable for non-members to wear apparel with the CCA cruise logo, but not clothing with the standard CCA burgee.
- Team One Newport has an extensive list of items that can be branded with an event logo. CCA derives a royalty from these sales so there is an incentive to purchase cruise items from them. They can assist with producing an image of a cruise logo to be used in embroidery or can produce other items using screen printing from a jpeg. Plan to send your logo to them as soon as it is finalized.

- It is very important to place orders as soon as possible as Team One can be quite busy during cruising season. Refer to Addendum #5.
  - While Team One can be good in handling direct orders for crew gear requiring sizing or expensive items specific to a boat, other suppliers should be considered for mass-produced items that will be distributed to all participants such as hats or bags. The savings can be very material. Past Cruise chairs can advise opportunities.
  - Consider having Swag bags and contents shipped directly to the site of the opening registration - they can be heavy and bulky. Arrange for a place to assemble the bags and contents.

## **Establish the Budget and Fees**

### **The Budget Process**

- A working budget is part of the cruise plan. It is the responsibility of the Cruise Chair and Cruise Treasurer as well as other committee heads. See Addendum #1, Notes for Cruise Treasurers.
- You should review the budget with the Cruise Resources Committee. Typically the initial budget is based upon best estimates, historical data from previous cruises, and intelligence gathered during early enquiries at the cruise site.
- As soon as possible, provide a first estimate of costs and solicit an initial deposit of 20-40% of the estimated total from those intending to join. It should be non-refundable after a specified date, but transferable to a different crew member in case of change. This should ensure that you are working with firm numbers. Deposits and fees usually are per-person, not per boat.
- Approximately 6 months before the cruise, a good handle on expenses should be known. Add a 10-15% contingency (perhaps more depending on uncertainties) to this amount and collect these remaining subscriptions to enable deposits with event vendors.
- Note, there may be an interim step to collect another 25 - 30%. This needs to be decided by the Cruise Committee.
- Approximately 75-80% of total cruise costs will be variable based on the number of participants. A detailed spreadsheet can provide up-to-date data and control several variables so that accurate estimates can be at hand at all times. See Budget Addendum 2 for a basic example and a guide to expenses. This can be adapted to your needs as you see fit or build it from scratch if you like. The Cruise Resources Committee can provide guidance and examples of spreadsheets here. The new Cruise Management System will track your enrolled attendees.
- A core objective should be to ensure that the costs are fully identified and there are no last minute surprises.

## Pricing the Cruise

- Once a reasonably good working budget has been established, you can set the fees for the cruise. Most cruises have used a single per-person fee to cover all of the expenses. A few cruises have used a fixed registration fee for each boat *plus* an individual per person fee for all of the events. It is usually easier to have one individual fee for the entire cruise. Do not change the cruise fee if a member is unable to participate in one or more of the events. This can be a nightmare to administer and regulate.
- Some events can allow a la carte attendees more easily than others: a stand up cocktail party will not be impacted by the odd person arriving whereas a sit down dinner could suffer a major disruption and cost control headache. Last minute attendees or others with conflicts might be quietly informed they are welcome but charged accordingly. There will likely be non-paying guests whose costs must be covered.
- Some cruises have optional special events not included in the basic cruise. These are priced individually and members are free to participate as they chose. The Cruise Management Site handles the fees easily, but you will still have to consider how to manage who is let in the door.
- Event Refund Policy – a recommendation from the CCA Treasurer 2019:
  - “Refunds will be issued if notice of cancellation is received by [Event Organizers] before [Time] on [Date]. After [Date], no refunds can be issued.
  - This statement should be conspicuous as members start to sign up.
- **IMPORTANT: Include a 10-15% (or even 20% for cruises outside the US) reserve in calculating the cruise fee. Err on the high side. No matter how hard you work to put together a tight budget, there will be unforeseen expenses. Your objective must be to avoid a deficit. Station cruises are not backstopped by the club treasury, surpluses will accrue to the station and deficits will be paid out of the Station treasury.**

## Determine payment schedule

- Typically something like this: Collect a deposit of 20-40% of the anticipated per person cruise fee to reserve a place on the cruise. That amount would be refundable until a certain date that might be 6 months before the beginning of the cruise and non-refundable after that date.
- The balance of 60-80% would be payable as soon as the final cruise fee has been set and in any case at least several months before the beginning of the cruise.

## Consider foreign exchange issues

- If cruise fees will be paid in one currency (typically US\$) and expenses will be incurred in a different currency (that of the country where the cruise will take place), there is a risk that exchange rates will change after the cruise fee has been set. If the amounts are substantial, you can mitigate FX risk by converting US\$ to the amount of host country currency you anticipate

needing at the earliest opportunity.

