

PMPSS Squadron Manual

Policy & Operations Manual

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This Policy Manual is provided as a guide to users as to the policies and operations of Port Moody Power and Sail Squadron. Nothing in this Manual may be contrary to the CPS-ECP By-laws or Board Regulations. This booklet is reviewed yearly in January to update any changes that may be necessary.

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1.0 POLICY DEFINED:

Policies and Operations Manual are guidelines for Port Moody Power and Sail Squadron Officers and members as a whole. They are part of our overall mission of the Squadron and its general fundamental operation. Policies and Operations in this Manual are intended as a broad statement addressing how Port Moody Power & Sail Squadron (PMPSS) conducts operations from year to year.

Policies are created by a majority vote of a quorum at a Squadron Executive Committee meeting or a Bridge Meeting.

1.1 CPS-ECP POLICIES:

The policies of CPS-ECP so noted on the Web Based Admin System (WBAS) form part of this policy manual.

1.2 MANUAL POLICY CHANGES:

Policy changes after the date of acceptance of this document will be added to or shown as amendments to a policy reflecting the date of the meeting and minutes effecting the change or addition. Date changes to this Manual will be reflected under Section 5.0.

1.3 MANUAL POLICY REVIEW:

This Policy Manual, at a minimum will be reviewed annually in the January meeting of the Bridge. The Commander will form a review committee, set the review date and place on the agenda accordingly. The composition of the Policy Review Committee will be the Commander, Executive Officer and 2 Past Commander's and 1 new member on the Bridge.

1.4 BRIDGE STRUCTURE:

The following Officers are elected or appointed at the Annual General Meeting and are recommended through the Nominations Committee formed on that Squadron year.

Elected Executive:

- | | | |
|---------------------|--------------------------|-----------------------------|
| • Commander | • Administrative Officer | • Membership Officer |
| • Executive Officer | • Secretary | • P/Commander (not elected) |
| • Education Officer | • Financial Officer | |

Officers recommended for election by Nominations Committee:

- | | | |
|----------------------|---------------------|----------------------------|
| • Advanced Education | • Assistant Socials | • Supplies Officer |
| • Webmaster | • Editor | • Public Relations Officer |
| • Socials Officer | • Cruise master | • Communications Officer |

Appointed by Nominating Committee:

-
- Financial Review Officer

Appointed by Commander

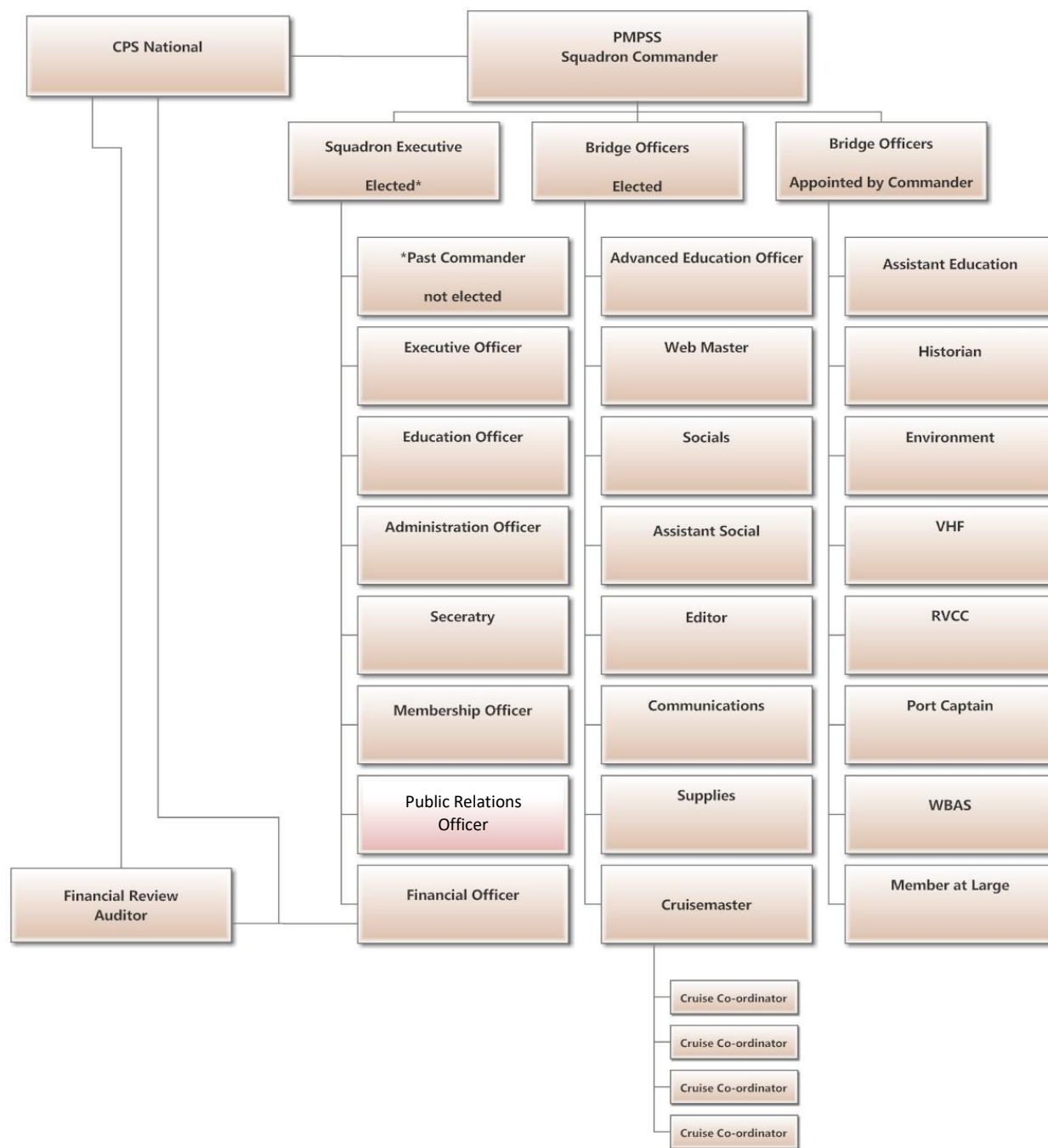
- Assistant Education
- Historian
- Environment Officer
-
- PCOC Officer
- VHF Officer
- RVCC Officer
- Port Captain
- WBAS Officer
- Member(s) at Large

Officers on Nominating Committee

- Past Commander (Chair)
- P/Past Commander
- Current Commander
- Executive Officer

*NOTE: Please see CPS-ECP Board Regulation 7.1.6 for committee guidelines.

1.5 ORGANIZATION CHART



1.6 VOTING PRIVILEGES:

All officers elected and appointed have a vote on all items presented at Bridge Meetings. Executive Meetings would consist of the elected officers only.



1.7 MEETING FREQUENCY:

1.7.1 SQUADRON ANNUAL GENERAL MEETING (AGM):

The official fiscal year of Port Moody Power & Sail Squadron (PMPSS) is from April 1st, to March 31st. As a nonprofit society, PMPSS holds the Annual General Meeting once per year as required under the Societies Act and by CPS. This is held usually in the last two weeks of April and usually held Willy's Galley at Reed Point Marina. Quorum required is 10% of membership or 10 members, whichever is less.

1.7.2 CHANGE OF WATCH (COW):

This is a celebration of our new Bridge and recognition of the previous Bridge's Officers efforts for the year. It is usually held the last week of April or 1st week in May, but after the Annual General Meeting.

1.7.3 BRIDGE MEETING:

This is held at the call of the Commander to assemble the Officers of the Bridge. Discussed are newsworthy items, concerns and Officer Reports. These are held every 3rd Tuesday of the month usually 9-10 times per year (September-November, January-May/June), usually held Willy's Galley, Reed Point Marina, at 19:00 hours. Quorum is 50% of elected Officers and any Past Commander by acclamation.

1.7.4 COMMITTEE MEETINGS:

Held when called by Committee Chair and location is decided by Chair convenient to all committee members i.e. Burrard Public House. Committees are formed as needed to share ideas and determine tasks to successfully accomplish squadron activities and events.

1.8 MEMBERSHIP FEES

In 2017, a CPS-ECP regular membership is currently set at \$37.00 and \$18.50 for family member. The Squadron charges \$25.00 and \$12.50 per Regular member and family member. Rates may change from year to year.

Member	CPS		PMPSS		Total Membership Fee
Regular	\$37.00	+	\$25.00	=	\$62.00
Family	\$18.50	+	\$12.50	=	\$31.00

Any non-member, who successfully completes a CPS-ECP course and is interested in membership, will be given the first year free. The rationale behind this policy is to give the new member more opportunities to interact with the squadron and see the value of membership. Further it will counter membership attrition and improve retention. The squadron will pay the \$35 first year preferred membership rate to CPS-ECP and waive the squadron portion.

2.0 SQUADRON POLICIES:

2.1 FINANCIAL

It is the policy of the PMPSS that the Bridge has the authority to authorize the expenditure of funds for the purpose of preparing and distributing information to the membership and general public regarding the courses, events and benefits of PMPSS, provided that nothing contained therein is for the purpose of influencing the outcome of an election.

2.1.1 SQUADRON BUDGET

As a non-profit society, the Squadron must have no more than 1 year's operating budget. It is recommended that the Bridge does not operate in a deficit budget.

Operating budget is determined each year by estimating operating costs for the last 3 years. If revenues are over the estimated amount, additional remaining funds are dispersed at the discretion of the Bridge with first consideration given to education equipment, aids and safety needs.

In January, Commander/Finance Officer sends out funding requests to Bridge Officers to ask for their initiatives and needs.

This budget is eventually adopted by the incoming Bridge in May who may accept or modify before approving in general.

2.1.2 PACIFIC MAINLAND DISTRICT

PMPSS currently pays \$1 per member for the Pacific Mainland District's Annual General Meeting per year, usually in March for the Change of Commander Event and on the following year for the AGM only will be at the discretion of the Bridge.

2.1.3 CPS-ECP NATIONAL CONFERENCE

PMPSS will pay for the Commander or designate to attend the CPS-ECP National Conference which includes the full conference package fee, and any travel and accommodation expenses.

The conference is generally held near the end of October in varying cities across Canada.

Registration should be made early to take advantage of any early bird discounts to save the squadron's money.

2.1.4 DONATIONS TO THE SQUADRON

The Squadron can accept donations from any entity directly. If the donor wishes a tax receipt for income tax purposes, payment must be made payable and sent to CPS-ECP, accompanied with a letter of intent from the Squadron. CPS-ECP will electronically refund the donation back to the Squadron's bank account and issue a tax receipt to the donor.

2.2 STORAGE UNIT

Squadron promotional materials, event decorations, signage and historical records are stored at Barnet Self Storage located at 1090 Falcon Dr, Coquitlam, BC V3H 4B5, Unit #_____.

A passcode (4684833) is required to enter the gated premises, and a key is required to enter the unit. Bridge members authorized to have a key are:

- Commander,
- Administration Officer,
- PRO,
- Socials Officer,
- Environment Officer,
- Historian,

-
- Supplies Officer,
 - Education Office
- RVCC Officer

Outgoing officers are required to return their keys to the Administrative Officer or give to the incoming officer.

The unit is rented on an annual basis and has a financial impact.

2.3 PUBLIC RELATIONS & COMMUNICATIONS

The Executive Committee believes it is the responsibility of each Bridge Officer, as well as each member of the PMPSS, to actively pursue a public relations program that promotes effective squadron partnerships and highlights the educational and membership benefits provided by CPS-ECP. The following policy on Public Relations has been established to provide the framework for the establishment of public relations functions and to demonstrate that PMPSS 's commitment to effective public relations is supported at the highest levels of the organization.

The Executive Committee recognizes that members have a right to know what is occurring in their squadron; that bridge members have an obligation to see that members are systematically and adequately informed; and that PMPSS ultimately benefits from ensuring that members get all information, good and bad, from the squadron itself.

To this end, the Executive Committee affirms the following:

2.3.1 Communications System

PMPSS shall maintain an effective two-way communication system between PMPSS and its various constituencies which ensures:

- Dissemination of accurate, timely information about PMPSS policies, cruises, courses, activities, procedures, achievements, decisions, critical issues, etc;
- Explanation of decisions and actions taken by PMPSS;
- Minimization of rumors and misinformation;
- Programs and practices designed to provide an open climate which elicits ideas, suggestions, reactions from the membership and Bridge Officers alike;
- An effective working relationship with the news media.

The Current communications system employs various National, District and Squadron platforms to meet different user and event needs and preferences:

- | | |
|---------------------------------|------------------------------|
| ○ Websites, | ○ Twitter Feeds, |
| ○ email, | ○ Flickr Photo sharing, |
| ○ Newsletters, | ○ Commercial trade magazines |
| ○ Facebook private group pages, | ○ Surveys |
| ○ Facebook public pages, | ○ and District Roster |
| ○ WhatsApp Mobile Messaging | |
| ○ . | |

2.3.2 Public Relations Function

PMPSS shall maintain a public relations function that will coordinate PMPSS's communication efforts. This function shall be carried out under the immediate supervision of the Public Relations Officer to ensure that public relations efforts and resources are fully understood and utilized by all Officers and Volunteers among their various duties and operations.

2.4 REGALIA

CPS Regulation 2.5 FLAG AND PENNANTS each member or associate may fly the flag and pennants of CPS-ECP in accordance with such protocol as the board may from time to time adopt.

