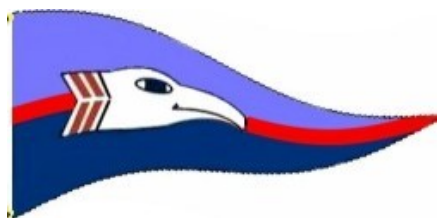




# Marco Island Sail & Power Squadron



## New Member Handbook

### INTRODUCTION

Most boating accidents and difficulties arise from a lack of knowledge and can be avoided. A person does not want to put his life, the lives of others, and the safety of valuable property in jeopardy, but may do so through lack of seamanship.

There are many actions you can take off and on the water to make boating safe and care-free without spoiling its enjoyment. Good seamanship begins with knowledge and use of safe practices in all aspects of boating. For the skipper, and indeed the crew, this includes knowing duties and responsibilities, as well as having an understanding of the boat construction, equipment, operation, and maintenance.

Your Marco Island Sail and Power Squadron, America's Boating Club, is here to help you learn good seamanship and to enjoy the process.

***Come for the Boating Education...  
Stay for the Friends<sup>SM</sup>***



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## United States Power Squadrons®

The United States Power Squadrons is the world's largest non-profit boating organization, stressing community service, continuing education and social activities among members. The USPS® was founded as the Power Boat Division of the Boston Yacht Club on October 14, 1912, in order to promote the knowledge and safe operation of the newly developed gasoline-driven craft. Early in 1913 the group's name was changed to the "Power Squadron." On February 2, 1914, the United States Power Squadrons was officially launched at the New York Yacht Club. In 2018 a new logo was created to market the organization as the America's Boating Club.

Today the organization consists of over 35,000 members in approximately 350 local squadrons, which are organized into 33 districts, operating across the country and in some US territories. USPS holds both a Governing Board and Annual Meeting yearly.

### District 22

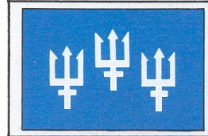
The Marco Island Sail and Power Squadron, Inc. is a member of District 22 which serves 16 squadrons and over 3300 members along the west coast of Florida. Our District has the same officers, by title, as our Squadron does but preceded by the word "District."

Our Squadron Bridge, committee chairs and members attend the D/22 spring and fall conferences to learn more about current USPS activities and policies. It is also an opportunity to interface with the other squadrons to discuss common needs and goals. D/22 also has a fall cruise and rendezvous (C & R) where members participate in social activities and games.

# SQUADRON STRUCTURE

The business of the Squadron is conducted by the Executive Committee, which consists of officers known as the **Bridge**, the immediate past Commander, and three members at large. The Bridge is responsible for the day-to-day management of the Squadron.

The Bridge Officers are:



## **COMMANDER (Cdr)**

The Commander is the ranking officer of the Squadron and is responsible to the membership, the District to which the Squadron is assigned and to the national organization for all aspects of the Squadron's functions. The Cdr presides at all Squadron general membership meetings and Executive Committee meetings. The commander's flag includes three tridents with short staffs on a blue field.

## **EXECUTIVE OFFICER (XO)**

The XO is responsible for the external functions of the Squadron, and, in the Commander's absence, acts as Commander. Committees reporting to the XO are co-op charting, safety, legislative, public relations, ways and means, supply officer and vessel safety checks.

## **EDUCATIONAL OFFICER (SEO)**

The SEO manages the Squadron's Education Department. The SEO is a member of the District Education Department and serves as a liaison for information from District 22 and USPS.

## **ADMINISTRATIVE OFFICER (AO)**

The AO is responsible for all the internal functions of the Squadron, such as: boating activities, fleet and port captains; meetings and programs; membership and membership involvement; and social functions.

## **SECRETARY**

The secretary records and keeps minutes of all meetings and is also in charge of keeping the records of the Squadron and its members up-to-date, publishing the Eagle's Eye newsletter, the calling committee, etc.

## **TREASURER**

The treasurer is in charge of keeping all the Squadron's financial records, receives all monies, pays all bills and coordinates necessary state and federal tax filings.



## **LIEUTENANT COMMANDERS (Lt/C)**

Each of the Executive, Educational, and Administrative officers, as well as the Secretary and Treasurer, is a Lieutenant Commander (Lt/C). The flag of a Lt/C has two short-staffed tridents on a red field.

The Bridge officers are elected at our annual meeting in November and installed in a ceremony known as the **Change of Watch** in February. All officers serve as volunteers without any compensation.

