



**SUSQUENANGO SAIL & POWER SQUADRON**  
unit of the  
**UNITED STATES SAIL & POWER SQUADRONS®**  
*Sail and Power Boating*

# **MEMBER'S GUIDE**

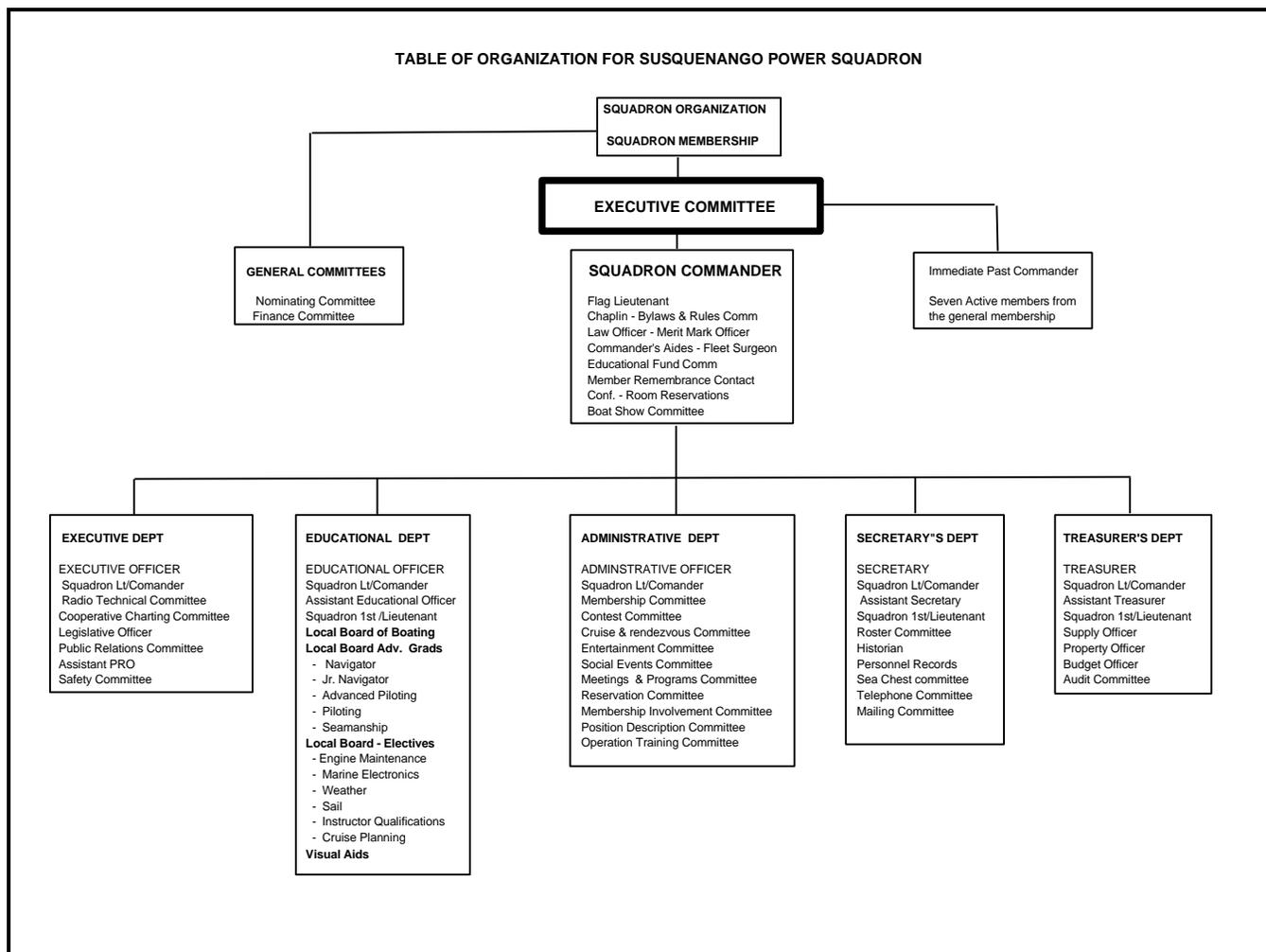
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## INTRODUCTION

This publication will explain how USPS and Susquenango are organized and describe the activities that are available to members. We seek participation of all members in all the activities of the Squadron - the Educational Department and our social events - as well as in the year to year Squadron operation.