Officer Flags: will be available at the Bridge meeting in May and are provided by CPS-ECP and the Squadron.

Sales: Regalia must be available with samples i.e. t-shirts, flags etc. at every squadron event.

2.5 EDUCATION

Course pricing: is set by the Education Department with the exception of Boating 1, 2 & 3 as PMD usually sets a minimum price and then the Education Department can set the price higher if they wish to. Advanced pricing is usually set to cover the costs based on a minimum number of students to cover the rental of school and supply costs. Advanced classes may be combined with other squadrons or PMPSS may take students from other areas if a squadron cannot run a class.

2.6 POLICY ADVISORY COMMITTEE TERMS OF REFERENCE

PMPSS Policy Advisory Committee, a duly authorized committee of Port Moody Power and Sail Squadron (PMPSS), a squadron of Canadian Power and Sail Squadrons in the Pacific Mainland District (hereinafter the Committee).

Purposes:

The primary purpose of the Committee is to provide reasoned guidance and advice to the Bridge in matters pertaining to the business of the Squadron and its practices.

It is a secondary purpose of the Committee to provide clarification of existing bylaws and policies governing the PMPSS and to provide interpretation of new directives and bylaws, if requested to do so.

A tertiary purpose of the Committee is to support the Squadron by proactively recommending issues that in the opinion of the Committee warrants consideration by the Bridge.

Notwithstanding the above purposes, the Committee specifically has no power to enact any Policy recommendations that is the responsibility of the Bridge.

Deliverables (specific outputs required/requested of the Committee):

The Committee shall report to the Bridge on matter(s) under consideration in the form of written Policy recommendation.

The Policy recommendation shall consist of an outline identifying the matter under consideration, the majority decision of the Committee, the voting results and the rationale.

(It may be expected that the Bridge will table the Policy recommendation as a motion, set the Policy recommendation aside, refer the matter back to the Committee for additional consideration or refer the matter under consideration that initiated the Policy recommendation to another organization/committee as the Bridge sees fit.)

Scope/Jurisdiction:

By the nature of the Committee purposes, the Committee has unlimited scope within the business of the Squadron.

Guidance from the Bridge/Squadron:

The Committee will consider such matters as are put before it by the Bridge.

The Committee shall undertake to request additional information as needed in order to obtain sufficient clarity on the matter(s) before it prior to rendering a Policy recommendation.

Resources and Budget Allotment:

It is not anticipated that any significant Resources or Budget Allotment will be necessary for the normal functioning of the Committee. Notwithstanding, the Committee shall request Resources and Budget Allotment from the Bridge on an as-needed basis.

Member Qualifications:

The Committee shall be authorized to function by the Bridge and consist of the following members:

- currently elected Executive Officer, who shall Chair the Committee
- immediate Past Commander
- 3 additional squadron members in good standing having
- A minimum of 5 years serving on the Squadron Bridge or
- A minimum of 8 CPS-ECP merit marks.

The positions filled by the Executive Officer and the Immediate Past Commander are automatic and require no appointment by the Bridge.

The 3 additional positions shall be filled by volunteers having the stated qualifications, subject to the approval of the Commander as per Squadron Model Regulations.

Member Terms:

The Executive Officer shall serve on the Committee for the term of their office as Executive Officer.

The Immediate Past Commander shall serve on the Committee for as long as they are Immediate Past Commander.

The additional members of the Committee shall serve on the Committee until the upcoming Annual General Meeting, after which they may volunteer to serve on the Committee subject to the approval of

the new Commander. There is no limit to the number of times a volunteer member of the Committee may volunteer to serve on the Committee.

Current Members:

Current members of the Committee are detailed in Schedule A: PMPSS Policy Advisory Committee Members for the current year.

Governance:

The Committee shall ensure that all policy recommendations adhere to the CPS-ECP and Squadron Bylaws. The Committee shall meet and set meetings as it sees fit.

Shared information, such as plans and contact information may be held by any and all Committee members. The Committee Chairperson shall retain the official copy. All copies of shared information shall be held confidential and be relinquished to the Squadron Executive on demand.

Communications relevant to the business of the Committee which take place outside of Committee meetings or Bridge meetings shall be made privately in person, by telephone, by direct mail or by direct email. Such communications shall not be posted. This applies regardless of whether communication is between Committee members themselves, between Committee members and the Bridge, or between Committee members and other squadron members.

For the year 2011, ending at the Squadron Annual General in 2012, the members of the 1st PMPSS Policy Advisory Committee were

Bruce Leavitt, Executive Officer, Chairperson, Glen Anchor-Immediate Past Cdr, P/Cdr Chris Gordon, P/Cdr Doug Cousins, Sukru Yigit

2.7 MEMBERSHIP

Any person, upon successful completion of any CPS course, or PCOC by another provider, is eligible for full, regular or family, membership. A member is considered in good standing by renewing their membership and paying the annual membership fee when due.

Any non-member whose contributions directly benefit PMPSS or the fellowship of PMPSS, may become an Honorary Member without paying dues.

As per section 9 of the Membership Officer's manual, an "Honorary Squadron Member" shall mean a person so appointed by the Squadron Executive Committee according to Section 4.12 of the Model Squadron Regulations.

Honorary members do not have any voting privileges and are not eligible to receive any CPS-ECP benefits or Merit Marks. They are eligible to attend PMPSS member events, and receive PMPSS member benefits that are both within the authorization of PMPSS to give.

2.8 MERIT MARKS

Any member who has volunteered a minimum of 20 hours of service to any PMPSS function in a calendar year is entitled to one (1) merit mark.

Bridge Officers and event coordinators are responsible to submit their and volunteer hours to the Commander.

The Commander is responsible to input/register volunteer hours with CPS-ECP.

CPS-ECP is responsible to approve and maintain the history of all Volunteer Merit Marks and issue the certificates back to the Squadron.

Merit Marks certificates are issued to the Volunteers at the Annual General Meeting or Change of Watch formalities in the following calendar year.

Twenty (20) merit marks entitles a member to free lifetime membership.

2.9 PMPSS INITIATIVES

Any regular member of PMPSS is given the power or opportunity to pursue, plan and promote something that will help achieve the objectives of PMPSS, as long as it does not violate any CPS-ECP regulations.

Any new initiative needs to consider one or more of the Operations Guidelines in Section 3.0.

Initiatives do not need approval from the Bridge unless it requires a policy change or funding that is not provided for in the budget, however out of courtesy and to garner support, it is recommended to give an account of the initiative, and it's benefits, to the Bridge.

3.0 OPERATION GUIDELINES:

For any meeting, event, or initiative of PMPSS, the following operating requirements need to be identified and coordinated with and/or by the PRO, and other Officers and Volunteers as needed:

- ☐ Date, time, location of event.
- ☐ Timeline: Dates of tasks and who will complete both before during, and after the event.
- ☐ Agenda & timeline for Guests Speakers & Volunteers: who does what, where and when during the event.
- ☐ Invite List: General Public, Dignitaries, squadron members, volunteers, Instructors, proctors, Bridge, Committees, all CPS members, other squadrons, District Officers, past members, media, etc
- ☐ Advertising Network: website, Facebook, email, phone call, news agency, etc.
- ☐ Advertising Material: Printed and/or digital: Posters, flyers, brochures, graphics, images, signage, banners, etc.
- ☐ Event Supplies: Lead forms, Guest book, name tags, surveys, forms, pens, cash box, certificates, plaques, awards, prizes, citations, regalia, decorations, table supplies, refreshments, caterers, etc.
- ☐ Financial: An Admission Fee or Free - Rental costs, supplies, advertising, etc. If funding is not in the budget and not self-funding, it will need Bridge approval (motion) to finance it. To determine self-funding "Admission Fees", add up pre-determined supply and advertising costs, and divide by the number of estimated attendees. Then round up to the nearest \$5...should be easy to pay by those with cash, and looks good in print.
- ☐ Post event: tear down, reports, lead follow up, thank you letters.

3.1 PACIFIC MAINLAND DISTRICT MEETINGS

Commander attends meetings. When he/she cannot attend the Executive Officer would attend in their absence or the Education Officer. Executive Officer may attend a meeting prior to his election as Commander to be better informed of the District Meeting. Meetings are usually 1st Monday of every 2nd month commencing in September – June. No expenses are covered for District Meetings.

Commander will submit reports, back to the Bridge, outlining the topics discussed by the District Bridge Officers and Squadron Commanders at the meetings.

3.2 SOCIALS

Socials Events and Planning Manual – is a resource tool of information for Social Director and its positions. This manual is held with the Socials Director and updated from time to time.

Socials must have a minimum of 6 8 events per Bridge year:

- 2 On the Water Student Cruises
- 2 Student Grads
- COW
- 2 Social Gatherings-Spring & Fall,
- Remembrance Day. (See Appendix A for further information.)

3.3 CRUISING ETIQUETTE

On the matter of etiquette and cruising, all members partaking in Squadron boat outings should insure they maintain proper boating etiquette at all times. It is not in the scope of this Manual to fully document what all that entails, but members are encouraged to avail themselves of the many documents available on-line pertaining to the subject. One is posted by one of our own Cruise Masters on our web site.

Proper etiquette pertains not only to raft ups and marinas, but while underway as well.

Remember, you're flying our burgee...or should be! And if you run aground, make sure the first thing you do is take it down. But seriously, watch your wakes! Make sure you are following all the ColRegs and provide assistance to others, whenever possible. Ensure others know that you know how to do it right, by your actions!

There are a few important items that all members should be vigilant about to ensure everyone within the group enjoys our boat outings, and that our activities do not bring poor discourse or judgment from other members of the boating public.

- Respect other people's privacy.
- Keep smoking of any type to areas that will prevent smoke from drifting into other boats, especially important when in a raft up.
- Watch the volume of your music, appreciating that not everyone will enjoy your particular taste or genre.
- Watch the volume of conversation, sound travels well over water.

- We welcome families. Please be mindful of behaviors while children are present.
- If in doubt...DON'T.
- And remember: Good cruising is the result of proper planning, informed execution, communication and cooperation. Let's hope that every PMPSS cruise makes us look forward to the next one.

3.4 SPRING TUNEUP AND SAFETY DAY EVENT

The Spring Tuneup and Safety Day event is jointly operated with neighbouring squadrons, namely Burnaby and Coquitlam at Reed Point Marina in Port Moody.

The event is part of the Public Relations program that sports a booth at a venue with volunteers, promotional & membership material, displays, and conducts a series of sub-events such as:

- the RVCC program,
- Fire Extinguisher testing (Steve Van Gaalen),
- Flare Disposal,
- Swap Meet,
- Cooking demonstrations
- Virtual Trainer
- VHF Radio Simulations,

and other topics and services the event coordinator feels is of interest to boaters and will attract attendees.

The event ties in well with the National Safe Boating Week (May 19-25 2018). With the start of boating season and boaters planning for a long weekend cruise, we should be busy. Plan one (1) event on either of the first two weekends of May before the long weekend. on a Saturday or Sunday morning and afternoon

3.4.1 SPRING TUNEUP & SAFETY DAY EVENT OPERATIONS MANUAL

A resource guideline For RVCC Officer and PRO, see [Appendix G](#).

3.5 RECREATIONAL VESSEL COURTESY CHECK (RVCC) EVENT

The RVCC program is a Transport Canada Program that CPS-ECP has an agreement with to carry out. Volunteer inspectors need to be certified by Transport Canada to conduct official checks. Certification is arranged by the Pacific Mainland District RVCC Officer.

This event not only promotes boating safety; it is a great marketing opportunity to promote CPS-ECP and its programs to the general public. As the RVCC program runs during the spring and summer, it should help create interest for the fall courses, and the VHF course.

This program can be a stand-alone event, or held during the Safety Day event shared with fellow squadrons.

The target venue of the stand-alone event is the Boat Launch at Rocky Point in Port Moody. Small boat operators are the most at-risk group of boaters. The target dates to hold two summer events would be 3rd weekend of June and the 3rd weekend of July, both before the long weekends.

The event is under the direct supervision of the RVCC Officer (the point person).

3.5.1 RVCC DAY EVENT OPERATIONS MANUAL

A resource guideline For RVCC Officer and PRO, is, see [Appendix F](#).

3.6 COMMANDER'S SAILPAST - Protocol & Procedures

Generally held in May and follows the COW. Avoid scheduling on Spring Tuneup Day or May Long Weekend.

Commander to start planning 4 weeks in advance...beginning of April.

Commander can choose to hold a complimentary breakfast before the Sailpast, or a lunch following the Sailpast. If a lunch, it is traditionally held in Bedwell Bay with premade sandwiches and variety of beverages. Breakfast can be held at Willys. In the past there have been occasions where squadron volunteers made breakfast with the Commander flipping pancakes. Costs for either should conform to predetermined budget; check with Treasurer.

Commander coordinates with Communications Officer and Webmaster to invite and inform members via the various squadron communication mediums, with the Sailpast Writeup and itinerary.

Commander coordinates with Cruisemaster to organize the Skipper's Meeting. Skipper's meeting, establishes the sailpast salute to the Commander, and any other verbal sailpast instructions.

3.6.1 Protocol Writeup for Members – Email, Newsletter, Website

“Sailpast is one of the most traditional events of the squadron and is an opportunity to see and experience the strength and vitality of the squadron in action, as well as an opportunity to pay respect to our current and past commanders and to the centuries old tradition that all of us are part of.