## **OVERVIEW of SQUADRON ACTIVITIES**

**EDUCATION** All USPS members are urged to improve their boating knowledge and skills by taking elective and advanced courses covering all aspects of boating. Education is one of our primary reasons for being. It is necessary to achieve safety, comfort and enjoyment on the water.

**BOATING ACTIVITIES** include cruises, rendezvous, raft-ups, charting and navigation contests, beach picnics and group boat excursions

**SOCIAL ACTIVITIES** include dinners, luncheons, meetings, picnics, parades, holiday celebrations, baseball and golf events, and our annual Change of Watch.

**CIVIC ACTIVITIES** include Safe Boating Week actions, Vessel Safety Checks, Cooperative Charting, America's Boating Courses, beach cleanups, Christmas Island Style parade, Fire Foundation Chili Cookoff, Toys for Kiwanis Children, Flare Demos, Wear it! Campaign and Chamber of Commerce activities.

**PUBLICATIONS** There are three publications for our members: USPS magazine *Ensign* published bimonthly; District newsletter *Beacon* published quarterly; Squadron newsletter *Eagle's Eye*, published 10 times per year covering news on past and current events, future meetings and events. In addition, you receive our annual *Roster* detailing pertinent information on the Squadron, its members and their boats.

**BUSINESS MEETINGS** of the Squadron are the executive committee meetings held monthly except for July and August. 8

**GENERAL MEMBERSHIP MEETINGS** are held monthly in October, November, January, March and April and include dinner and a speaker. In December the Squadron has a holiday party, and in February our annual Change of Watch is held. In the summer months members get together twice monthly for "Captain's Meeting", a social event (no captains required).

**VESSEL SAFETY CHECK (VSC)** A free VSC check that a boat has all the necessary equipment to operate properly. Examiners are certified and will perform the check for you and there are no consequences if you don't pass. The goal is to make boating as safe as possible through education. MISPS has a program to certify members who want to become examiners.

**COOPERATIVE CHARTING** The Squadron, in cooperation with USPS, District 22, the National Oceanic and Atmospheric Administration and US Coast Guard monitors and reports needed repairs or replacement of the Aids to Navigation (ATONS) for a significant portion of coastal and inland waterways around Marco Island and south. MISPS shares its findings with others including the Waterways Advisory Committee and Collier County government authorities who are responsible for maintenance, repair, and replacement of many ATONS. The MISPS Cooperative Charting Team has developed a complete digital data base to support this effort.

**WEB SITE** The Squadron maintains a web site and Facebook page that contains information on the Squadron, its event and education calendars and current and back issues of the *Eagle's Eye*. Information about District 22 and the *Beacon* newsletter is also at: [www.marcoislandsailandpowersquadron.org](http://www.marcoislandsailandpowersquadron.org).

# **OVERVIEW OF SQUADRON OPERATIONS AND COMMITTEES**

Your day-to-day enjoyment and the advancement of the Squadron is achieved by participating in various committees, some of which are:

**Co-operative Charting**

**Ways and Means Committee**

**Public Relations Committee**

**Boating Activities Committee**

**Membership Committee**

**Membership Involvement Committee**

**Social Committee**

**Luncheon Meetings Committee**

**Telephone Calling Committee**

**Rules Committee**

**Auditing Committee**

**Budget and Finance Committee**

**Executive Committee**

**Educational Department**

**Radio and Technical**

**Instructors for Educational Classes**

**Safety**

**Supply and Ships Store**

**Vessel Safety Checks**

**Photography**

**Port Captains**

**Nominating Committee**

**Headquarters Maintenance**

**Property**

**Legal**

**Historian**

All of these committees and functions are critical to the success of our Squadron. Member participation is a crucial part of the Squadron's operation, and you are urged to join a committee and share your expertise in one of the above areas. Much enjoyment and fulfillment will come from becoming active in your Squadron's day-to-day operation. You will enjoy the new friendships.

## **EDUCATIONAL PROGRAMS**

### **GET INVOLVED WITH LEARNING and SAFE BOATING**

One reason you joined the Marco Island Sail and Power Squadron was to learn more about boats and boating. Marine education for your safety is the top USPS priority.

The basic way to learn about boating is to take USPS courses, one right after the other, in the prescribed sequence. All courses are designed to enhance your boating skills while making you a more responsible and safe skipper and to make your time on the water more enjoyable.

To hone your skills, MISPS has a Virtual Trainer so you can practice your book learned knowledge piloting a boat on the big screen. Practical On-the-Water Training instructs both on land and on the water the new, slightly experienced, and experienced boater proper ways to handle his or her powerboat in many situations.