This publication, along with a current roster, should enable you, the member, to get an idea of what each activity is about and who is currently the officer or chairperson in charge of that activity.

The officers of Susquenango Power Squadron are all people who were at one time new members. Even if you do not aspire to officer status, your participation is as valuable as that of any member of the Squadron.



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## EDUCATIONAL COURSES

Susquenango Sail & Power Squadron offers three types of USPS educational courses to its membership in addition to offering public boating courses to the public. These courses are:

- Advanced Grade Courses
- Elective Courses
- Supplemental Courses

Susquenango also offers Seminars on boating subjects for members and the public.

### **PUBLIC BOATING COURSE**

At least once a year the Squadron conducts a boating safety course for the general public in a public facility. The course teaches fundamental boat handling, seamanship, and rules of the road. The USPS **America's Boating Course** is our primary civic effort toward public instruction in the elements of safe boating. Both courses are designed to familiarize the student with the fundamentals of safe boating and qualify for certification in most states that require boating education before operating a watercraft. Typical subjects include:

- Boat handling under normal conditions
- Adverse conditions and emergencies
- Types of boats and boating terminology
- Required and recommended equipment
- Boating regulations and navigation rules
- Lines and knots
- Charts and aids to navigation
- Piloting techniques
- Marine radiotelephone usage
- Trailer boating

### **USPS MEMBER ONLY COURSES**

The Advanced Grades are a series of navigational courses. The highest level course a member completes determines the member's "grade". In addition to the Advanced Grades courses, a wide discipline of courses that cover topics other than navigation are also offered as Elective Courses and are part of the instructed course curriculum for members. Anyone completing a grade level of at least Advanced Piloting and three Elective Courses receives the Educational Proficiency Award. It is recommended that the Seamanship (S), Piloting (P) and Advanced Piloting (AP) courses be taken in the sequence listed because the courses build upon each other; however, this is not an absolute requirement. The courses may be taken when offered by the Squadron. A discussion with the course instructor will be helpful if the recommended course sequence is not to be followed. Also, Elective Courses may be interspersed with the Advanced Grades courses and may be taken as the Squadron offers them. All courses are free except for a nominal charge for materials.

#### **Advanced Grades Courses**

The following courses, in the order listed, constitute the Advanced Grades.

**Seamanship (S):** Building on the basics learned in Boating, the Seamanship course is an important foundation for other "advanced grade" courses. The student learns:

- Basic marlinespike seamanship
- Hull design
- Navigation rules
- Operation under normal and adverse conditions
- Responsibilities of the skipper

Fire prevention and control  
Basic first aid  
Common courtesies on the water  
Boat care  
Nautical customs and flag etiquette

**Piloting (P):** This course is the first of a two-part program studying inland and coastal navigation. Its focus is on the fundamentals of piloting; keeping track of a boat's movements, determining one's position at any time and laying out courses to a planned destination. Included are subjects such as:

Introduction to navigation	Tools of Piloting	Plotting and planning	On the Water
Beginning GPS Navigation		Monitoring Progress	
Manual Piloting		Plotting Practice Exercises	

**Advanced Piloting (AP):** This course is the second of a two-part program studying inland and coastal navigation. In addition to a review of Seamanship and Piloting skills, this course introduces the student to tidal current, tide heights, and finding position by angular measurements between charted points. It includes all the skills required for navigating both large and small vessels under normal and adverse conditions in waters marked with visual aids. The final course requirement is an imaginary cruise using all the techniques learned in the course including a ships log.