## **Enlist help**

Enlist CCA members to assist with other assignments at the cruise location including parties, boat managements, reception/check in, Swag bags, cruise net communications, etc.

## **3 – 6 Months pre cruise**

**Club Cruise Communications** - following are suggestions on Communications for a major Club Cruise at home or abroad; they can be simplified for Station Cruises.

### **Pre – Event Communications - Club Cruise Announcement**

- With the timing, venue and chair(s) of a Club Cruise agreed by the CCA executive, the next steps are to:
  - In consultation with the CCA Cruise Webmaster, prepare the announcement information with the aim of presenting it simultaneously
  - In a Cruise Announcement,
  - On the CCA Web site, and possibly
  - On the member access CCA Facebook Group page.
- Ideally, with a Club cruise that is planned for a couple of years in advance, the Cruise Announcement would be at the Spring or Fall meeting. Nothing is more effective than the personal contact available at a live event. There is a cadre of regular participants that can constitute as much as half the participation in a cruise. Their early interest is key to creating a critical mass of interest.
- Assemble the core committee members.
- Cruise Announcement Content - the following is a list of items to include in the Cruise Announcement if possible
  - Timing
  - Colorful description of the venue
  - Points of interest
  - Map
  - Anticipated draft itinerary
  - Committee
    - Chairs
    - Other lead members
  - Expected availability of Charter Boats
  - Potential interest survey
  - Event email address
  - Logo if available or event pictures for the website.
  - Web page
- The committee can prepare a Word document including the content above, and provide it to the Webmaster who will create a web page and instruct a committee member on how to make edits

to the basic Announcement Document.

- The editing process and learning how to upload subsidiary PDF documents is quite simple and gives the committee the ability to have one site with a comprehensive store of the event information.
- An abridged version of the announcement should appear in the following Monthly edition of Waypoints (due the 25<sup>th</sup> of the month).
- GAM is less frequent and immediate than Waypoints so less effective for the initial Announcement but articles updating the membership on the Cruise should be included in each edition in the run-up to the cruise.
- Potential Interest Survey
  - A Google survey has been developed and used in managing most Club Cruise Expression of Interest since the 2015 Ionian Cruise. It is very malleable – additional questions can be added at any time,
  - The input generates an online spreadsheet that the managers can manipulate and tabulate. It can be the basic management tool keeping track of potential participants, their contact information, level of interest, the folks they anticipate joining and any other points of note. A link to the Mallorca Survey is [here](#) and the output [here](#). Contact the CRC (Les Crane) and they can quickly customize your survey.
- When deposits are collected from definite participants, final information can be handled in the cruise information system developed by our Webmaster (more below).
- Event Email Address - It's useful to set up an event email address that can be accessed by the chairs and others that need to be in the loop. Gmail is good for this. Direct all correspondence to and from this account so emails don't get mislaid. This can also be the account holding the Potential Interest Survey.

## Pre Cruise Updates

### Bulletins

- As information is developed bulletins should be sent to the survey respondents and the CCA leadership. This could include information on
  - Participation numbers and names
  - Itinerary Details
  - Charter Opportunities
  - Crewed Group Charter Opportunities
  - Travel information
    - Visa, Immigration, Health
    - Climate
    - Hotels
    - Suggested Air travel
    - Items to Pack
      - Suggested Reading, Guide Books
      - Budget and Deposit Information

- Availability of event merchandise
  - Special event services
- Bulletins should be
  - Numbered and the title describes whether it is a general update or deals with specific information
  - Uploaded in PDF form to the event website
- The lead article (Cruise Announcement) on the website should be updated to incorporate or reference the information in all bulletins and show the date of the update. Anyone reading the lead article should then have a complete grasp of the event.

### **Collecting Deposits and Data**

- There is typically an initial deposit and a final payment, usually per person. The non-refundable-but-transferable initial deposit is usually taken as soon as sufficient preliminary interest has been defined and approximate cost established. This ensures the seriousness of the participants.
- While the first payment is being paid, The CCA has created an information system to collect and organize data from these now-confirmed participants. This system will be the place to eventually collect information for name tags, boat lists, email addresses, on-board cell phone numbers, name of spouse/partner, arrival dates, hotel information, dietary issues and any other information the cruise leaders require.
- The system does not require all this information initially but is designed to allow participants to edit their information up to the point of printing the Cruise Book. The data will be formatted for input in the Cruise Book Rosters.