What to Wear:

Yachting tradition requires all members to be in full regalia including jackets, ties and crests, but the PMPSS recommends this dress only for the Commander and officers on the Flagship, and relaxed dress restriction for the rest.

Skipper's Meeting:

The Sailpast is preceded by a “Skippers Meeting” where skippers will be given verbal instructions on the location of the flagship, the order of the various vessel in the review, the interval between boats (usually two boat lengths), the VHF Channel to monitor for ship to ship communication, and other relevant sailpast directions.

Also, at this meeting, the PMPSS salute for the incoming Commander is devised and communicated (all in good fun!)

The Salute:

Protocol demands that a flagship be anchored with the Commander and hosts on deck to receive and return the salute. Vessels sailpast the flagship with the Captain and ship's company, dipping (lower to half staff and then raise again) or manually unfurling (unroll) their colours (Canadian flag), and issue the salute. Keep a reasonable distance off of at least two boat lengths for safety. The salute should commence one boat length before reaching the Flagship vessel and continue for one boat length beyond.

Post Sailpast:

After passing the Flagship Vessel, and depending on the sea state, it is preferred that vessels round up and break off toward open water at least until all vessels in the fleet have passed through the review.

Members & guest are invited to a social raftup hosted by the Commander. Upon arrival dress ship (fly your flags, burgees, streamers, signal flags etc...whatever you have...Dress it up!)”

3.7 Student Cruise

Offered as an On-The-Water Practicum of the Boating 3 Course.

Dates Set by the Education Department according to the Fall and Spring course schedules

Education Officer coordinates with the Cruise Master for securing Volunteer Skippers and vessels. Generally 3-4 students per boat. Cruise Master assists with Raftup and end of cruise in Bedwell Bay.

Education Officer coordinates with Socials officer to provide lunch and refreshments for attendees within budget.

Education Officer coordinates with PRO & Membership officers to promote PMPSS membership.

Event invitation priority is given to Education department volunteers, students, then general membership.

3.7 Student Grad

Offered after the completion of the Boating 2 & 3 combined course.

Dates Set by the Education Department following the Fall and Spring courses completion.

Education Officer coordinates with Socials officer to secure venue, and provide light appies and refreshments for attendees, within budget.

Education Officer coordinates with Membership officer to welcome new members and hand out new member kits.

Education Officer coordinates with PRO to promote membership, benefits, and other courses.

Event invitation priority is given to Education department volunteers, students, then general membership.

3.8 Remembrance Day Service Event & Policy

The Remembrance Day Service is put on by PMPSS for the members and families of PMPSS, special guests, and to the civic service personnel and residents of Anmore and Belcarra.

This attendance base basically fills the number of people that PMPSS can comfortably accommodate both on the dock, shoreline, and the food service at the picnic area.

For this reason, the Bridge has adopted the policy that we do not wish to increase the attendance by advertising the event to the general public.

3.8.1 REMEMBRANCE DAY SERVICE HANDBOOK

A resource guideline for the Remembrance Day Service Committee, [see Appendix A](#)

4.0 SQUADRON BRIDGE OFFICER POSITION DESCRIPTIONS

4.1 COMMANDER Elected 1 Year Term

Reports to District Commander

Job Description:

The Commander is the Senior Officer of the Squadron and Chairperson of the Executive Committee.

The Commander is in command of the fleet when the boats of the Squadron are assembled.

The Commander is responsible for the success of the administration of the Squadron and for seeing that the members conduct themselves in the manner set out by the By-Laws of CPS.

Responsibilities:

- Review the Squadron Regulations and be aware of the duties of the Commander as well as the duties of each Officer on their Bridge.
- Meet with each Officer and review their duties so they are aware of their Squadron duties and responsibilities of their office.
- Enter all officers in WBAS “Maintain Officer Rooster” immediately after the Change-of-Watch to ensure they have the proper profile in WBAS to administer their duties.
- Ensure all files from the previous year have been transferred to the incoming Officers such as merit marks log for Jan-April, document templates, logins and passwords
- Responsible for the overall quality of the Squadrons Education Program.
- Ensure all members of the Bridge & Squadron conduct themselves in an appropriate manner as set out in the By Laws of CPS, the Governing Board Regulations, the District Regulations and the Squadron Regulations.
- Compile a ‘Calendar of Events’ for the upcoming year – socials, cruises, events, meetings.
- Set dates for monthly Bridge meetings, prepare agenda and preside over all Squadron Meetings.
- Ensure all meetings are run according to the By-Laws and Regulations.
- Represent the Squadron at all District Council Meetings and the District AGM.
- Give a full report on all District Council Meetings at Squadron Bridge Meetings.
- Liaison with other Commanders within the District and CPS.
- Submit Merit Marks in WBAS in December
- Recognize member (s) for any important contribution made to the Squadron.
- Encourage the innovation and origination of programs and projects within the Squadron.
- Prepare and submit all reports required by the District.
- With the Financial Officer prepare a Budget for the incoming Bridge starting in January Bridge Meeting to request funding, draft at February Bridge Meeting, Final at March Bridge Meeting; present it to the incoming Bridge, for consideration at their first bridge meeting
- Review all renewals for Recognized Examiner and Recognized Provider to ensure they are appropriate.
- Participate in the Officer Training Program.

4.2 EXECUTIVE OFFICER (XO) Elected 1 Year Term

Reports to Commander

Job Description:

The Executive Officer (XO) assists the Commander with Squadron duties and in the absence of the Commander performs those duties and exercises the powers of the Commander.

This position gives the XO the experience they require to serve their term as Commander.

Responsibilities:

- Assist the Commander in all duties and be aware of the affairs of the Squadron.
- Assume the responsibilities of the Squadron if the Commander is absent.
- Chair meetings in the absence of the Commander.
- Review and be aware of the Squadrons Regulations.
- Understand the duties of each Squadron Officer.
- Begin preparations for selecting the incoming Bridge, checking which Officers wish to remain on as volunteers and canvassing for new Officers.
- Meet with the Nomination Committee no later than March 15 and present your nominations for each position on the Incoming Bridge.
- Provide assistance to other Officers and committees as required.
- Participate in the Officer Training Program.

4.3 EDUCATION OFFICER (EO) Elected 2 Year Term

Reports to Commander and District Education Officer

Job Description:

The Squadron Education Officer is responsible for all squadron courses and education events within the Squadron, and ensuring the technical excellence of the Squadrons Education Department.

The EO is responsible to form an education team consisting of Assistant EO and Advanced Education Officers, Proctors and Instructors.

In the absence of the Commander and the Executive Officer, the EO shall perform the duties of the Commander.

Responsibilities:

- Represent the Squadron at all District Education Conferences.
- Advise the Commander on all matters pertaining to the Education.
- Along with the Education team, the Commander, the EO will determine which courses will be offered during the spring and fall sessions. This includes Advanced Courses, Restricted Operators Certificate Maritime and Boating courses.

- Course information, dates & times to be posted on WBAS. (WBAS Officer)
- Advertising for courses to be discussed with Public Relations Officer (& team).
- Course information to be listed on Website and Facebook - Webmaster.
- Determine facilities for holding classes and examinations, reserve rooms and arrange payments. (Finance Officer, Administrative Officer)
- Web sites to be monitored for student inquiries – can be sent directly to the email account.
- Minimum weekly, check “Student Course List” in WBAS (students register on the National website most often & they should be encouraged to do so).
- Keep a running list of prospective student’s information from year to year for contact purposes. Provide to Public Relations Officer.
- Develop a team of Proctors for each course from the previous Boating class.
- Contact Instructors (and back up Instructors) to confirm availability for their lecture.
- Ensure that each Instructor is providing proper instruction and teaching to the exam.
- Develop class schedule for each course.
- List of course materials to be ordered by the Education Supply Officer.
- Order Rolling Ruler sets for boating class (require a month’s notice for delivery).
- Students to be registered in the WBAS System. (WBAS Officer?)
- Arrange first night registration, orderly distribution of supplies, Financial Officer to be in attendance to collect course and supplies fees.
- Have weekly contact through email with each student and proctor advising homework and other news.
- On date of the Boating exam night have a completed CPS2E form.
- Organize Skippers, proctors and guests for the Student Cruise-currently this is done by an Assistant.
- Work with the Socials Committee to arrange for food on the Student Cruise.
- Ensure all students sign the waiver before going on Student Cruise.
- Ensure exams for advanced classes have been ordered and arrange for the administration of all exams.
- Enter student marks into WBAS.
- Discuss student graduation with Squadron Socials Officer, Training Team & Bridge members.
- Encourage all students to attend the graduation and Change of Watch.
- Keep a record of volunteer’s hours to be given to the Commander for merit marks.
- Attend District Education Seminars and participate in the Officer Training Program.

4.4 ADMINISTRATION OFFICER (AO) Elected 1 Year Term

Reports to Commander

Job Description:

The Squadron Administration Officer records and reviews administrative and operational policies & procedures within the Squadron for current relevance and compliance.

Assists other officers with obtaining permits, contracts, and other paperwork required to operate squadron events and activities.

Responsibilities:

- Assist the Commander, Executive Officers and Education Officer as required.
- Assist-Bridge Officers develop programs and systems to effectively promote their positions.
- Assist with special meetings, competitions and Public Relations activities.
- Maintain a record of Job Descriptions, sample forms and paperwork for each Department.
- Assist with communications within the Squadron and the District.
- Assist with Officer training meetings & participate in the Officer Training Program.

4.5 SECRETARY (S) Elected 1 Year Term

Reports to Commander

Job Description:

The Squadron Secretary presides over, records and transcribes minutes of monthly Bridge meetings and other meetings on request of the Commander.

The Secretary maintains the non-financial records of the Squadron with the exception of membership lists.

Responsibilities:

- Conduct and maintain all correspondence of the Squadron.
- Keep the Squadron Warrant, Regulations and By-laws available for reference at all meetings.
- Keep a record of the names and contact information of all Bridge members.
- Give proper notice for all Bridge meetings and other meetings requested by the Commander.
- Take record & distribute minutes of Bridge meetings and other meetings for which minutes are required.
- Distribute all agendas and minutes to the Commander and members within four weeks of the meeting.
- Participate in the Officer Training Program.

4.6 MEMBERSHIP OFFICER (MO) Elected 1 Year Term

Reports to Commander

Job Description:

The position of Squadron Membership Officer is one of the most important positions in any Squadron. Without the members, the Squadron would not exist and Officers could not be elected and training programs could not be offered.



The MO is responsible for recruiting new members from new students and most importantly, retention of existing members.

The MO should actively promote the various membership benefits offered by CPS and seek out local corporations that may offer discounts to CPS Members.

Every Squadron Member should consider him or herself an active member of the Membership Committee and help to maintain a high level of interest and participation by the new members.

Responsibilities:

- Promote CPS membership & benefits in all classrooms & ensure all members promote CPS.
- Produce and present membership reports to bridge.
- Order certificates and Membership Kits in time for presentation to new members at graduation
- Introduce new members to fellowship at student grad and other events.
- Ensure all new members receive National, District and Squadron publications.
- Ensure all new members receive their membership cards.
- Ensure all new members have been added to distribution lists.
- Process transfer applications from other squadrons.
- Maintain a record of all members contact information.
- Manage any information changes from members.
- Maintain contact with members who have not renewed their membership & encourage lapsed members to rejoin.
- Respond to all communication enquiries regarding membership.
- Participate in the Officer Training Program.
- Make sure members know how to renew membership

4.7 PUBLIC RELATIONS OFFICER - Elected 1 Year Term

Reports to Commander

The Public Relations Officer promotes the good name of CPS, and also attracts potential candidates to our *boating courses*, and other classes and seminars available to the general public.

Obtaining students for any *boating* class can be seen as the main goal of the Public Relations Officer. However, recruiting successful students as members, involving them in the Squadron's social program, fun, and long-term retention are equally important aspects of the job. The PRO also plays an important role in bringing former members back to Squadrons by informing them of new activities, both inside and outside the Squadron, and inviting them to rejoin. Remember public relations involve proactive communications both inside CPS to Squadrons and Districts, and outside CPS to the public and like-minded organizations.

Duties involve advertising, marketing, and sales. Each Squadron Commander, and/or Squadron Executive Committee, may have his/their own ideas of what direction the Squadron should be taking for any given year. It is important that you understand their views, and do not develop an opposing program. Also, get a "feel" for what other Officers think should be done, and draw on their good ideas.

Responsibilities:

- Ensure that all files are received and that the duties of the office are fully reviewed (Read the PR Manual from start to finish.)
- responsible for the planning and administration of the CPS-ECP Public Relations Program within the Squadron
- Distributes periodic surveys for members, students and volunteers feedback.
- Identify & highlight key potential Squadron activities on the calendar such as starting dates for courses, Safe Boating Week, On-the-water Days, Parades, advertising campaigns, etc.
- represent the Squadron at District Public Relations Committee Meetings
- PROs use the editorial space within print publications, websites, television and radio shows to communicate a brand's message/image.
- Prepares publicity materials using examples in the PR Manual
- Work with Squadron Communications Officer and Webmaster to coordinate PMPSS's communication efforts in print or digitally by email or on the website and Facebook member and advertising pages.
- Requests an adequate budget for promotional material and advertising campaigns
- PRomote Squadron and its courses to the public;
- PResent information about CPS to new members;
- PReserve material about public relations activities for your successor; to increase
- PRide in CPS and your Squadron among members; and
- PProfit, so your Squadron can continue operating for the benefit of future generations of boaters.
- Followup on leads (for courses, membership, volunteer interest) generated from squadron events
- Participates in Officer Training Programs

4.8 FINANCIAL OFFICER (FO) Elected 1 Year Term

Reports to Commander

Job Description:

The Squadron Financial Officer maintains the financial records of the Squadron and provides advice to the Commander and Executive Committee in regard to the financial aspects of the Squadron. FO shall assist the other bridge officers in the execution of their jobs.