**Junior Navigation (JN):** JN is the first course that covers the principles of offshore navigation. The student becomes aware of mapping problems associated with the spherical earth, and learns the fundamentals of sextant use, star finding, and finding positions by use of stars, planets, sun and moon. The student will learn to reduce sextant sights and establish lines of position anywhere on the earth.

**Navigation (N):** This is the final course in Advanced Grades and expands upon the basics learned in JN to include all the principal methods of solving the "navigational triangle". It also gives the student greater skill and higher precision in taking sights and finding positions. Included are fundamental principles and practical work in systems of coordinates, instruments, extensive work with chronometer and sextant, computations, and the development of orderly methods for carrying on the work of a navigator at sea.

## Elective Courses

The Elective Courses will give members a degree of expertise in selected fields having a relationship to boating in general. The courses are designed to be stand-alone courses and, therefore, they may be taken in any order, as they are available. A member who has successfully completed all of the Elective Courses and Advanced Grades is designated as a Senior Navigator, or historically referred to as having a "full certificate".

The following courses constitute the Elective Courses.

**Engine Maintenance (EM):** This course attempts to make students more self-reliant afloat, with trouble-diagnosis and temporary remedies given special emphasis. It covers both marine gasoline and diesel engines, including concepts of operation, maintenance and repair of the following:

Cooling systems	Electrical systems	Fuel systems
Lubricating systems	Power train components	Ancillary propulsion components

**Marine Electronics (ME):** The Marine Electronics course consists of three modules: ME 101 - Boat Electrical Systems, ME 102 - Marine Radio Communications, and ME 103 - Marine Electronics for Navigation.

ME 101 Boat - Electrical Systems, provides information about properties of electricity, electrical power requirements and wiring practices, direct current power, alternating current power, galvanic and stray-current corrosion, lightning protection, and electrical interference.

ME 102 - Marine Radio Communications, delves into radio waves and transmitters, receivers and transceivers, antennas and transmission lines, FCC Rules and Regulations, FCC Frequency Plan, marine radiotelephone operating procedures, and other communication services.

ME 103 - Marine Electronics for Navigation, presents information on depth sounders, RADAR, LORAN-C, GPS Navigation, and two new chapters: Electronic Charting, and Computer-Assisted Navigation (CAN).

**Sail (SA):** The Sail course is created to serve the needs of the novice and experienced sailor, as well as the non-sailor, for basic skills and knowledge. The course starts with basic sailboat designs and nomenclature, rigging, safety, and sail processes and then tackles the physical aspects of sailing forces and techniques, sail applications, marlinespike, helmsmanship and handling of more difficult sailing conditions, navigation rules, and an introduction to heavy weather sailing.

**Weather (Wx):** The Weather course is designed to teach a student how to make weather observations and predictions for more enjoyable and safer boating. Topics include:

- Awareness of weather phenomena
- How to read a weather map and the sky
- How to understand and anticipate weather developments
- Structure and characteristics of the atmosphere
- Factors considered in weather forecasting
- Sources and use of weather reports and forecasts
- Instrument and visual observations the skipper can make

The student learns about the technical aspects of weather phenomena and how to read weather maps and the sky in order to **understand** and **anticipate** short-term weather developments. There are units on cloud sequences, fronts, storms, fog and the normal development and movement of air masses, and the weather patterns that follow them.

**Cruise Planning (CP):** This course is designed for members who plan to cruise for a year or just a weekend in either a sail or powerboat. It covers such topics as:

- |   |                                    |
|---|------------------------------------|
| Cruise preparation and planning - General | Boat and Equipment                 |
| Anchors and Anchoring                     | Security                           |
| Chartering                                | Cruising Outside the United States |
| Crew and Provisioning                     | Voyage Management                  |
| Communications                            | Navigation                         |
| Weather                                   | Emergencies                        |

**Instructor Qualification (IQ):** This course is designed to improve the student's abilities to communicate ideas through training in the use of audiovisual equipment, techniques of presentation, planning and selecting equipment and materials for presentation. Unlike other USPS courses, IQ is not designed to enhance boating skills. Rather, it deals with effective communications for speaker and teacher - a quality that benefits the individual in all walks of life. It offers practical instruction in:

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| Preparing for teaching assignments    | Preparing for meeting presentations |
| Effective teaching techniques         | Conducting efficient meetings       |
| Selection and use of audiovisual aids |                                     |

## **SUPPLEMENTAL PROGRAMS**

In addition to the Elective Courses and Advanced Grades courses, a number of self-study courses are available. These courses are called Learning Guides. These guides are generally short booklets that provide useful information on a variety of marine-related topics. They range from a few pages to over 100 pages. All Learning Guides below, except Sight Reduction Methods, cost \$4.00 each. Sight Reduction Methods costs \$10.00. Shipping & handling are additional. The courses are for personal information only and have no final test or designation in an official sense.

Amateur Radio	Introduction to Sailing
GMDSS and Marine Radio,	The Boat Owner's Guide to Knots, Bends, and Hitches
Boat Insurance	Plotting and Labeling Standards
Basic Plotting Guide	Predicted Log Contest
Compass Adjusting	Sight Reduction Methods
How to Fly Flags	USPS Glossary
Introduction to Navigational Astronomy	Water Sports

## **MEETINGS**

**MEMBERSHIP MEETINGS:** All Squadron meetings are held on the 3rd Wednesday of every month except July and August unless otherwise specially noted. Meeting contents are devoted to the day-to-day operation of the Squadron; committee reports are given, planning sessions are held, and the privilege of the floor is open to any member of the Squadron. Some meetings are associated with other social activities such as dinners and cookouts. There are a minimum of five General Membership Meetings and five Executive meetings. All active members, including family members, may vote at membership meetings. At executive meetings, only members of the executive committee may vote, however, all members are encouraged to attend all the meetings because input from members is essential and appreciated.

Notices of the General Membership and Executive Committee meetings' dates and places are in the Annual Calendar of the Roster and are listed in the Squadron monthly newsletter, SeaChest.

## **PUBLICATIONS**

**SEACHEST:** This is our Squadron monthly newsletter. It is published ten times per year and is mailed or e-mailed to each active squadron member and to District representatives. The SeaChest is our communication medium and contains information essential to squadron membership and activities, and boating information.

**ROSTER:** Our Roster is a listing of all Squadron members with grade, number of merit marks, spouse's name, mailing address, phone, e-mail address and boat's name & description. It is published yearly, usually with the July issue of the Sea Chest. The Roster also lists all Squadron officers, departments and committees along with chairpersons and members.

**DEEP 6:** This is the District 6 newsletter. It is published three times per year and is sent to all active members of District 6, including members of Susquenango Power Squadron.

**THE ENSIGN™:** The National USPS magazine is called the Ensign. It is published four times per year and is sent to all Active USPS members.



## **TREASURER (Lt/Cdr.) Elected \***

Is responsible for receipt and disbursement of all funds and for maintenance of all financial records.

Is responsible for the direction of the following committees:

Assistant Treasurer

Budget Officer

Supply Officer

Property Officer

## **ASSISTANT EDUCATIONAL OFFICER (1st/Lt) Elected**

Works closely with the Squadron Educational Officer (SEO), the Local Board Chairpersons (Advanced Grades, Electives & Boating) and the various course instructors to accomplish the Squadron educational program

Understudies the SEO and normally succeeds to the position of SEO.

\*Elected officers are often referred to as "The Bridge".

## **LOCAL BOARDS AND EXECUTIVE COMMITTEE**

**LOCAL BOARDS:** A Local Board Chairperson is elected to administer the course offerings in each of the areas of Advanced Grades, Electives and Boating. They also serve as voting members of the Executive Committee.

**EXECUTIVE COMMITTEE:** The above Officers, Local Board Chairs and Membership Chairperson along with three members-at-large constitute the Susquenango Executive Committee. This committee meets monthly, ten times per year, to conduct Squadron business according to Squadron and National by-laws.

## **GENERAL COMMITTEES**

**AUDITING COMMITTEE:** Elected

Audits Treasurers records and annually verifies Squadron's financial condition.