**“All Hands” Zooms** - some cruises have held very successful Zoom meetings for participants shortly before the cruise. Ideally, the participants have an electronic copy of the Cruise book in their hands before the ZOOM call.

### **Reconfirm sites and vendors**

#### **Negotiate Venues**

- Get a contract or written agreement from each venue and any other services (tours, transportation, etc.) that will be covered by the cruise fee.
- Some venues may require that a deposit be paid before the event. Make sure that sufficient cruise fees will have been collected before the deposits come due. Make sure that the terms of the agreement are consistent with the cruise budget.
- If proposed charges are too high to fit your budget, don't be afraid to negotiate. Even a venue that is unwilling to discount their price may be willing to eliminate some services (e.g. two passed hors d' oeuvres rather than the standard five, or wine and beer only, with liquor available on a cash basis).

- Be sure that the venue will have sufficient staff - one bartender at a cash bar is sure to frustrate your guests, and you.

## Communication during Cruise

- Historically, cruises often had morning all-station VHF broadcasts updating the fleet on weather, and last-minute itinerary comments. If this is included in your plan, ensure the timing/channel does not conflict with other regular broadcasts. This said, with the advent of readily available cell phone data coverage, all this can be handled expeditiously electronically. Boats need not be on standby for a particular time, and information can be re-read at any item detail.
- Recent events have supplemented email broadcasts with WhatsApp Groups including at least one member from each boat. While it is fun to learn where other boats are headed, gossip should be limited so participants are not prompted to check their phones constantly.
- Set up a picture repository. For the Antigua cruise, we used a free app called PhotoCircle. Then, participants could upload pictures in real time for others to see, and organizers could pull pictures from there for post-event communications.

## Children on CCA Cruises

- The CCA, as a matter of policy, wishes to encourage “full family participation” in its cruises & events, and urges organizers to make it as easy, enjoyable and as inexpensive as possible for children & grandchildren to attend cruises and join in related events. For decades, young sailors among CCA families have enriched our cruising (and racing) activities; many of our finest members are “legacies” of our past enthusiasm. CCA cruises & events should always feel “kid friendly.”
- Special events and activities specifically aimed at children are most welcome and desirable.
  - However, parents & grandparents of attending children have primary responsibility for their entertainment. Cruise chairs should solicit help from members likely to attend with children and consider them for committee positions when feasible. The 1982 CCA Cruise in Maine had an Art Competition for all attendees with ‘prizes’ (CCA Mug).
  - Cruise & event fees should only apply to children when the “direct variable cost” of an event is demonstrably affected. Otherwise, the nominal cost of water & soft drinks, a little more chowder in the pot, a bigger bowl of pasta, or a bag of charcoal & a grill for parents to use for BYO hot dogs should be absorbed in the “overhead” of the event.
  - When children at an event DO affect the direct variable cost (example: a teenager signing up for a lobster at a clambake), the per-child cost of that event should be considered.
  - For purposes of this pricing guidance, “children & grandchildren” means people younger than the legal drinking age at the cruise venue. We expect young adults to pay the adult cruise fee. Younger children, perhaps 12 and under and certainly including the

“single digit set,” should be invited free whenever possible. To help make this possible, keep in mind that many children actually prefer a simple meal of chicken nuggets or burgers to a catered dinner. For outdoor events, a grill set up may be all that’s required.

- Although welcoming and supporting kids at our main events is a priority, the cost of events that are aimed specifically at children should be borne by the participating families (e.g. bus rental for a guided nature tour, small boat rental, and so forth). There is no need for the cruise to subsidize these if they incur a separate cost. Sometimes, a local yacht club or business will donate a kids’ activity (e.g. the Irving Company eco-tour of the Saint John River watershed during the national summer cruise in 2000).
- To facilitate planning, it is a good idea to put a line such as the following in all sign-up forms for cruises, beginning with the most preliminary “expression of interest – get on the mailing list” form:

Number of adults (18+)\_ . Number of children ages 7-17\_ . Number of children < 7 \_\_\_\_\_.

## **Finalize Logistics**

**Publish and Disseminate Final Itinerary** - Once a final itinerary has been established, it should be posted to the cruise website with a link to the web page or a pdf. copy of the itinerary sent to all cruise registrants.