One of the best ways to keep your new boating knowledge fresh and current is to teach others what you have learned and otherwise to help carry on our great education tradition.

USPS courses as taught here at MISPS do something else, too. They build your self-confidence in your ability to take care of yourself on the water. You get a lot more fun out of your boat when your fishing jaunts and cruises to waterside dining spots are not white-knuckle runs.

Our “America’s Boating Course” is the basic public boating course that Power Squadron members have made available to everybody in the Marco Island area each year since our charter in 1978. You will be surprised how much you learn while improving your safety on the water and making new friends.

***Come for the Boating Education...Stay for the Friends<sup>SM</sup>***

## **ADVANCED GRADE COURSES**

In sequence

### **BOAT HANDLING ( S )**



Building on the basics taught in America’s Boating Course, Boat Handling is the recommended course for new members. Students learn practical marlinespike, navigation rules, hull design and performance, responsibilities of the skipper, boat care, operating a boat under normal and abnormal conditions, what to do in various emergencies and weather conditions, nautical customs and common courtesies on the water. This course is available as a six segment course or as individual seminars.



### **MARINE NAVIGATION ( P )**

The first of a two-part program studying inland and coastal navigation, this course focuses on the fundamentals of piloting—keeping track of a boat’s movements, determining your position at any time and laying out courses to a planned destination.



### **ADVANCED MARINE NAVIGATION ( AP )**

This course emphasizes the use of modern electronic navigation systems and other advanced techniques for finding position. Topics covered include tides and currents and their effects on piloting, finding position using bearings and angles and electronic navigation such as radar and GPS.

## OFFSHORE NAVIGATION (JN)



The first of a two-part program of study in offshore navigation, it is designed as a practical “how-to” course. Subject matter includes precise time determination, use of the Nautical Almanac, taking sextant sights of the sun, reducing sights to establish lines of position, special charts and plotting sheets for offshore navigation and offshore navigational routines for recreational boaters.

## CELESTIAL NAVIGATION (N)



This course is the second part of the study of offshore navigation, further developing the student’s understanding of celestial navigation theory. It deals with learning celestial positioning using other bodies such as the stars, moon and planets, in addition to positioning using the sun. This course also deals with electronic software tools that can be used to plan and execute an offshore voyage. Students learn additional methods of sight reduction and sight planning techniques. It includes a chapter on using a software-based voyage planning tool and a navigation program.

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There are currently two educational awards in the USPS educational program.

## EDUCATIONAL PROFICIENCY



This is awarded to any member attaining the grade of AP or higher and having successfully completed three elective courses.

## EDUCATIONAL ACHIEVEMENT



This award recognizes individuals who have passed all of the advanced grades and elective courses currently offered. This award is referred to as “Senior Navigator” (SN).

## ELECTIVE COURSES

May be taken in any order, no prerequisites

**CRUISE PLANNING (CP)** Focuses on planning and preparation necessary for safe enjoyable extended cruises on both inland and coastal waters. Includes security, provisioning, voyage management, chartering, communications, etc.

**ENGINE MAINTENANCE (EM)** Stresses the diagnosis of modern systems, teaches the basics of engine layout and operation. Covers basic repairs and how to diagnose problems. Covers basic mechanical systems, steering systems and engine controls. Discusses solutions you might use on problems that could occur while afloat and away from a repair facility.

**INSTRUCTOR DEVELOPMENT (ID)** The emphasis of this course is on enhancing instructor skills. It has been designed to demonstrate interactive teaching methods focused on adult learning. Students are required to prepare lesson plans and give four presentations to their peers utilizing a variety of teaching aids and presentation skills.

**MARINE ELECTRONICS (ME)** Consists of three courses: Marine Electrical Systems, Marine Communications Systems, and Electronic Navigation. **Electrical:** properties of electricity, wiring, DC and AC, using a multi-meter, reading electrical diagrams, etc . **Communications:** review of systems available to recreational boater, radios, GMDSS. **Electronic:** GPS technology, charting, waypoints, routes

**SAIL (SA)** A thorough study of the terminology and dynamics of sailing, this course covers types of hulls and rigs, running and standing rigging and their adjustments, hull and water forces caused by wind and waves, the theory of sailing, points of sail, sail handling, sailing under various wind conditions and navigation rules unique to sailboats.

**WEATHER (WX)** This course teaches how to make weather observations and predictions for more enjoyable boating. Topics include awareness of weather phenomena, how to read the weather map and sky, how to understand and anticipate weather developments; structure and characteristics of the atmosphere, sources and use of weather reports and forecasts and visual observations the skipper can make.