Responsibilities:

- Controls all monies and purchases by Bridge & members.
- Pay all approved bills on behalf of the Squadron.
- Pay approved expenses to Bridge & members.
- Pay annual dues to PMD once per year, Pacific Yachting 4 times a year.
- Keep all vouchers and receipts for expenditures.
- Ensures all deposits and cheques are balanced with bank statements each month.

- Checks that all invoices and other supplies through CPS are checked through WBAS and verified as ordered through Supplies Officer, VHF or PCOC administrators.
- Work with the Supply Officer to maintain an inventory of supplies kept.
- Prepare monthly or bi-monthly financial reports for Bridge meetings.
- Give a Financial Report at the Squadron AGM including a written statement of receipts and disbursements.
- Prepare written financial statements for the Squadron fiscal year for review by the Squadron internal audit review committee.
- Have written financial statements audited at the end of the fiscal year.
- Send the National and District Financial Officers the year-end financial reports, signed by the Commander, Financial Review Officer and Financial Officer.
- Prepare a statement of assets and liabilities of the Squadron at year end.
- Participate in the Officer Training Program.
- With the Commander prepare a budget for the incoming Bridge, for their consideration at their first Bridge meeting.

4.9 ADVANCED EDUCATION OFFICER (AEO) Appointed 1 Year Term

Reports to Education Officer

Job Description:

The Squadron Advanced Education Officer is responsible for setting up Advanced Education courses under the direction of the EO.

The AEO will act for the EO in his/her absence.

The AEO is responsible to form a training team consisting of Assistants, Proctors and Instructors.

Responsibilities:

- Along with the EO will recommend which advanced courses will be offered during the spring and fall sessions.
- Course information, dates & times to be posted on WBAS and to Web Master for web site.
- Advertising for courses to be discussed with EO & Bridge members.
- Classrooms to be booked with the school or course venue.
- Web sites to be monitored for student inquiries & periodically check "Student Course List" in WBAS for registrations on National website.
- Keep a running list of prospective student's information.
- Make personal contact with each prospective student.
- Ensure each student is aware of any prerequisites for the course of interest.
- Develop a team of Proctors for each course, if required.
- Contact Instructors (and back up Instructors) to confirm availability for their lecture.
- Develop class schedule for each course & list of course materials to be ordered from the Supply Officer.
- Students to be registered in the WBAS System.

- Arrange first night registration and an orderly distribution of supplies.
- Arrange for Financial Officer to be in attendance the first night to collect course fees.
- Have weekly contact through email with each student and proctor.
- Order exams for advanced classes and complete CPS2E form in WBAS.
- Arrange for the administration of all exams & enter marks into WBAS (Elective Courses Only).
- Encourage all students to attend the graduation and Change of Watch.
- Keep a record of volunteer's hours to be given to the Commander for merit marks.
- Attend District Education Seminars & participate in the Officer Training Program.

4.10 SOCIALS OFFICER (SO) Elected 1 Year Term

Reports to Commander

Job Description:

The Squadron Social Officer is responsible for the planning, development and undertaking of all Squadron social events approximately 6 events per year.

The SO shall arrange venues and coordinate the November 11th Remembrance Day Ceremony and the Change of Watch (COW) usually held on the last Saturday in April.

The SO shall plan, develop and run 2 other events. Previously held events have included an Oktoberfest dance, Halloween Costume Party, Valentine's dance and/or show at the Giggle Dam Theatre.

The SO is also responsible to order, arrange and co-ordinate food and non-alcoholic refreshments for the fall and spring On the Water Student Cruises and Graduations.

The SO is responsible to keep a record of all monies received and to pay all bills (approved by the Bridge) and present a report to the Bridge.

Responsibilities:

- Ensure that the files and paperwork are received from the previous Social Officer.
- Arrange for venues, supplies, entertainment, decoration and clean-up of events.
- Keep a written summary of event costs, expenses and ticket sales.
- Recruit volunteers to assist with social events preparation.
- Provide proper, timely and adequate promotion for all events to the Communication Officer.
- Work closely with the Education Officer for all Graduation Events.
- Work with committees for the Remembrance Day Ceremony, on the Water Practicum, COW. Arrange food and beverages for these events.
- Work closely with the Commander to prepare the Annual General Meeting and the COW.
- Additional information can be obtained through the Squadrons Manual Appendix's.

4.11 COMMUNICATION OFFICER (SCO) Elected 1 Year Term

Reports to Commander

Job Description:

The Squadron Communication Officer is responsible for the administration of the communication policy of CPS-ECP within the Squadron.

The SCO provides proper, timely and adequate communications to the Squadron as required.

The SCO will inform the public and membership of dates, locations and other information pertaining to Boating and Advanced courses.

Responsibilities:

- Obtain and keep a record of Bridge Officers correct contact information.
- Obtain and keep a record of members correct contact information.
- Keep a constant check of postings on the National (CPS-ECP) web site and Members Moorings.
- Ensure any information received from National or District is distributed to the appropriate Officer in a timely manner.
- Assist the Executive Committee in distributing information to National, District or the membership.
- Conduct and maintain all correspondence of the Squadron.
- Participate in the Officer Training Program.

4.12 SUPPLY OFFICER (SO) Elected 1 Year Term

Reports to Commander

Job Description:

The position of Squadron Supply Officer is an important position in any Squadron.

The SO is responsible for the sale and distribution of CPS and Squadron regalia, i.e.: burgees, shirts, hats, pins and other items which promote CPS, District and local squadrons.

The SO is responsible for the display of CPS regalia at all social events.

The SO shall work with the Bridge and Membership Officer and present suggestions for new and interesting ways to promote the sale of regalia.

Currently, there are two positions for supplies 1) Regalia and 2) Education Supplies.


The SO is responsible to keep a record of all monies received and to pay all bills (approved by the Bridge) and present a report to the Executive Committee.

-Responsibilities: Year Round Regalia

- Ensure that the files and paperwork are received from the previous Supply Officer.
- Keep a written summary of sales, purchases and inventory of regalia items.

- Responsible for keeping a stock inventory and supply list and submitting to the Treasurer prior year end (March 31).
- Promote the purchase of CPS and Squadron Burgees & ensure new members receive CPS burgee.
- Provide adequate and timely availability of all CPS regalia to members.
- Ensure members are informed of items available to purchase at events.

Responsibilities: Change of Watch Regalia

- Contact incoming Commander to discuss incoming Bridge Position flags. (Past Commander, Commander, Lt Commander, First Lieutenants, Lieutenants and Port Captain).
- Contact Commander to discuss ordering 5, 10 & 15 year merit mark plaques from National in time for the Change of Watch.
- Engraving on plaques is done at The Trophy Center #106 2071 Kingsway Ave in Port Coquitlam (604)941-4944. The twenty year plaque is handled by National.
- Past Commanders plaque needs to be engraved.
- After the first meeting of the new bridge take the ship's bell to the Trophy Center to be engraved with the new Commanders name.
-  Participate in the Officer Training Program.

4.13 CRUISE MASTER (CM) Elected 1 year term

Reports to Commander

Job Description:

The Cruise Master position and duties is an important position in the Squadron which covers all Cruising Events for PMPSS. One of the key functions in the Squadron and one that keeps it vibrant is the cruising that is done as a group.

Cruise Master will put out the cruise calendar as soon as possible in the New Year so members can plan vacation time. Ultimate destinations can be decided at a later time by the incoming Cruise Master with input from their chosen Cruise Coordinators and other members.

Communication to the membership

To keep cruises as well attended as possible, it's important that the Cruise Master maintain a high level of communications with the members, with regular updates about the cruise schedule and other boating events by using:

- Emails (Send press ready info to Communications Officer)
- Website (send press ready info to Webmaster)
- Facebook Private Group— Cruise master or coordinator: Create an Event page and invite members, ask for boat info from those "going" to help with raftup configuration.
- Smartphones - PMPSSr's WhatsApp Group

Cruise Coordinators

Cruises have become large social gatherings in their own right and as such have added considerable work load to the position. To alleviate this, the 2015-2016 bridge approved the addition of Cruise Coordinators. These positions are appointed by the elected Cruise Master.

The number of coordinators is up to the Cruise Master but it is recommended to have at least one for each of the major cruises of the year.

Cruise Master should ensure every cruise has a designated “Raft Master”; this does not have to be the Cruise Master, but must be a knowledgeable individual capable of not only assembling a raft up, but able to select an appropriate spot to assemble it. A Raft Master is also helpful at marinas in getting boats to appropriate locations; as such they should be knowledgeable about the boats partaking in the cruise or raft up.

Although not mandatory, a key feature to help keep cruises well attended is a cruise activity. Any PMPSS member or honorary member can volunteer to be a part of your Cruisemaster team and can initiate any number of activities during a cruise. Activities should be customized to suit the attendees such as children or teenager. Some activities are of course only available at certain cruise locations and times. Activities that have been successful and considered Best Practises are:

- Group Theme days: Mexican, Pirate, Toga, Hawaiian, Gilligan’s Island, Country, Groucho Marx Glasses
- Dinghy Poker Run
- Survivor, Bowen Island
- Breakout Fishing Derbies
- Crab Meister Contest
- Wine Tasting Contest
- Card Tournaments
- Golf Tournaments
- Dockside Movies
- Potlucks
- Scavenger Hunts
- Marina Harbour Pub crawls
- Hikes
- Dinghy Ballet
- Harbour Dinghy Tours
- Appy Hour
- Geocaching
- Beach Parties
- Lobster Fest
- Skipper’s Meeting
- Dine-Out Breakfast, Lunch or Dinner

Cruise Events

The following represents the minimum cruises expected to be arranged:

- ☐ Easter,
- ☐ Victoria Day,
- ☐ 1 or 2 week cruise in July,
- ☐ 1 or 2 week cruise in August and
- ☐ Labor Day.

Some other cruises that have been arranged in the past include:

- ☐ Vancouver Boat Show - False Creek/Quayside Marina in January,

- ☐ Almost Spring Cruise
- ☐ Indian summer cruise
- ☐ Weekend get-away to Bedwell or up the Arm.
- Small Boat Cruise

Cruise Master is to help at other squadron events such as:

- the November 11 Remembrance Day Service event at Belcarra,
- Sail Past
- On the Water Practicums – Student Cruises
- and other events as requested.

Although, it's not a squadron event the Cruise Master should be prepared to offer assistance with the carol ships in December due to the large number of members partaking.

At any gathering, be it on land or at sea, the Commander is the ranking officer, but the Cruise Master is looked to, to insure boat outings are properly arranged and proper etiquette is maintained.

Attend an Officer Training Program.

4.14 HISTORIAN (H) Appointed 1 Year

Reports to Commander

Job Description:

The Squadron Historian is responsible for keeping all archival material and to supply information to the membership when requested.

At special Squadron functions the Historian is responsible for providing a display of past events and photographs, awards and other historical items.

Responsibilities:

- Ensure all material and records are received from the previous Historian.
- Newsletters, rosters, pictures of events, etc. are to be kept in a secure and safe environment.
- Gather on going information during the term of office – events, awards, and publications with PMPSS name on it, including the yearly PMD Roster book.
- Gather all minutes from monthly Bridge meetings from the Secretary.
- Keep Plaques and framed certificates, samples of burgees/flags.
- Act as a resource person for the Squadron and Bridge members.
- Many hard copies are now being saved to electronic files.
- Maintain all major correspondence of the squadron such as financial records, AGM minutes etc.

4.15 ENVIRONMENT OFFICER (EO) Appointed 1 Year Term

Reports to Commander

Job Description:

The Squadron Environment Officer provides information and education concerning the marine environment as it relates to boating activity. Concerns regarding marine environmental problems should be brought to the Bridge for discussion and possible action.

Responsibilities

- Participate with the District and other Environment Officers to initiate and develop environmental programs within the District.
- Bring members concerns about environmental issues to the Bridge and when necessary to the District Environmental Officer.
- Report environmental issues that should result in action by CPS to District or National.
- Keep the Squadron informed of Federal, Provincial and local environmental regulations.
- Report pertinent information from news, media and other articles.
- Encourage members to promote and support boating practices that do not harm the environment (Beach Clean outings).
- Develop and promote environmental education presentations for newsletters, classes, members and websites.
- Participate in the Officer Training Program.

4.16 PORT CAPTAIN (PC) Elected/Appointed 1 Year Term

Reports to Commander

Job Description:

To promote CPS at the Harbour site and to be the Liaison Officer for CPS 'port' activity.