## **Registration Desk**

- Aside from the communications that the members have been receiving, the first impression they will have of the cruise will be at the registration desk. Make it a good first impression!
  - Specific hours for registration should have been included in the final mailing, explaining where and when the registration desk will be open. Stick to these hours. The location should be convenient, easy to find, and identified by one or more CCA burgees and/or signs.
  - Bring a large burgee to display and ensure that it is in place well before the event starts. Those staffing the registration desk should be dressed appropriately and the process organized so that registration is a quick and easy matter. Your last bulletin should establish policy for registration.
- It is important that the registration volunteers understand who is to do what. In addition to registration and collection of cruise packages, the registration desk also provides the opportunity to collect any outstanding monies due and to make arrangements for last-minute participation in special events.
- It may be helpful to organize the registration by yacht name so one person for each yacht can pick up the cruise materials for everyone aboard. Usually this will be the captain but it could be his designee. A group charter crew might be handled differently due to the large number. The easiest procedure for this might be a “special delivery”. When the yacht is signed in the captain/designee should know the status of all his crew and these will be recorded individually. Other cruises have distributed the cruise package by every

couple/individual. This can become cumbersome for large cruises.

- The registration desk must be well staffed by at least three volunteers during the posted hours and it is wise to have several groups of volunteers to distribute the workload. There is nothing more frustrating than having to wait in line at a poorly organized registration desk. Members tend to arrive early as they are excited and anxious to see old friends. Have the registration desk set up ahead of the published schedule. Try to have someone on duty who is familiar with the local area who can answer questions regarding the area.
- Use the registration desk as a message and information center. Have literature available regarding restaurants, special attractions, taxis, etc. This provides a wonderful opportunity for members to greet one another, to renew friendships with members from different areas around the world and to swap sea stories. Stress the importance of wearing name tags at all events.
- Some form of entertainment at the welcoming reception adds to the enjoyment of the event. If there is to be live music, make sure that the band keeps the volume low. Cruise participants want to be able to talk with each other.
- If any announcements will be made at an event, consider acoustics and whether a PA system will be needed. Trying to be heard over people ordering drinks and talking may be frustrating.
- Be sure that attendees know how to get to the event. Ensure good communication between the venue staff and attendees re such matters as how drinks may be paid for and exactly when and how. If hors d'oeuvres will be served, agree on exactly when service will commence and end.

### **Conduct of the Fleet - Environmental Concerns**

- The CCA, especially on a large cruise, is a very visible flotilla. Every effort should be made to maintain good relations with those whose waters the cruise may be visiting. This is particularly important with regard to the environment. Sewage and trash policies should be spelled out in the Cruise Book and followed to the letter. If no pump out facilities are available, skippers should be told where to empty holding tanks. Shore events should take into account the need for adequate rest room facilities. Portable toilets can be rented. Trash removal is an important step in cruise planning. Adequate facilities are a must.

### **1 – 3 Months pre cruise**

#### **Preparing the Cruise Book**

- The Cruise Book is the “Bible” for the cruise.
- It provides cruise participants with the key, day-by- day information they will need. Many members keep the Cruise Book as a memento of the cruise.

- The size and type of book obviously depends upon the nature and size of the cruise. Past CCA cruises have had books ranging from 12-page booklets to loose-leaf or bound books of 100 or more pages, including chartlets and maps, local history and culture, locations and opening hours of shops, etc. – decide whether to be “bare bones” or “best in show”.
- In preparing a cruise book or marketing materials, avoid infringing copyrights by obtaining permission to use copyrighted materials, such as charts, or by using only non copyrighted materials such as those that are produced by the US Government or are in the public domain such as [Open Sea Map](#). You may also use Garmin/Navionics charts (Garmin International has granted permission), Canadian Hydrographic Services (CHS has granted us permission), [Google Maps](#) per their [guidelines](#), which also include tips on how to use them, [Wikipedia](#), and IMRAY (IMRAY has granted permission, subject to including credit and a link to the relevant book next to each usage of the chart; IMRAY will supply the artwork and link). In all cases, give attribution to the source.
- A library of Cruise Books from past cruises is maintained on The CCA website (<https://cruisingclub.org/mo/cca-cruising-guides>). Contact the Cruise Resources Committee if you would like to borrow one or more of the paper Cruise Books from past cruises. Traditionally the physical version of the Cruise Book is delivered in the registration package upon sign-in for the Cruise.
- The Cruise Book should be printed early enough that expedited shipping to the cruise start will not be necessary, this is particularly important for overseas cruises. It is also possible to distribute the Cruise Book days or weeks before by distributing a .pdf file of the book giving members an enjoyable head start. Once the digital document is finalized and distributed ensure that a copy is forwarded to the Webmaster who will display it with past digital Cruise Books for the membership.