## LEARNING GUIDES

**LEARNING GUIDES** are self-study booklets which have been developed to provide in-depth information in many boating-related fields. Subjects have been selected in areas about which members have expressed interest. They may be ordered through your Squadron SEO or ordered directly from USPS's Ship's Store online @ [www.usps.org](http://www.usps.org).

Titles presently available include:

**Boat Insurance**

**Compass Adjusting**

**GDMSS and Marine Radio, Boat Owner's Guide to**

**Knots, Bends and Hitches for Mariners**

**Knot Tying: The Basic Knots CD**

**Marine Amateur Radio**

**Navigational Astronomy**

**Plotting and Labeling Standards**

**Predicted Log Guide**

**Sailing, Introduction to**

**Sight Reduction Methods**

**USPS Nautical Glossary**

**Water Sports**

## SEMINARS

USPS currently offers short (2-3 hour) seminars to be used at the squadron level. These seminars are in an electronic format for classroom presentation by an instructor. There is no test involved. Some examples of seminar topics include:

- **DSC / VHF Marine Radio** - VHF radio is the mainstay of coastal communication and essential for emergencies. DSC with Rescue 21 is active. DSC vastly simplifies and improves rescue but you need to know how to use it
- **Basic Weather and Forecasting** - Explains weather systems; how to understand cloud patterns and their changes; and by using changing wind direction, temperature and pressure readings, to hone in on emerging weather fronts.
- **Introduction to Navigation** - Walks you through reading a nautical chart, its symbols, the essentials of laying out a safe course to your destination and a quick guide to rules of the road.
- **GPS** - Covers the principles of waypoint navigation, how to relate the GPS to your charts and reviews basic GPS operations (buttons, screens, and functions).
- **Boat Handling Under Power** - Shows boaters how to depart and dock under a variety of conditions and properly trim the boat when underway.
- **Advanced Powerboat Handling** - Topic includes, close quarter maneuvering, how boats behave and why, docking under challenging conditions, dealing with severe seas, and running aground.
- **Partner in Command** - A key focus of the seminar is helping the first mate and other crew members handle emergencies, especially when the captain is incapacitated.
- **PaddleSmart** - Topics discussed include terminology and equipment –minimum and optional; using kayaks and canoes; safety; day trips and touring.



## INTRODUCTION TO OUR UNIFORMS

We have formal and informal yachting type uniforms for men and women. Members are **not** required to purchase the uniforms and most do not.

The uniform is the traditional English yachting uniform with the insignia of rank, educational achievement and merit marks indicated by embroidered insignia and sleeve braid. White shirts have shoulder board insignia.

Members may also wear a navy blazer with a USPS emblem. Most of our affairs are casual attire and various embroidered golf shirts and other casual attire are also available at our Ship's Store. Uniform T-Tropical unisex shirt (blue palm leaves shirt or red hibiscus shirt) can be ordered from USPS.org.

### Uniform A:

Regulation black uniform coat and trousers without cuffs; white shirt; black four-in-hand tie or black bow tie if specified in the dress code; black belt (if worn); black socks; black shoes; cap.



### Uniform A:

Regulation black uniform jacket; black skirt or slacks; white shirt; black cross-over tie (or small black bow tie if specified in the dress code); natural hosiery; black shoes; cap; black purse (if carried).



### Uniform G:

Regulation short-sleeve, open neck white shirt; black trousers without cuffs; black belt (if worn); black socks; black shoes.



### Uniform G:

Regulation short-sleeve, open neck white shirt; black skirt or slacks; natural hosiery; black shoes; black purse (if carried).



### Uniform D:

Regulation short-sleeve, open-neck shirt; long white trousers without cuffs; white belt (if worn); white socks; white shoes; cap.



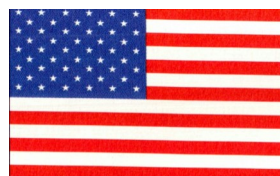
### Uniform D:

Regulation short-sleeve white shirt; white skirt or slacks; natural hosiery; white shoes; cap; white purse (if carried).

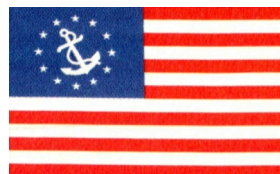


## VESSEL FLAGS & BURGEES

FLAGS are signals. Each one conveys something specific about the vessel or its personnel. There is no legislation governing the flying of any flag on noncommercial vessels. However, through the years, customs have been established for the types of flags that may be flown and when and where they are to be displayed.