Responsibilities:

- Ensure that the files and records of the previous Port Captain are received.
- Raise the profile of CPS by the Port Captains presence at the Harbour site.
- Fly the Port Captains Flag.
- Display Squadron and CPS promotional material and local information that will provide assistance to boaters.
- Document the available facilities of the harbor site and local community.
- Provide assistance, when requested, to local and/or visiting boaters.
- Provide documentation of available facilities at the harbor site and local community.
- Establish, if appropriate, aids to safe boating at the harbor site.
- Represent the Squadron at all Meetings of the District Port Captains Committee (if any).
- Report to the Executive Committee on all meetings.
- Submit a yearly activity report to the Commander, the District Port Captain and the Chairman of the National Port Captain Committee.

4.17 IMMEDIATE PAST COMMANDER (IPC) 1 Year Term

Reports to Commander

Job Description:

The Squadron Past Commander holds this position for one year by virtue of the office and does not require election or appointment.

The IPC acts in an advisory capacity to the Commander and to the Executive Committee, and is the chairman of the Squadron Nominating Committee.

Responsibilities:

- Ensure all files of the previous Immediate Past Commander are received and a complete review of the duties of the office is held with the previous Immediate Past Commander and the Commander.
- Assist the Commander and Executive Committee in an advisory capacity.
- Shall be a voting member of the Executive Committee.

4.18 NOMINATING COMMITTEE (NC) 3 Year Term

The Nominating Committee consists of the Squadron Commander, the Immediate Past Commander and the Past Squadron Commander once removed.

The members of this committee hold this position by virtue of their office and do not require election or appointment.

The immediate Past Commander chairs this committee.

Job Description:

- Hold a meeting early in the year to begin selection of candidates for the office of Commander, Executive Officer and elected officers.
- The incoming Commander provides the Nominating Committee with a recommendation for Bridge Officers.
- The Committee is to weigh the qualifications of nominees being considered for the elective offices of the Squadron.
- Recommend a list of candidates for election as Officers at the Squadron AGM.
- The committee must submit its report to the Secretary at least four weeks prior to the AGM at which the elections are to take place.
- Squadron Chair shall appoint a Past Commander if someone on the committee cannot attend.

4.19 EDITOR Appointed 1 Year Term

Reports to Commander

Job Description:

The Squadron Editor is responsible for the production and editing of the squadron newsletter to keep the membership fully informed of coming events, announcements, review of recent events. The Newsletter is the main vehicle of communication and may vary from a 1 page mimeograph monthly newsletter to an elaborate magazine; the important consideration is quality in communicating all essential information accurately.

Currently The Quarterdeck is 12 page, bi-monthly issue; Feb, April, June, August, October & December and consists of Cover, Matter of Course, Notice to Mariners, Looking Astern, Looking Ahead, Member News, Galley Grits and Back page.

Role of the Editor or appointed stand-ins are; photographer, publisher, reporter and advertising manager.

Responsibilities:

- Determine and plan contents for each newsletter requesting material from officers, and other members of the squadron.
- Proofread copy, insert photos and distribute newsletter to membership.
- Be familiar with the operations of a camera and attend all squadron events such as Change of Watch, cruises, special awards, activities, guests or presentations, to take photos keeping in mind that one picture is worth a thousand words and that everyone likes to be in pictures.
- Act as a reporter (National Ensign Correspondent or equivalent) of news which will be of National interest such as cruises and rendezvous, boat shows, special events and Squadron meetings.
- Forwards articles and photographs to the Port Hole and assists in the promotion of advertising the Port Hole.
- Work with other officers and members to raise funds through various mediums such as calendars and advertising revenues in the newsletter and website. Establish revenue fee schedules to be approved by the Bridge.
- Work with customers to coordinate ad design, copy and placement in the newsletter and Website.
- Maintains and tracks financial transactions, submits payments to Financial Officer.
- Reports activity at Bridge Meetings.

4.20 MEMBER AT LARGE (MAL) Appointed 1 Year Term

Reports to Commander

Job Description:

Provide assistance and advice to the Commander and Bridge Members.

To help promote programs and events undertaken by the Bridge and perform other duties as may be delegated to him by the Commander or Executive Committee.

Because a Member at Large may progress to an Executive Officer and possibly to Commander great consideration must be taken by the Nominating Committee in the qualifications and selection of a nominee for this position, or by the Commander in making this appointment.

Responsibilities:

- Attend monthly Bridge Meetings.
- Understand the background of the CPS Organization.
- Volunteer on committees.
- Help out with socials especially the COW, November 11 and on the water events.
- Gain experience that would help them as an Officer on the Bridge.
- Attend an Officer Training Program.

4.21 PROCTOR Appointed by Education Officer

Reports to Education Officer

PROCTOR MUST MAINTAIN CLOSE CONTACT WITH THE EDUCATION OFFICER.

Proctors must have successfully passed the Boating Exam they are proctoring and be familiar with course material and have an enthusiasm for the course.

Job Description:

Proctors must have the time and willingness to ensure students assigned to them are prepared to successfully pass the course.

- Report information that may be required for the monthly training report.
- Report significant suggestions for course/classroom improvements.

Proctors must be prepared to contact students by phone or email to ensure they understand the home work and are keeping up with weekly lectures.

Proctors should attend all the lectures and assist the instructors when required.

Proctors should contact students who are absent from the class to ensure they are aware of the lecture and homework that they missed.

If a student is absent for two evenings, the Proctors should advise the Education Officer for follow up.

If a student and Proctor are not compatible, the Proctor should ask the EO to transfer the student to another Proctor group.

If a Proctor cannot attend a class, it is his/her responsibility to have a replacement for the students.

If a student is falling behind or struggling with the course material, the Proctor must make every effort to provide, or find someone who will provide, the necessary extra help required.

Proctors should encourage students who are having difficulties with the course material to ensure they continue to attend.

The Proctor should be prepared to answer questions concerning CPS and/or PMPSS and promote membership to students.

Proctors should inform the Commander of students who express and interest in a position on the Bridge.

Proctors should encourage students to return and Proctor in the course they have successfully completed.

Proctors should attend the student graduation.

Proctors should participate in the Officer Training Program.

4.22 PLEASURE CRAFT OPERATORS CARD ADMINISTRATOR

Appointed by Commander & Pacific Mainland District

Designated National CPS Contact - JOHN GULLICK jgullick@cps-ecp.ca

The CPS PCOC will be recognized in both Canada and the United States.

Procedures to be followed before the exam:

Identity and age of each student must be verified;

- Either 1 piece of photo I.D. or 2 pieces of non-photo I.D.
- Under age children without photo I.D. may have a parent or legal guardian validate their identity
- Information on the I.D. must be the same information on the answer sheet

Answer sheet must include student's name, address, date, exam number, administrator's name and student's signature.

Student cannot challenge any other PCOC exam within 24 hour period and may ask for clarification if they don't understand a question.

Administrator may give clarification but not hint as to the correct answer.

Students wishing to change an answer must do so as discussed and approved by the administrator.

Maximum time for the exam is 60 minutes.

Students are to be informed of the required passing grade that is written on the front of the exam. The information is printed on cover page of the exam must be read aloud to the student before exam is administered.

A test mark of 75% to pass a total of 38/50.

When a student opts to challenge the exam they must complete both Parts 1 & 2.

Procedures to be followed during the exam:

Administrator is responsible for the integrity of the exam procedure and security which includes reviewing all instructions with the students prior to writing the exam.

During exam students may only communicate with the administrator and any questions and/or clarification must be directed to the administrator.

Student writing the exam must not have access to any reference materials or not be permitted to copy the exam sheet.

All exams and answer sheets must be turned in by the student when they are finished writing the exam, whether complete or not.

No consumption of alcoholic beverages at the exam site.

Description of exam sites:

Exam site must be solely for the use of the administrator, students, and if applicable test agents of Transport Canada for the duration of the exam.

Exam site must control distractions & must be under the complete control of the administrator.

Students writing the same version of an exam must be separated by barriers or by space – equal of 1 empty chair & if students cannot be separated, different versions of the exam must be alternated among the students.

The exam site must be owned, leased, occupied or otherwise controlled by CPS or its authorized agent.

Student has absolutely no control of the site for any purpose other than challenging the exam.

Students shall not be allowed to write more than 1 accredited exam within the same day & the administrator may supervise no more than 20 candidates at any 1 time & for 20+ students another person is required to administer the exams or the additional students asked to leave and return when there are less than 20 students.

Examination Protocol:

A copy of the exam protocols must be available at the exam site for administering the exam and for agents of Transport Canada to review.

All elements of the exam protocol also apply to all exams administered over the internet.

Regardless of the exam format, no exam can be administered in the student's private residence.

Transport Canada will not hesitate to take enforcement action in the instance that an exam is being administered outside of the approved exam protocol.

This exam protocol is approved based on the competency of operators of Pleasure Craft Regulations and is in effect until the Regulations are amended.

The exam protocol for Canadian Power and Sail Squadrons meets the requirement of the Competency of Operators of Pleasure Craft Regulations and is approved by Transport Canada (December 2007)

4.23 VHF - RESTRICTED OPERATORS CERTIFICATE (ROC MARITIME) Appointed by Commander and Pacific Mainland District

A RECOGNIZED EXAMINOR (RE) MUST FOLLOW A RECOGNIZED EXAMINOR AGREEMENT:

RE must have a RE Agreement with CPS.

Port Moody Squadron Commander will request agreement from the District Commander and it may be terminated by either party with 90 days written notice.

RE is limited to offering Marine Radio Course (MRC) in the area or Region served by Port Moody Squadron and may claim to be a RE of Industry Canada and an instructor for CPS Maritime Radio.

RE will promote PMPSS membership and courses, and reflect positively on PMPSS.

RE will be responsible for their own liability insurance and CPS will cover training and exams which are conducted by CPS Squadrons/Districts as official CPS activities.

Materials:

- Materials and approved exams are purchased through Port Moody Squadron and are not resold except to individuals enrolled in the course.
- CPS will provide RE with the approved exams, answer keys and other forms necessary.
- Purchase prices of manuals and related material is subject to change and may not be duplicated (Original materials provided to the student only).
- CPS accepts exams written on original answer sheets and no changes are to be made.

Instructors Responsibility:

Instructions and exams are in person only and not through any form of distance education or internet.

Provides an assessment at the end of the Marine Radio Course asking each student;

- Did the course meet your expectations?
- Any suggestions as to how the MRC could be improved?

Follows approved procedures for the supervision of all approved exams.

Reviews incorrect answers with student after exam.

Provides a temporary certificate to student with a pass on exams.

Alternates exams throughout the class.

Attempts to resolve complaints from student by reviewing material covered.

Instruction Procedures:

Responsible to maintain the integrity of the testing procedures and materials.

Ensures all course instructions and testing which is subject to audit by CPS or Industry Canada with or without prior notice.

Responsible to have enough approved RE's available to ensure that:

- Testing is supervised
- Clarification questions are answered
- Students with language difficulties are assisted
- Test Marking and feedback is given to each student upon completion
- Proper procedure is followed.

Ensures test areas allow for spacing between students and ensures privacy from surrounding activities.

Ensures whenever possible, RE is not the same person who has taught the course.

Ensures each student has their own copy of the approved test and an original answer sheet.

Ensures maximum time for exam is 1 hour except in special circumstances i.e.; language barrier or disability.

Ensures test and answer sheets are turned in by the students when they are finished writing.

Mail outs:

Ensures all answer sheets, fees and applications are sent to CPS in Scarborough, Ontario within 48 hours of completion of certification and issuance of cards as follows:

Application form:

White to CPS National with exam answer sheets

Green Temporary (3 Month) Certificate to be given to student

Yellow File Copy to be kept by the RE

4.24 WEBMASTER (WM) Elected 1 Year Term

Reports to Commander

Job Description:

Provide assistance and advice to the Commander and Bridge Members with Web Site content and maintenance.

To help promote courses, programs and events undertaken by the Bridge and perform other duties as may be delegated to him by the Commander or Executive Committee.

Responsibilities:

- Web Site (DESIGN pages)
- The PMPSS Web page is a subsite of the National web site. However, PMPSS owns and maintains its own URL www.portmoodypps.com, along with several email addresses. That URL is registered, and email hosted by, Sea To Sky. Support for the site is also provided (at a further cost) by Sea To Sky.
- WM adds and maintains content – tries to get the other officers to provide content.
- Cruise Corner – Cruise master and Socials officers will provide event information.
- Courses – link to www.boatingcourses.ca – contents within are entered by the Training and Advanced Education Officers.
- Quarterdeck – store the Quarterdeck as published by the Editor.
- Major Events – add to front page contents.
- Change cover picture – for each major event or major change in the boating season.
- Links
- Classifieds – content provided by membership.
- Flickr gallery – website gallery is hosted by a Flickr account. There are few pictures, we tend to keep pictures in Facebook.
 - WM is responsible to maintain and add content as follows;
- Facebook (Facebook Group):
 - WM adds/moderates content, allows/blocks requests for membership. For events WM add/maintains fb and calendar events, content, invitations and pictures.
- Facebook Page:
 - WM adds content for events and bulletins.
- Twitter:
 - WM adds content (tweets) and follow new followers (or block).

4.25 RVCC OFFICER - Appointed 1 Year Term

Reports to Commander

Job Description:

Is the PMPSS point person to conduct Transport Canada certified recreational vessel courtesy checks. Free Community Service to local boaters. Contributes to safe boating and saving lives. Important Public Relation opportunity for brand awareness, and lead generation.