### **Cruise Book Physical Considerations**

- Your objective should be to create an attractive book, one that conveys all the essential information needed by our members. Keep in mind that this cruise may be the first experience that many members will have had in this particular cruising area. Cover all basic information. Make it appealing. Design an attractive front cover on heavy stock with our CCA logo. The book must be able to withstand the weather of the cruise and still look good when it's on the coffee table at home. Plastic cover, front and back, with strong spiral binding or bound booklet using side or saddle stitching is recommended.
- The cost of the Cruise Book is a major expense. Shop around various copy stores or printing companies to get the lowest per copy book consistent with the desired quality and format. Print enough copies so that each couple on the cruise has a copy plus enough extra copies to cover lost or damaged copies and archive filing. Cruise books are also attractive gifts for supporters of the cruise such as harbormasters, special local guests, and hosts at the various venues so print several extra copies.

### **Cruise Book Contents**

- General
  - Table of Contents
  - Letter from Commodore
  - Welcome letter from Cruise Committee
  - Details and day-by-day schedules of planned events (including recommended dress)
  - Alphabetical list of all participants including yacht, Station or “guest” designation.
  - Alphabetical list of yachts by name, followed by type and size, with accompanying names and photos of captain and crew.
- Specific Cruise Information
  - Daily fleet VHF communication - time, channel, role of email & What’s Ap
  - Customs procedures (if cruise involves foreign waters)
  - Emergency vessel information - Coast Guard, Search & Rescue, Medical Office & local medical facilities
  - Repair and haul out facilities
  - Local restaurant and church information
  - Locations for provisioning and liquor
  - Location and availability of fuel, pump outs, water, ice
  - Charts and marine publications covering cruising area
  - Special navigation problems unique to the area
  - Weather information
  - Suggestions for “off path cruising” for time between scheduled events
  - Daily tide tables for cruising area
  - Instructions for special races, rafting, etc.
  - Details of activities of interest to children and younger sailors
  - Reminder on proper flag and burgee etiquette and local custom, especially outside the USA. An example is provided in Addendum #7.
  - Any special environmental considerations
  - Type of clothing appropriate for the climate and customs
  - List of other handy items to bring - hand held VHF, inverter, member aboard flag, iPad charts, 210v to 100v plug, flashlight, work gloves, pad lock & wire for dinghy, pvc tape,...
  - Emergency contact information to reach the cruise
  - Medical advice, see Addendum #3

## **Determine Awards**

- **Gifts and Remembrances**
  - There are always special people and facilities that should be remembered for helping make your cruise a success. A warm “thank you” letter on cruise stationary is a must. In addition, you may want to have a special gift for people or organizations who have been particularly helpful. Several cruises have made donations to Junior Sailing Programs of yacht clubs who have made their

facilities available to the CCA cruise. We should not forget that our club may have visited this same cruising area in the past and may want to do so in the future and it is important that we maintain friendly relationships. These gifts and remembrances must always be approved by the Commodore or Rear Commodore as appropriate.

## **2 Weeks post cruise**

**Cruise review** - complete a cruise review, assessing the overall success while identifying ways to improve on future cruises. Submit this review to the CCA Fleet Captain.

## **Post Cruise Communication**

- It's useful to have a group bulletin shortly after a cruise to advise on photo libraries, budgets, and other post-event considerations.
- The website should be updated to summarize the event. All the previously uploaded bulletins, Cruise Book and photo libraries should be left in place.
- A financial summary and brief report to the Treasurer, Fleet Captain, Events Chair, and Executive should be assembled as soon as possible. This can be discussed further at the next Events Committee meeting.
- A summary story should be included in the next Waypoints with links to photo libraries
- A more detailed summary should be prepared for the next GAM including event-by-event descriptions and an edited selection of photographs.
- Finally, a polished story should be prepared for Voyages. The deadline for submission is usually mid-October. The editing process for this can take some time so it needs to be underway quite quickly after a summer cruise.

## **Recording the Cruise**

- Remember to send the digital version of the Cruise Book to the Webmaster.
- At the completion of the cruise a summary report should be sent to the Commodore or appropriate Rear Commodore covering participation, cruise highlights and finances. A copy of the Cruise Book should be sent to the Historian for filing in CCA archives. The Cruise Chair, or representative, should attend the next Board of Governors Meeting to report and present the financial statement.
- The Fleet Surgeon wants to know about any injuries or illnesses that required medical attention. This would necessarily be a confidential report and could be de-identified unless he/she has specific requests following the initial report.
- The editor of Voyages as well as the editor of the CCA GAM will need a write up of the cruise together with good photographs (digital photos @300dpi sent as an attachment are

preferred) of highlight activities for inclusion in the next issue. Responsibility for preparation of the article should be assigned before the cruise so that interesting notes and photos are made during cruise events. Articles should generally be about 2000 words and transmitted to the editor via e-mail with a hard copy via US Mail. Deadline for material: October 15th for Voyages and either February 1st or September 1st for the CCA GAM.