The **United States National Ensign** is the proper and preferred flag for all U.S. vessels. It is displayed from the stern staff from 0800 until sunset.

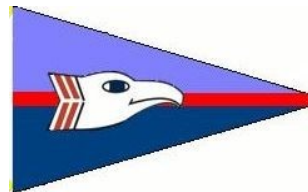


The **U.S. Yacht Ensign** may be flown in place of "Old Glory" but only in domestic waters.



The **USPS Ensign** is flown from the stern staff (when replacing the National or Yacht Ensign) or from the starboard spreader when an active member of USPS is in command of the vessel.

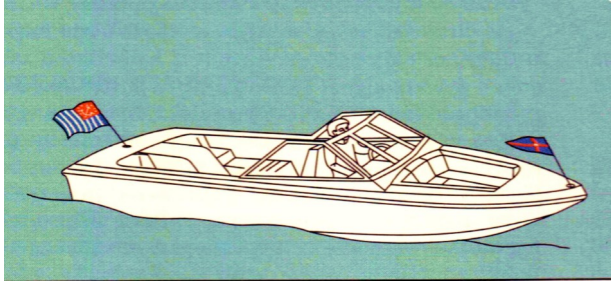
A **burgee** is a triangular, rectangular, or swallow-tailed flag usually denoting yacht club or similar unit membership. Each USPS squadron has a unique burgee.



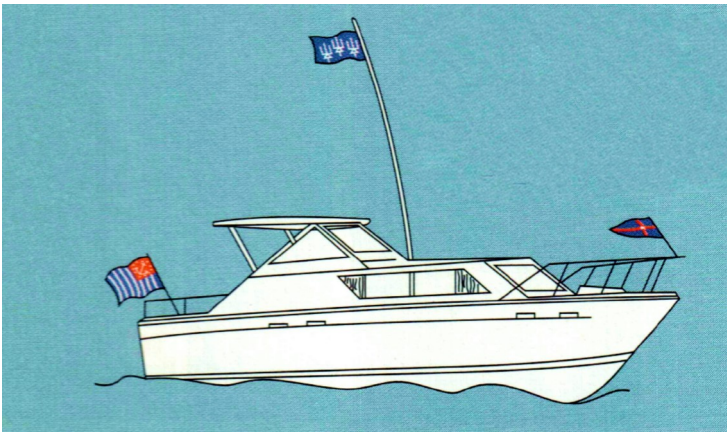
Our **Marco Island Sail & Power Squadron burgee** may be flown by any active MISPS member from the bow of their vessel. They are available at our Ship's Store.

## FLYING OUR FLAGS AND BURGEES

On a mastless powerboat the U. S. Ensign (or if not in foreign waters, the USPS or yacht ensign) is flown from a stern staff and the Squadron burgee is flown from the bow staff. Do not display more than one burgee at a time.



On a power boat with a radio antenna, an officer's flag may be flown from an antenna—preferably on the starboard side—either singly or beneath the USPS Ensign. Flags and burgees are flown the same as those without a mast or antenna.



## ACKNOWLEDGEMENT OF MEMBERS' EFFORTS

### MERIT MARKS



A merit mark is awarded by the chief commander to a member for substantial effort in personally furthering the interest, programs and objectives of USPS, its districts and squadrons. No member may receive more than one merit mark award in a given year. A member's efforts must be worthwhile and reasonably substantial to receive the award, and all the work the member does throughout the year is considered. The work you do while serving on a committee or teaching a class counts toward your award.

### SENIOR MEMBERS



When a member has earned five merit marks, he or she becomes a Senior Member. Senior members are authorized to wear a special insignie consisting of a double-headed arrow through the Roman numeral V below their grade designation.

### LIFE MEMBERS



When a member has earned twenty-five merit marks, he or she becomes a life member. Life Members are authorized to wear a special insignie consisting of a double headed arrow through the Roman number V surrounded by a wreath below their grade designation. Life members are exempt from paying further dues.





## **The USPS Pledge**

**I do solemnly pledge to:**

**Abide by the bylaws of**

**The United States Power Squadrons;**

**Promote high standards of navigation and  
seamanship;**

**Maintain my boat and operate it legally;**

**Render assistance whenever possible; and**

**Conduct myself in a manner that will add  
prestige, honor and respect to the  
United States Power Squadrons.**

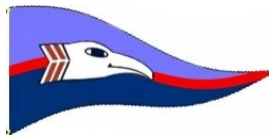
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3/14/18