Duties

- Coordinates the event with the Spring Tuneup Safety Day in May
- Schedules 2 RVCC events at Rocky Point Boat Launch Ramp in June & July.
- Consult with the District RVCC for RVCC program updates.
- Coordinate with the PRO to get promotional material: brochures etc
- Coordinate with the Webmaster and Communications Officer to announce event
- Organizes helpers and certified Instructors.
- Maintains an adequate supply of RVCC forms, stickers
- Coordinate with other squadron RVCC officers at shared events.
- Coordinate RVCC station with helpers: table, chairs, shelter,
- File the completed RVCC forms and paperwork with CPS-ECP
- Provide lead information to PRO for followup
- Take part in Officer training.

5. 0 REVISION DATES, COMMANDER, SECRETARY, COMMITTEE

- Manual completion and Bridge Date Endorsement date November 17, 2015
- Commander; Sukru Yigit Secretary; Sheila Leavitt
- 2015 Committee: P/Cdr Lorraine Yigit (Chair), Sukru Yigit, Tony Gojevic, P/Cdr Glen Anchor
- Subsequent Review Dates;

1. March 20, 2018

6.0 APPENDIX A - REMEMBRANCE SERVICE HANDBOOK

6.1 EVENT TIMELINE

2 MONTHS PRIOR TO EVENT:

The second week of September the Commander shall schedule a meeting to bring together a committee to plan and implement the Remembrance Day Service. That committee should consist of:

- ☐ Commander
- ☐ Past Commander(s)
- ☐ Executive Officer
- ☐ Administrative Officer
- ☐ Socials Officer
- ☐ Cruise Master
- ☐ PRO/Communications Officer
- ☐ Event/Show Coordinator - keeper of the master recording and agenda – (Currently Dave and Grace Burrell)

- ☐ Secure Flagship for Service – Paul Cass (Caliente) or _____
- ☐ Secure Sound System – P/Cdr Chris Gordon, P/Cdr Sukru Yigit, other(s)
- ☐ Reserve the dock and picnic area with Metro Vancouver (GVRD).
- ☐ Create a PDF/JPG promotional flyer illustrating event and agenda [see 6.4](#)
- ☐ Secure a dinghy – P/Cdr Lawrence Schmidt (604) 941-5430.
- ☐ Assign two volunteers to act as security for the event- Neil Wildman
- ☐ Arrange to have fly-over but not mandatory – P/Cdr John Northey

4 WEEKS PRIOR TO EVENT

- ☐ The second week of October, the Commander invites guests and Past Commanders by email; [see 6.1, 6.2, & 6.3](#)
- ☐ Webmaster updates Website, text and poster/flyer jpg see 6.4.
- ☐ Webmaster create an event page on private Facebook page and invite FB members to RSVP event and leave a comment if they wish to reserve dock space with the Raftmaster. (See prior year event pages for example.)
- ☐ Communications Officer invites membership by email, and refers members to view website and RSVP on private Facebook event page.

3 WEEKS PRIOR TO EVENT

- ☐ Third week of October the Commander orders wreath:

Biodegradable, organic 18 inch wreath, red and white, \$125. Will be \$140 with taxes.

Blooming Buds Florist
#220, 3025 Lougheed Hwy,
Coquitlam, BC
604-941-9992

- ☐ Pick up day before event.

2 WEEKS PRIOR TO EVENT

- ☐ Socials Team orders food supplies and prepare and stores chili. [See 6.5](#)

DAY OF EVENT

- ☐ Socials sets up food service
- ☐ The Cruise Master organizes moorage and raft-ups. All boats attending must be secured by 10:00.
- ☐ Production Team Runs the show.
- ☐ Announce food service at picnic area.
- ☐ Socials Team cleans up picnic area

6.1 COMMANDER INVITES FOLLOWING GUESTS

6.1.1 SAMPLE EMAIL:

"As Commander of the Port Moody Power & Sail Squadron, I'm pleased to once again invite you to our Remembrance Day Ceremonies to be held Nov. 11 @ Belcarra Park.

It would be an honor to have you join us and other dignitaries to lay a wreath in the water with our Squadron Members.

As in the past, we will have various boats and dignitaries involved from 10:30 am at the docks for the ceremony. Afterwards, we will have chili and refreshments available at the Picnic shelters for a modest donation.

If you could confirm your attendance I would appreciate it. Once again, thank you for your participation over the years.

*Sincerely,
[Insert Your Name], Commander
Port Moody Power & Sail Squadron"*

6.1.2 GUEST LIST

- ☐ Anmore Scouts, Cubs and Ventures,
 - Laura Wilson
 - Contact at: laurawilson@shaw.ca
 - It was noted that the kids should NOT be allowed on the docks, kept above on pier. In 2014, the scouts brought 3 canoes with Canada Flags attached, kept to the north of the docks, was very moving. They also brought several wreaths that the kids made. Approx. 40 in attendance.
- Mayor of Anmore
 - John McEwen Phone: 604-469-0929 or 604-469-9877
 - Contact at : john.mcewen@anmore.com
 - Contact: Carmen.disiewich@anmore.com
- Mayor of Belcarra,
 - Ralph Drew Phone: (604) 937-4100
 - Contact at: rdrew@belcarra.ca
 - Accounting Clerk Connie Scherk, cscherk@belcarra.ca

- Sasamat Fire Chief, Jay Sharpe, Fire Chief, L.A.F.C.
 - 604-765-2944cell, 604-469-0349 fire hall Contact: COLIN 'richardson' cr30503@gmail.com
Colin Richardson, Lieutenant, cr30503@gmail.com Phone: 604 512 8990 .
- Coquitlam Squadron Commander,
 - Consult Coquitlam's Website>Bridge Listing
- Burnaby Squadron Commander,
 - Contact cmdr@burnabysquadron.com
- Finn Donnelly – Member of Parliament, Gov't of Canada
 - fin.donnelly.c1b@parl.gc.ca
 - KARIN KREUZKAMP, Constituency Assistant at above email.

6.2 CONFIRMATION EMAIL SEND TO EACH OF THE ABOVE

6.2.1 SAMPLE EMAIL:

"As Commander of Port Moody Power & Sail Squadron, I would like to thank you for agreeing to participate in our Remembrance Day Ceremonies. This is a confirmation of the details. If you could once again confirm the number of participants, I would appreciate it. I have attached a flyer that was emailed to our members.

Here's the Itinerary for the day:

Itinerary:

- *Pre-ceremony setup and music starts 09:30 hrs.*
- *Formal ceremony commences at 10:35 hrs. with the sounding of an air raid siren.*
- *Ceremony and address*
- *Flanders Fields*
- *Prayer*
- *Last Post*
- *2 minutes of silence (11.00 hrs.) Squadron and other wreaths will be presented during the address will be laid at this time)*
- *Ceremony closing and fly-over (weather permitting, fly over by John Northey and his Air Squadron)*
- *Lunch follows at the park shelter on a donation basis (\$5.00 per person)*

I think that's everything. Thanks for participating!

Sincerely,

[COMMANDER NAME], Commander"

6.3 INVITE PAST COMMANDERS TO ATTEND IN BLUES & GRAYS

- | | | |
|----------------|-------------------|------------------|
| • Julie Bruce | • Jeanette Gordon | • Lorraine Yigit |
| • Tony Gojevic | • Jim Church | • Glen Anchor |
| • Sukru Yigit | • Bruce Leavitt | • Chris Gordon |



-
- Greg Archibald
 - Doug Cousins
 - Steve Clark
 - Lawrence Schmidt
 - Melody Hewson
 - Julie Sheppar

6.3.1 Sample EMAIL TO SEND TO PAST COMMANDERS

“As current Commander, I would like to formally invite you to participate in PMPSS' Remembrance Day Ceremonies. As in the past, I would encourage you to wear your CPS Blues & Greys and join your fellow Past Commanders as we honor those that have fallen.

I've attached an email flyer for you. If you are planning to dock your boat with us, you need to confirm with _____, our Dock Master. I've copied him/her on this email.

Here's the Itinerary for the day:

Schedule of activities:

- *Pre-ceremony setup and music starts 09:30 hrs.*
- *Formal ceremony commences at 10:35 hrs. with the sounding of an air raid siren.*
- *Ceremony and address*
- *Flanders Fields*
- *Prayer*
- *Last Post*
- *2 minutes of silence (11:00 hrs.) Squadron and other wreaths will be presented during the address will be laid at this time)*
- *Ceremony closing and fly-over (If arranged)*
- *Lunch follows at the park shelter on a donation basis (\$5.00 per person)*

I think that's everything. Thanks for participating!

Sincerely,

[COMMANDER NAME], Commander—“

6.4 PROGRAM ITINERARY FOR POSTER/FLYER

Schedule of activities: Pre-ceremony setup and music starts 09:30 hrs. Formal ceremony commences at 10:35 hrs. with the sounding of an air raid siren. Ceremony and address Flanders Fields Prayer Last Post 2 minutes of silence (11:00 hrs.) Squadron and other wreaths will be presented during the address will be laid at this time). Ceremony closing and fly-over (weather permitting, fly over by John Northey and his Air Squadron). Lunch follows at the park shelter on a donation basis (\$5.00 per person).

6.5 SET UP GUIDELINES SOCIALS

Contact Metro Vancouver to reserve Belcarra Park for the day, 2 months in advance (September) at 604 432-6352 or icentre@metrovancover.org. They will ensure that the tables are clean, wood for fire and burners work. Make sure you ask for and how to turn on burners. Cost is \$141.00.

Organize food, refreshments and volunteers.

Tickets sold at \$5 Donation –

- 2007 > 95
- 2008 > 75
- 2009 > 165
- 2010 > 225
- 2011 > 220
- 2012 > 195
- 2017 > 150

6.6 FOOD QUANTITIES TO BUY

(2010 spent \$293.32)

- 200>224 hot dogs (6>7 packages 32 hot dogs) 300 is too many
- 2 large mustards 4-5 large onions, pre-chopped
- 4 jars relish 1 bottle ketchup
- Chili recipe ([see 6.6.1](#)), 30 quarts 10 bags potato chips
- 4 boxes brownies
- Tim Horton's (2010 spent \$241.92 coffee and hot chocolate)
- (get Timbits donated and coffee/hot chocolate
- Tim bits 4 big boxes 120 cups hot water tea or hotdogs
- 180 cups hot chocolate 120 cups coffee

2010 we asked for a donation from Tim Horton's. Very willing to do so, provide donation letter requesting exact quantities 1 month in advance. Pick up early in the morning (helps them too as they have the morning rush)

EM: timhortonscruiser@telus.net book year in advance if you want delivery to Belcarra Park

Angela Hazelton, Community Cruiser Coordinator

PH: 604-309-7454

FX: 604-870-2991

Lois, Manager, Tim Horton's - Eagle ridge, Coquitlam

Cell #: 604-377-3534

Store #: 604-944-2637 (Manager - Thurs is AVITA; Manager - Fri/Sat - JB or MILIND)

6.6 FOOD SERVICE DIRECTIONS

- ☐ Get there by 9 am to start the unloading process and set up.
- ☐ Tables will need to be wiped down if not cleaned and the cloths put on them.
- ☐ Start heating the chili and keep on low.
- ☐ Use two of the long tables for the food. Set up a beverage area away from the food so you don't get a jam of people.
- ☐ The dockside ceremony (of which you will see nothing) is finished up by about 11:15.
- ☐ People will start making their way up from the pier and to the covered picnic area. So Lunch has to be ready by then.
- ☐ There is NO electricity available at the park so everything has to be pre-cooked and kept warm. It is usually a very damp and wet day.

6.6.1 PMPSS CHILI RECIPE

Make the chili the night before because it will keep warm all night. It is too much chili to try and refrigerate. Make sure you bring it back to the simmer and let it simmer for at least 20 minutes to be food safe. (see Recipe below)

This makes approximately 30 quarts that will feed 100 - 1 cup servings (1 full ladle)

Ingredient

- 3 kg ground beef
- ½ tsp ground chilies
- 7 large onions – diced
- ½ cup chili powder, mild
- 1 – (2.84 litre) can diced tomatoes
- 6 large peppers or 8 medium, red & green – diced
- 2 – 28 oz. cans kidney beans, drained and rinsed
- 24 – 425 grams cans Stagg Chili (Silverado)
- 4 tsp ground cumin
- 3 tsp smoked sweet paprika
- 4 tsp oregano
- 1.5 kg frozen corn

Instructions

- Heat 40 qt. pot and add some canola or olive oil till it's heated.
- Add ground beef and using a potato masher, break up and cook till no pink is left.
- Add the ground chilies and mix in.
- Let cook till some of the water is steamed off and then add the chopped onions.
- Add the chili powder and mix in and again cook till the liquid is reduced.
- Add the diced tomatoes and peppers and mix.
- Add the beans and the chili and mix.
- Add the following 3 seasonings.
- Bring up till its bubbling and turn down.
- Let the stew simmer for an hour or two.
- Add the frozen corn, mix and bring back to a slow simmer for another hour.

Make sure you have a stirring spoon large enough to get to the bottom and simmer on low to discourage burning.

Note: we use the pre-made Stagg Chili because it is already pre-seasoned etc. to make the whole batch from scratch would require a much longer cooking time and way more steps and ingredients subsequently, more preparation time.