- The CCA's members-only website is another good channel for reporting on the cruise. This is a particularly good way of sharing cruise photographs. Select someone, preferably an interested photographer, that will collect submitted photos from the participants and create an online album with the assistance of the Webmaster.
- Lastly, The Committee should send a critique of their Cruise to the Cruise Resources Committee for editing and then inclusion into the appendix of this document entitled Lessons Learned. In the spirit of "not having to do it for the first time" sharing the unexpected, the not forewarned, the screwups, the problems, and just how to do it better so the next Cruise Committee can create a wonderful cruise for all of us.

### **Report to Sponsoring Station**

- The Cruise Chair of a Station Cruise may want to give a complete cruise report at a meeting of his/her Station. Photos of the cruise activities make an effective means of
- showing the cruise to Station members who were not able to participate in the cruise.
- Please keep the Fleet Captain advised of your progress on these post-cruise reports.

**Thank yous** - There are many people whom you should thank: especially volunteers but also venues that we may want to visit again in the future.

### **Final accounting**

- When the cruise is over and all expenses are in and paid, the Cruise Chair and the Cruise Treasurer need to prepare a financial summary of the cruise. Hopefully, the cruise will have been properly budgeted and managed so that there is a small surplus. Here are some guidelines for handling any surplus.
- You may want to give refunds to members who signed up and paid for the cruise but who were unable to attend. No refunds should be expected because all cruise deposits have become non-refundable as of a certain date before the beginning of the cruise. The decision of whether to provide refunds to registrants who were unable to participate is entirely up to the Cruise Committee and dependent upon financial results; it is usually preferable not to base any refunds on the subjective reason for the cancellation.
- If the surplus is material, a cash refund given pro-rata to all cruise registrants may be considered. You may want to give recipients the option to donate to a club charity (Bonnell Cove or NBRF).
- If the cruise has been "crossed burgees" with another club, the surplus or deficit should be

shared promptly as previously agreed.

- The disposition of any remaining surplus should be resolved by the Commodore or Station Rear Commodore. Surpluses are turned over the Station or CCA Treasurer
- It is recommended that a policy on refunds be established and communicated to cruise participants as part of the cruise budget planning process.

## Addendum #1, Notes for Cruise Treasurers

1. Establish the cruise itinerary with a schedule of events that will be included in the cruise fee.
2. Develop a first draft budget, with estimates for fixed and variable costs for each of the event venues. The model spreadsheet in Addendum #2 can be used as a guide to format and content.
  - Food and catering
  - Beverages
  - Cruise regalia and sign in table materials/handouts
  - Transportation
  - Entry fees for museums and the like
  - Mooring/dockage fees (best left to each boat to settle directly)
  - Any paid helpers other than restaurant staff
  - Cruise book
  - Awards if any and gifts to clubs visited
  - Name tags
  - Comps for visiting dignitaries at various meals
  - Tips
  - Credit card fees
2. Establish the cruise fee. Things to consider while setting the fee:
  - Will “à la carte” event participation be permitted? (Our advice is no, it’s a real can of worms, if you allow people to come to just one or two events, they often change their mind at the last minute, don’t come, don’t pay and the cruise budget is stuck with a pre-arranged headcount.)
  - How many people can be accommodated in each venue? Many times you will be limited by the max number a particular venue can handle, or if you exceed a certain number you have to book a larger room so fixed costs will increase stepwise as numbers increase.
  - Will you charge per boat or per person or a combination? Most of the expense relates to headcount, so advice is to only charge per person unless the fee will include items like dockage.
  - Will there be a discount for participants under a certain age? You will save some money on alcohol for children, but in general they will cost the same as adults for food and other expenses. A discount should be looked at as encouraging the participation of families, rather than a reflection of lower expenses.
  - Consider by how much the per person cost will increase if participation is less than budgeted.
3. You need to decide early on a clear policy for refunds in the event of a cancellation. You may decide to make deposits refundable until some date before the beginning of the cruise. After that date, deposits should be transferable to another person, but not refundable for any reason.
4. Will the cruise be crossed burgees with another club? If so:
  - Whose bank account?
  - The budget should be explicit regarding what expenses - e.g. paid staff of each club - will be charged to the cruise
  - How to divide surplus or deficit
    - 50/50
    - If by headcount, then how to count members of both clubs or guests who are members of neither club
5. Regardless of whether crossed burgees or CCA only, you need to involve the Commodore in how much of a deficit, if any, will be allowed. As a general rule, all cruises are priced to achieve breakeven or a slight surplus.