6.7.2 HOT DOGS

The hot dogs are roasted in the oven at home. Preheat with boiling water, disinfect and clean cooler. Once the wieners are ready, pile them into the heated cooler and they are ready to go. At the park, they are put into a chafing dish and served from there. Make sure you bring thermoses of hot water (from Tim Horton's) OR bring a kettle to put on the cooker to heat water for the chafing dish.

6.6.3 VEGGIE TRAYS

if wanted - For the veggie trays purchase of broccoli, cauliflower and carrots from Costco. Also purchase grape tomatoes and cucumbers and cut up. This is WAY cheaper than purchasing the veggie trays ready to go. Use "helluva good dip" from Costco. (2010 didn't do this)

6.6.4 EQUIPMENT LIST

- Tablecloths
- Ladle for Chili
- Dish towels
- Tongs for wieners
- Dish cloths (to wipe down tables)
- Sterno pots
- Garbage Bags
- Cooler for pop & water
- Propane tank
- Propane cooker
- Chafing dish
- Matches/lighter
- 8" Plates Stir Styx
- Bowls
- Spoons
- Napkins
- Cash Box (Financial Officer has)
- and sign \$5 per lunch

7.0 APPENDIX B- SOCIALS EVENTS & PLANNING MANUAL

This manual is meant to be a guideline for Socials Director positions as well as the Assistant to the Socials.

7.1 MEETINGS

Having a meeting with the outgoing and incoming Socials Director is a must. You must have knowledge of any socials events that have been booked or reserved. Inviting other Bridge members is a good idea or gather other important dates from the Commander, Executive Officer, Education Officer, Cruise master and any other potential events. Once dates have been confirmed by all, then notification should be sent to all involved by e mail and by way of report at the first Bridge meeting.

7.2 BOOKING VENUES

Firstly, book AGM/COW location immediately. You may need to come back and advise that you can't *get* the event for that time period and have to do an alternate date.

Once venue location is confirmed, they may want a deposit to hold the date and a rental fee for the dock and picnic areas. Request written confirmation of the rental and deposit required. You will then need to contact the Financial Officer for the deposit cheque.

Remembrance Day - Belcarra Park picnic facilities needs to be reserved at least 2 months in advance. Park staff ensures restrooms are open, need to tell them you want burners, water and clean up before and after.

Picnic facilities are used to make chili, hotdogs, and hot chocolate. Food is by donation usually \$5 per person.

It always rains, plan for rain. The ceremonies will be down at the docks and a number of boats will come in.

7.3 EVENTS

Minimum annual socials events the Squadron is involved in & approximate time periods:

Event	Time Period	Kind of Event & Usual Location
Fall Socials	Mid October	Dinner, Dance, Potluck, Theme: Halloween, Octoberfest etc.at pub, hotel, restaurant
Remembrance Day	November 11	Boats & Public - Belcarra Park
<ul style="list-style-type: none"> On the Water (Student Cruise) Student Grad 	Oct/November Nov/Dec	Students, Proctors, Instructors, Members Welcome – Bedwell Bay
Spring Socials Commander's Ball	Mid-April	Dinner, Dance Potluck, etc @ pub, hotel, restaurant
AGM/COW	April	Members -
<ul style="list-style-type: none"> On the Water (Student Cruise) Student Grad 	April/May	Students, Proctors, Instructors, Members Welcome – Bedwell Bay
Commander's Sailpast	May	Members – lunch/breakfast

It is expected that all socials events should break even with ticket sales and 50/50 draws. This will not happen for the Annual General Meeting (AGM) and Change of Watch (COW)..but try to offset it with advanced ticket sales and 50/50 draws to keep expenses down.

7.3.1 ON THE WATER PRACTICUMS (STUDENT CRUISES)

Fall and spring this is done for the benefit of the "Boating 3" students, Instructors and Proctors. Check with the Education Officer to see how many boats are going out and how many students. This will give you a guestimate of the amount of sandwiches to order, ice and pop to bring. This is a non-alcoholic event. Membership is invited to demonstrate fellowship.

7.3.2 FALL & SPRING SOCIALS

This is usually for the benefit of the members getting together. Not many students come. You may want to attend the Boating class to encourage them to attend. Try not to do Valentine's Day or weekend too close to it as the attendance will not be as good.

Advanced ticket sales are recommended for this event, as you require money paid prior to the event as commitment is required to ensure catered numbers are guaranteed.

Do not take promises from members unless you absolutely trust them to pay up. Many times we have found that commitments are not kept and the Squadron is out of pocket for the expenses.

It will be necessary for an Assistant to call members to get a commitment of attendance. Past experience, the best way is sell tickets is at the Easter Bowen Island cruise as you have 4 days to secure the sale of tickets and/or promises. Money can be squared up later, but most members pay at this event.

Student cruise is another place to sell to new students and encourage them to come.

Proctors can help here as well or come to the school prior to the cruise and talk about the event. Student grad also is a good place to sell tickets.



As monies are collected, keep a list of the names, ticket numbers as it will be needed to check names off at the door of the COW event. Remember that students may have a discounted ticket.

Lifetime members come free (not including spouses) as well a Pacific Mainland District representative and their spouse. This must be coordinated with the Commander as the final numbers for catering needs to be considered for Socials.

7.3.3 REMEMBRANCE DAY MANUAL

For Commander and Socials is a resource guideline, see [Appendix A](#).

7.3.4 AGM & COW

This an official meeting, volunteer recognition and change of watch proceeding, followed by a social mingling with complimentary refreshments. Officers will give verbal reports, Volunteers will receive their Merit Mark certificates, plaques and citations and the new bridge will be voted in and pledged by a District Representative.

[See APPENDIX D for Committee Meeting Notes and Recommendations.](#)

7.3.5 COMMANDERS BALL

This is a formal spring social event for members and guests. Includes toasts and introductions of the new Commander and Bridge. The Bent Brick & Prop, Green Jacket presentation is made before the band and dancing commences.

[See APPENDIX D for Committee Meeting Notes and Recommendations.](#)

7.4.6 COMMANDER'S SAILPAST

Generally held in May and follows the COW. Commander may ask Socials to help with either a Squadron breakfast at the marina, or raftup lunch

7.4.7 STUDENT GRADS

Fall and spring this is also done for the benefit of all the students, Instructors and Proctors. Check with the Education Officer to see how many are going. This will give you a guestimate of the amount of snacks to order. Check budget. Venue can be at a pub or suitable venue with, or without alcohol. Membership officer announces new members and gives member kits and then are welcomed by the Commander and membership.

7.5 Supplies – Storage Locker Barnet Highway (need to obtain a key)

Check out the supplies in the storage locker. There is different tablecloths, liquor, mix, decorations. Having knowledge of what is there ensures that you don't spend money if it's not necessary. If you buy decorations and they need to be stored you will need to remember that the storage locker only has so much space.

8.0 APPENDIX C- GRANDFATHERED INSTRUCTORS

(List from May 23, 2011)

- | | | |
|----------------------|-------------------|--------------------|
| • Glen Anchor | • Chris Gordon | • Lynn Meisl |
| • Sebastian Anderson | • Jeanette Gordon | • Francine Moore |
| • Greg Archibald | • Dennis Hewson | • Steve Van Gaalen |
| • Dave Burrell | • Bruce Leavitt | • Lorraine Yigit |
| • Steve Clark | • Eric Lusk | |
| • Doug Cousins | • Lillian Lusk | |

Criteria – new Instructors must have Instructor Development Training through CPS.

9.0 APPENDIX D- AGM/COW & COMMANDER'S BALL COMMITTEE PLANS

AGM & COW 201x Committee Minutes/Plan

Meeting Date: Feb ____@7:00 PM

Location:

Chairperson:

Prepared by:

Initials	Name	AT*	RG*	AB*	Distribution	Email		
	Comman der							
	AO							
	XO							
	SO							
-	NCC							
AT*-Atten ded; RG*- Regrets; AB*- Absent								

Recommended Meeting Notes & Assignments

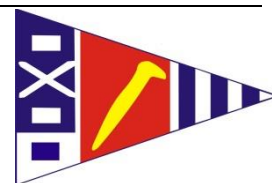
ITEM	DESCRIPTION	Action by	Due or Completed
1.1	Date of AGM/COW is _____ confirmed at _____ Bridge meeting.	CO	
1.2	Date of Commanders Ball is _____ confirmed at _____ Bridge meeting.	CO	
1.3	Invite PMD representative to join us for the AGM COW, and Commander's Ball: 1. PMD may contact CO to determine need & assign rep, otherwise contact District XO and request	CO	
1.4	Identify and book location of AGM/COW & Commander's Ball 1. Port Moody Secondary School? 2. Restaurant/Hotel/Hall 3. Do we have to provide deposit? Financial Officer will pay. 4. Menu & Bar Selections 5. Audio Visual – Projector and Screen -	AO, T & Socials	
1.5	Review the proposed budgets and allocate for each area of expenditure: 1. Venue Rental - As above. 2. Catering - 3. Decorating – 4. Band//DJ		
1.6	Marketing: Discussion around what to do to attract larger crowd than past couple years. 5. Emails to be developed by Communications 6. Wait until March 1 st Social event before distribution 7. Commander personalized email invitation through Constant Contact 8. Commander personalized letters invitation to new members 9. Commander personalized emails to Merit Marks recipients, request RSVP 10. Phone calls to be made closer to event		
1.7			
1.8			

1.9			
2	FOR AGM/COW		
	Merit Marks: 1. Submit Merit mark entries to National via WBAS (CPS deadline Dec 31st) – For Jan-Dec volunteers 2. Verify merit marks are approved – check for pending and inquire, may need to submit more info. 3. Gold Bars (as required)	CO	
2.1	National will mail certificates to Commanders address.		
	Commanders Citations: 1. CO determines who recipient(s) are – Citations for either someone with not enough volunteer hours, or has done something over and above. 2. Use a certificate template for certificates		
2.2			
	Order long service plaques: Order from National if not in inventory. 1. 5 2. 10 3. 15 4. The 20 year merit mark plaque (Life Member) *** is handled by National**. 5. Past Commanders Plaque: This plaque is presented at COW with Past Commander flag. 6. After first meeting of new bridge, get ship's bell and take to The Trophy Centre for engraving Commanders name. All plaques are engraved at Trophy Centre The Trophy Centre, 106-2071 Kingsway Ave., Port Coquitlam (604)941-4944.	Supplies Officer (Mar/Apr)	
2.3			
	Organize and Order new burgees: 1. Past Commander, 2. Sq Commander – 3 tridents 3. Sq Executive Bridge –2 tridents (approx. 4) 4. Sq Bridge – 1 trident, (approx. 10) 5. Port Captain – not available anymore? The number of flags required is to be obtained from the nominating committee report that comes out in advance of the AGM.		
2.4			
	Bring Warrant, Flags & Bell to AGM 1. Bell will be handed over to AO at AGM to get engraved	AO	
2.5			
	Notice of AGM to members: 1. Update Agenda – 2. Need minutes from previous AGM – 3. Nominating Report – 4. Membership Officer will distribute through Constant Contact email program. 5. Need distribution to Quarterdeck and on Websites	Secretary and NCC	
2.6			
2.7	Bridge reports to Secretary –	Officers	
2.8	Make up AGM Agenda & Script – see sample	AO	
	Logistics: 1. Material from Storage Locker – someone needs to determine who gets what - 2. Coordinate vehicles to secure material - 3. Timing to drop off at event location, afternoon –	AO	
2.9			
	Gift for PMD Rep 1. Flowers? 2. Book? 3. Nautical Themed Gift Basket?	AO	
2.10			
2.11	Gifts for incoming and outgoing Commanders	CO & XO	
2.12	Post event tear down and return of items to storage locker – find volunteers	AO	

3.0	FOR COMMANDER'S BALL		
3.1	<p>Create, print and organize the sale of tickets:</p> <ol style="list-style-type: none"> 1. How much to charge? \$65 for members, \$50 discounted for all graduates from Fall & Spring Courses. Complimentary tickets for Honorary Life members. 2. Ask Sukru to do up the tickets again, and print them 3. Provide art or photograph for ticket. – from Editor? Facebook? 4. We will start with 100 tickets 5. Who will take the lead on ticket sales? 6. This committee and others will assist in sales. 7. How many attended over the years? 2013-72, 2012-74, 2018-87 8. How do we attract more registrations? 	Socials	
3.2	<p>50/50 Draw:</p> <ol style="list-style-type: none"> 1. Who can organize and collect? 2. Suggested that the 50/50 be sold at welcome table and winner drawn after dinner 		
3.3	<p>DJ or band?</p> <ol style="list-style-type: none"> 1. Potentially book from last year? \$500 2. Research VIP band, determine availability and cost 		
3.4	<p>Decorations:</p> <ol style="list-style-type: none"> 1. Should we ask for the services of Jay to do the lighting again this year? Donation of \$200 was given to Jay last year. 2. Put up large PMPSS banner behind head table – 3. Dancefloor required – 4. Head Table Name Placemats? – 		
3.5	<p>Organize Program:</p> <ol style="list-style-type: none"> 1. Speakers – For grace and toasts 2. Guests –other squadrons, PMD, marina staff, and alliances 3. Head Table - Should we setup a table for VIP's? 4. Door prizes, 50/50 draws, auctions? 5. Agenda prepared (See sample agenda) - 		
3.6	<p>Welcome table – take tickets & sell door tickets</p> <ol style="list-style-type: none"> 1. It was suggest that we ask MAL to sit at the welcome desk to take tickets – 2. 50/50 Tickets – is a roll of tickets in storage locker? Ask Supplies officer to check 3. Regalia display & sales? – Ask Supplies officer 4. Cash Box & Draw Bowl for 50/50 tickets 		
3.7			
3.8			

NEXT MEETING: TBD

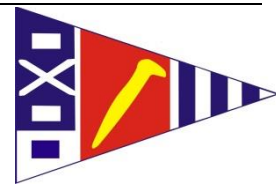
Port Moody Power & Sail Squadron



AGM/COW Agenda – (Date & location)

TIME	EVENT	ACTION BY	COMMENTS
1900	Ring Bell – Opening Remarks	Commander	
1905	Confirm Quorum	Comander/Secretary	
	Modifications/Acceptance to Agenda	Commander	
	Corrections/Acceptance of last years AGM Minutes	Commander	
	Matters from last years AGM minutes	Commander	
1910	Officers Reports	Officers	
1940	Old Business: Volunteer Recognition Merit Marks: Commander's Citations	Commander/Photographer	1st year marks first, 2nd year etc. Special Comments for 5 , 10, 15 years
	General Discussion Farewell Address	Outgoing Commander	Brief -- nobody cares about has-beens!
	New Business: Elections	Nominating Committee	
2000	Current Bridge Step down except Secretary	Chair/Secretary	
	Introduction and Pledging of the New Commander	District Representative/Photographer	
	Commander's Flag presentation Retiring Commander's Flag	Outgoing presents to Incoming Commander Incoming presents to Outgoing Commander/ Photographer	
	Introduction and Pledge New Bridge	Incoming Commander/ District Representative/Photographer	
	Acceptance remarks	Incoming Commander	brief -- people are getting tired by now Announce date of next meeting Invite to enjoy refreshements.
2030	End Meeting – Ring Bell		

Port Moody Power & Sail Squadron



Commander's Ball Agenda – (Date & location)

TIME	EVENT	ACTION BY	COMMENTS
1800	Splice the Main Brace	Socials	
1850	Call Dinner to Order	Commander	Six Bells
1900	Grace	TBA	
1901	Toast to the Queen	TBA	
1902	Toast to Sailors Everywhere	TBA	
1903	Dinner	Commander	Call tables
1945	Commander's Welcome and 50/50 announcement	Commander	
1955	Introduction of VIPS Thank Socials & volunteers Announce Entertainment	Commander	Note this is not the seating order
2000	Bent Brick	Last Year's Recipient	
2010	Bent Prop	Last Year's recipient	
2030	Announce Dancing	Commander	Invite everyone to enjoy themselves



10.0 APPENDIX E- SAMPLE ANNUAL CALENDAR OF EVENTS

Date	Event	Socials Officer	Cruisemaster	Other Officer/Committee
17-Apr	PMPS AGM & COW	Venue/Food		Nominating Committee - P/C Sukru
21-Apr	PMPS Commander's Ball	Venue/Food		Committee
5-May	Sailpast		Raftmaster	Commander - Picks Food/Venue
15-May	Bridge Meeting			All
18-20-May	May Long Cruise		Venue/Activities	Cruise Director
27-May	PMD AGM/COW			Coquitlam Inn
31-May	Deadline for CPS Volunteer award nominees			Commander/Committee
3-Jun	Safety Day: RVCC/Flare Disposal/fire Ext at Reed Pt Marina			PROS & RVCC & Committee
19-Jun	Bridge Meeting			All
27-Jun	VHF Radio Course - Lynn Meisl			VHF Officer
1-Jul	Southern Cruise		Venue/Activities	Cruise Director Tony Golevic
15-Jul	Education Meeting - Determine & advertise Courses			Education, PROS, Exam, Cruise & Grad(e) & grad
3 rd wknd Jul	RVCC at Rocky Point			PROS & RVCC & Committee
1-Aug	Northern Cruise		Venue/Activities	Cruise Director Dave Bruce
3 rd wknd Aug	RVCC at Rocky Point			PROS & RVCC & Committee
19-Aug	Bedwell Bay Weekend (Band)		Venue/Activities	Cruise Director Steve DeWitt
10-Sep	Labour Day Weekend Cruise		Venue/Activities	Cruise Director
15-Sep	Shoreline Cleanup			Environment
4-Sep	Start Remembrance Day Service Planning	Venue/Food	Raftmaster	Committee
18-Sep	Bridge Meeting			All (PROS)
21-Sep	Courses Start (approx)			Education, Instructors Proctors
16-Oct	Bridge Meeting			All
28-Oct	CPS AGM/COW			Commander
	Fall Social	Venue/Food		Committee
	Student Cruise	Food	Raftmaster	Education Department/Commander/Membership
11-Nov	Remembrance Day Service	Food	Raftmaster	Commander, PROS, Committee
20-Nov	Bridge Meeting (Start Policy Reviews & Grad Planning)	Venue/Food		All, Membership
	Start Policy Reviews			Committee
30-Nov	Student Exams	Venue/Food		Commander/Membership/Education Department
16-Jan	Start Nominee Committee Meetings			Tony, Julie, Tom, XO
16-Jan	Bridge Meeting (Budget & Officer Renewal Requests)			Policy Committee Recommendations
	Courses Start (approx)			Education Department
	Winter Cruise – Vancouver Boat Show		Venue	
01-Feb	Start Budget, Spring Tuneup & COW Committee Meetings			Treasurer, BBY, COQ
20-Feb	Bridge Meeting (Budget Proposal/Safety Day Planning)			All – PROS, RVCC, Membership
	Spring Social	Venue/Food		Committee
20-Mar	Bridge Meeting (Final Bridge Nominees & Budget)			All
30-Mar	Easter Cruise – Bowen		Venue/Activities	Cruise Director
31-Mar	Nominating Committee Report Distributed to Membership			Final List of 2018-19 Bridge
	Student Cruise	Food	Raftmaster	Education Department
17-Apr	Bridge Meeting			All
	Student Grad	Venue/Food		Commander/Membership/Education Department
May	PCOC Course			PCOC Officer/Education Dept
	PMPS AGM			Nominating Committee - P/C Tony

11 APPENDIX F - RVCC DAYS

Good For You! If you are reading this, chances are you have been elected as the RVCC (Recreational Vessel Courtesy Check) Officer. Congratulations—you are about to ensure boaters have the required equipment to boat safely. This RVCC Squadron handbook is a check list of tasks provided by CPS-ECP, and when followed they should easily lead to a successful and well run event.



RVCC Event Checklist

The following are guidelines for creating and executing your RVCC Event.

4 WEEKS PRIOR TO EVENT:

- Secure your event site. Request collaboration with Reed Point Marina using Marina Letter on CPS-ECP's website. Advise the City of Port Moody Parks Department of the event by calling (Waiting for info writeup from Dave Reed).
- Contact and schedule 3 or 4 RVCC inspectors
- Contact and schedule 1 or 2 RVCC helpers to fill out forms, schedule inspections, etc.
- Train additional inspectors by having them watch this video and sign declaration:
<http://www.smartboater.ca/rvcc/>
- Login and use the free tools and resources available on the CPS-ECP website
 - Order online any name tags and shirts for inspectors
 - Order online any RVCC Stickers, forms, kits, Lead Cards etc,
 - Download and fill out the "Invite" Template and Save As a PDF and JPG.
 - Download and fill out the "Reminder" Template and Save As a PDF and JPG.
- Coordinate with PRO and identify any marketing or giveaway items and order appropriate quantities.
- Coordinate with PRO and Print a good supply of Squadron Fall Course Schedules and brochures.
- Find out when the next newsletter will be distributed, and if within 2 weeks coordinate with Editor to include the Invite PDF/JPG in it.

- Have your SEO post your event on the CPS-ECP Course and Event Calendar under “Courtesy Check” Here is a video tutorial on how to post an event:
http://www.youtube.com/watch?v=LzqMiM_WIOE
- Coordinate with Webmater or self-create the RVCC event on public facebook page. Use the graphic above for cover photo.

3 WEEKS PRIOR TO EVENT

- Send radio tag to local stations
- Post Invite JPG on Public & Private Facebook pages with link to Event page
- Post event for free on Kijiji, community TV, local SNAP newspaper,
(<http://snapnewspapers.com/locations>)
- Coordinate with Communications Officer to email Invitation PDF or JPG with text verions to general membership.

2 WEEKS PRIOR TO EVENT

- Post “Reminder” PDF/JPEG on Faceboon public page with link to Event page
- Coordinate with PRO and helpers to Put up posters at the event location, marinas, chandleries, grocery store, launch ramps etc.

1 WEEK UNTIL EVENT

- Additional “reminder” facebook post
- Send media advisory to local media outlets
- Secure Tent Shelter, tables and chairs.
- Remind volunteer inspectors & helpers

DAY OF EVENT

- Setup RVCC station & shelter: tent, table, chairs, banners, flag, squadron pennants, etc.
- Handout Inspector supplies, ID Tags, and logo wear.
- Hand out Squadron info and business cards to public
- Schedule RVCCs for inspectors – Name and location of boat & owner.
- **** RVCC inspectors to ask permission to board vessels, then ask if they have their PCOC and VHF certificates. Cue on easiest courses to discuss to generate leads.**
- Collect lead cards/follow-up contact information from those who want course information
- Take pictures
- Send pictures to: vschmidt@cps-ecp.ca
- Post pictures Squadron site and Social media pages (twitter hash tag #CourtesyCheck)

POST EVENT

- Coordinate with PRO to input all leads into one electronic file for followup.
- Send follow-up email and thank-you, include and encourage fall course registration
- Submit completed Courtesy Check sheets to the CPS-ECP National Office at:
CPS-ECP
26 Golden Gate Court
Toronto, ON M1P 3A5
- Submit a briefing report to the Commander and newsletter Editor with photos.

12 APPENDIX G – SPRING TUNEUP/SAFETY DAY

This Spring Tuneup/Safety Day handbook is a check list of tasks, and when followed they should easily lead to a successful and well run event.

Spring Tuneup Event Checklist

3 MONTHS PRIOR TO EVENT: (February)

- PMPSS PRO forms Committee to plan events and set date of event – Consists of Burnaby, Coquitlam, and Port Moody Commanders, PROs, RVCC officers, Membership Officers, and Fire Extinguisher inspector (ie Steve Van Gaalen, Vanco)
- Agree on date of event date for early May before long weekend and National Safety Awareness Week
- Decide on sub events to be offered
- PROs coordinate with Sandy at Freedom Boat & Thunderbird Sales if they want to have their presence at the booth since they pass on our course information brochures to their clients, especially PCOC and VHF
- Determine advertising budget and costs to be shared.
- PROs to design flyer for event.

2 MONTHS PRIOR TO EVENT: (March)

- Committee to reserve the Virtual Trainer and VHF Maritime Radio Simulator.
- PROs for each squadron posts the event on the CPS-ECP Course and Event Calendar under “Courtesy Check” Here is a video tutorial on how to post an event:
http://www.youtube.com/watch?v=LzqMiM_WIOE
- Webmasters of each squadron to create an event on public facebook page.
- Find out when the next newsletters will be distributed, and if within 2 months coordinate with each squadron’s Editor to include the Flyer PDF/JPG in it.
- PROs coordinate with Inlet Marine so they can determine discounts on safety equipment – include in event advertising.
- PROs coordinate with Willys Galley so they can determine meal specials. – include in event advertising.

4 WEEKS PRIOR TO EVENT:

- Start RVCC Event Check list
- Start other subevents checklist
- PROs to identify any marketing or giveaway items and order appropriate quantities.
- PROs to organize a good supply of Squadron Fall Course Schedules and brochures
- Coordinate with Communications Officer to email Flyer PDF or JPG with text versions to general membership.

3 WEEKS PRIOR TO EVENT

- Send radio tag to local stations
- Post Invite JPG on Public & Private Facebook pages with link to Event page

- Post event for free on Kijiji, community TV, local SNAP newspaper, (<http://snapnewspapers.com/locations>)
- Provide Flyers to Freedom Boat Club and Barnett Sail club – they have some boats at Reed Point that should be checked; they help promote PMPSS to their clients.

2 WEEKS PRIOR TO EVENT

- Post “Reminder” PDF/JPEG on Facebook public page with link to Event page
- Coordinate with PRO and helpers to Put up posters at the event location, marinas, chandleries, grocery store, launch ramps etc.

1 WEEK UNTIL EVENT

- Additional “reminder” facebook post
- Send media advisory to local media outlets
- Secure Tent Shelter, tables and chairs.
- Remind volunteer helpers

DAY OF EVENT

- Setup station & shelter: tent, table, chairs, banners, flag, squadron pennants, etc.
- Hand out Squadron info and business cards to public
- Collect lead cards/follow-up contact information from those who want course information
- Take pictures
- Send pictures to: vschmidt@cps-ecp.ca
- Post pictures to Squadron site and Social media pages (twitter hash tag #CourtesyCheck)

POST EVENT

- Coordinate with PRO to input all leads into one electronic file for followup.
- Send follow-up email and thank-you, include and encourage fall course registration
- Submit completed Courtesy Check sheets to the CPS-ECP National Office at:
CPS-ECP
26 Golden Gate Court
Toronto, ON M1P 3A5
- Submit a briefing report to the Commander and newsletter Editor with photos.