6. Will you need to deal with multiple currencies? If yes, you may want to have a bank account that allows you to accept deposits and make payments in the various currencies. If not a separate bank account, you will want to accept deposits and make payments by credit card.
7. It is helpful to have a cruise credit card or cards so that cruise leaders can pay for expenses on the spot without using their personal card and then requesting reimbursement.
8. You will want a spreadsheet with at least the following tabs (see attached example):
  - **Budget**
  - Detailed **expenses**, each expense should track to a line item in the budget
  - Cruise **participants**:
    - Name
    - Email
    - Mobile phone number
    - This information call all be downloaded from information captured by the webmaster on the cruise website.
  - **Receipts**, each deposit should track to a particular participant.
  - **Cruise P&L**, showing a summary of cruise income by category, expense by category, and cruise surplus or deficit.
9. If you have a surplus, does it get divided among the cruise participants or returned to the club's coffers? An equitable way of returning the surplus to the participants is a can of worms. The club is at risk if there is a deficit, so it seems fair that the club should keep the surplus.

## **Addendum #2, Model Spreadsheet**

Go to the bottom of this page: <https://cruisingclub.org/mo/cca-cruising-guides>

## Addendum #3, Cruise Medical Issues

### The CCA Medical Guidance to Cruise Leaders

- As Cruise Leaders you should become knowledgeable of the facilities, personnel, and transportation possibilities for any medical issue or emergency that might occur as well as any local health hazard. This would include: the location of hospitals and clinics that would be used near your venues, the possible levels of care available, and evacuation contacts and procedures. The phone numbers (911 or equivalent if abroad), and VHF emergency channel contacts should also be known.
- This data should be included in the Cruise Book to ensure that each Captain and Crew is well informed and has it available onboard. Ideally, the briefing for each location/venue of the cruise would include the local information. A reference to the appropriate page of the Cruise Book would be helpful.
- It should be made clear to the members and guests through the bulletins and within a statement inside the Cruise Book that each individual needs to be responsible for their own pharmaceuticals and potential health care during the cruise. This applies to all levels of first aid up to and including when it is appropriate to contact emergency rescue services such as the Coast Guard in the case of a “Mayday Medical Emergency”. Medical Bulletins may also be used to identify specific medical issues/risks relative to a particular cruising area.
- Cruise members should be up to date with vaccines, a recent visit to their PCP and consider commercial medical evacuation insurance policies to supplement available local medical resources that require contact immediately after emergency care is administered.
- As a general policy all "Mayday Medical Emergencies" (Medical emergencies that are imminently or potentially life threatening) should be handled directly by the “911” or VHF channel 16 rescue organizations to expedite care. It is also recommended that cruise participants have available a health form that includes their medical problems, medications, medication allergies as well as contact information for their primary care physician. This is especially helpful in an acute situation and may be made available to the Captain or Medical Officer and kept secure at the initiation of the cruise. Food allergies may also be of particular importance to the Cruise Leaders.
- The Fleet Surgeon may or may not be on the Cruise. The Cruise may or may not have a Medical Officer. These positions are traditional in nature and should not indicate there is actually a surgeon or a physician available. In fact, these positions are advisory (to the Flag Officers and Cruise Leaders) only. A doctor is not On Call. There may be professional medical participants on the Cruise. There are professional, ethical, insurance, and legal reasons that will make them unavailable to assist a particular medical need. If a professional chooses to get involved it is on a “Good Samaritan” basis only. They may be informed of a situation, but it is inappropriate to ask them to get involved. If they choose, they may, as a Good Samaritan, offer advice or assistance. This is a delicate and sensitive subject and should be treated as such. We are an adventurous, independent group that is better trained than most to handle difficult medical issues. With the information you can provide through your preparation be assured that a small group of your friends here can likely take care of themselves.
- Prepared in Consultation with Dr. Jeffrey Wisch, MD, Fleet Surgeon, The Cruising Club of America

## **Addendum #4, Pros and cons of dinner seating arrangements**

To be decided by the cruise committee:

- You should almost always have a Head Table with good visibility. Propose or ask the senior officer whom they would like seated with him/her and let all Head Table guests know they have been "chosen"
- Put a visible sign on the table so no non-Head Table people sit there.
- Place cards at seats at the Head Table are desirable - check with the senior officer.
- Here are some possible seating options for everyone else:
  - Open seating (other than the Head Table) - pros: people can try to gather their friends; least effort for the Cruise Committee; obviates the need for numbered or named tables other than the Head Table. Cons: may make some people feel isolated/unwelcome (cliques), even requiring couples to split up when there are only single seats left (although some couples prefer to split up); often results in awkward moments when the music stops, e.g. 10 people all thinking they will sit at a table for 8; may result in people sitting together who already know each other and may even be in a small boat for the next 10-14 days; it wastes an opportunity to meet new people - from other boats, other Stations, other clubs, other countries; be sure there are enough seats.
  - Draw table assignments (couples or singles) out of a hat - pros: clearly assigns each couple/person to a table; leads to meeting new people, reducing the chance of being with people with whom you will share a boat for 10-14 days; enables couples to split up if they wish. Cons: random vs purposeful seating; need a plan of table layouts, numbered or named; need to put table numbers or names, prepare tickets with those numbers/names, and provide tickets for both couples and singles, and someone to hand them out as guests arrive; requires some care to avoid running out of seats, e.g. if both members of a couple get tickets for two; need to accommodate couples (most of whom will want to sit together) and singles.
  - Assigned tables (but not seats) decided by the dinner chair - pros: clearly assigns each couple/person to a table; more than random seating, it leads to meeting new people from different countries, clubs, Stations, or boats, precluding being with people with whom you will share a boat for 10-14 days; it enables the dinner chair to put certain people together whom s/he feels should meet. Cons: it takes time and care to separate people by boat, Station, club, country; need to have seating charts by table and alphabetically so that people know where to sit; need a plan of table layouts, numbered or named; need to put table numbers or names; some couples have different last names which can complicate the process; need a good database/spreadsheet of attendees including boat, Station, club, nationality.
  - Assigned seats for all - Cons: considerably more work.



## **Addendum #5 - Considerations in designing, obtaining, and marketing SWAG**

Some things to consider:

- Artistic design of the logo including a CCA burgee and something identifiable with the locale of the cruise,
- Contact the potential Swag vendor early - they may be busy with other customers and projects and have extended lead times for design and ordering materials,
- Consult with the Swag vendor about the feasibility of the logo, e.g. whether it can be embroidered, especially in a small form such as on hats. Team One Newport has provided guidance [here](#).
- Consider what to offer both for purchase and as part of the Swag bag for each participant or boat, possibly including a cruise flag.

## **Addendum #6 – Expectations of functionality on a chartered boat**

### Sail or power:

- Reliable support from the charter company in case of breakdown
- Reliable engine, and generator if so equipped
- Operating VHF, preferably at the helm, and a handheld
- Functioning bilge pumps
- Suitable dinghy with reliable motor and oars
- Chartplotter (preferable at the helm) with appropriate charts
- Compass
- Depth finder at the helm/cockpit
- Horn
- Life jackets
- Reliable steering
- MOB gear
- Full fuel, water, and propane tanks
- Robust batteries and charging system
- Functional galley
- Functional heads and domestic water supply
- Hot water heater
- Ship's papers
- Leak-free, above and below the waterline
- Sufficient anchor, rode, and windlass
- Functional navigation lights
- Functional fuel gauge
- Dock lines and fenders
- Tool kit
- Refrigeration
- Linens and towels
- Clean inside and out

### Sail:

- Functional sails and furling systems
- Appropriate winches, preferably electric
- Functional centerboard/swing keel, if so equipped
- Flag halyard, preferably masthead but at least both spreaders

## **Addendum #7 – Flag etiquette on a CCA cruise**

Just a reminder of [The CCA's Flag and Burgee Etiquette](#).

In brief:

- the yacht's ensign should be displayed promptly from 0800 hours until sunset or, if earlier, 2100 hours - a bugle and/or gun reminder may be provided. Remove the ensign earlier if you will not be able to remove it promptly at sunset or 2100 hours. This is the local custom in many of the areas in which we cruise, too (although perhaps not rigorously observed) - we can be good guests by observing it.
- the burgee should be displayed at the main masthead of sloops. [Here's an article](#) suggesting how to rig a pigstick at the masthead.
- the member aboard flag may be displayed - in lieu of a burgee - at the starboard spreader unless national colors are being displayed, in which case on the port spreader. Refrain from displaying the burgee and MA flag simultaneously.
- when in foreign waters, national colors should be displayed on the starboard spreader; no other flags should be displayed below national colors