**MEMBERSHIP COMMITTEE:** Elected

Processes membership applications and maintains membership records.

**NOMINATING COMMITTEE:** Elected

Prepares and publishes a slate of nominees for offices for election at the Annual Meeting.

**RULES COMMITTEE:** Elected

Monitors Squadron adherence to Constitution, by-laws, and policies of USPS, and recommends changes to Squadron by-laws when required.

## **STANDING COMMITTEES**

**FINANCE COMMITTEE:** Prepares budget and financial plans, and oversees investment of Squadron funds.

**LAW OFFICER:** Usually a member of the Bar, oversees incorporation of the Squadron, compliance with state laws; drafting of by-laws and amendments; and provides guidance on parliamentary procedures and legal interpretations.

**FLAG OFFICER:** May act as stand-in for the Commander in case of absence in ceremonial situations and usually responsible for protocol at social functions. The rank of First Lieutenant is given to this appointee.

**APPOINTED OFFICERS:** These officers are appointed to perform assigned duties and to serve at the direction of the Commander. Committee Chairs are usually Lieutenants and are entitled to wear the rank insignia as well as fly a Lieutenant's flag.

Chaplain  
Fleet Captain  
Lieutenants

Fleet Surgeon  
Aides

## **CONTESTING**

All units of USPS sponsor and take part in competitive contests designed to enhance member's skills in various areas of boating knowledge including Seamanship, Piloting, Marlinespike and Boat Handling. These contests are conducted on-the-water, under safe conditions of weather and speed. Trophies and/or plaques are awarded for many of the contests. The contests are usually conducted in association with special events such as Rendezvous' or Conferences. The name of the Squadron Contest Chairperson is listed in the Roster under the Administrative Officer's department.

### **SUSQUENANGO SQUADRON CONTESTS**

**Barnes:** An on-the-water contest for novice boaters who have never won a contest at any USPS level. This is a predicted log contest and utilizes the Seamanship and Piloting skills of a crew of boaters composed of Squadron members.

**Land Contest:** This land-based contest utilizes Piloting skills and is conducted on a "simulated" boat course with bearings taken and distances calculated from paces. It is a family-oriented contest, open to all members of the Squadron.

**Celestial Navigation:** This contest is conducted on land by taking sun sights and plotting a line of position. The closest LOP is declared the winner. The contest is based upon skills taught in Junior Navigation. It is a contest open to all Squadron members.

### **DISTRICT CONTESTS**

The following two on-the-water contests are not usually run at the District 6 Rendezvous but are held at a special event called the Finger Lakes Rendezvous. Typically, the timeframe is June.

**Commander's Cup:** An on-the-water contest run on local waters. The skill level is Advanced Piloting. The winning Squadron hosts the next year's competition.

**Freeman Cup:** An on-the-water contest similar to the above Commander's Cup competition.

The following contests are usually run at the District 6 Rendezvous. Typically, the timeframe for the contests is late July and is part of the D/6 Summer Rendezvous.

**Susquenango Land Contest:** A contest similar to the Land Contest mentioned above with the competition run at the District 6 Rendezvous. Susquenango Power Squadron originally donated the trophy.

**Rochester, Gaboon, and other such contests:** These are all are on-the-water contests designed for power boats, or sailboats under power, and require the skills of the type learned in Advanced Piloting. The use of electronic instruments and charts is not permitted. Speed curves, deviation tables, pelorus and handheld calculator are typical items put to use in these contests. Contests are timed events, run with strict rules and with a District observer on-board each contest vessel.

**Olympic:** This contest is a Seamanship/Piloting skill test that combines knot tying, boating knowledge, and dinghy handling skills. Teams from each Squadron vie for the honors. It includes a written exam.

## **AWARDS AND HONORS**

**MERIT MARKS:** These are awarded to active members in recognition of significant service to the Squadron, District, or National organization. Usually originated by Squadron officers, recommendations are sent by the Squadron Commander to the Chief Commander. The award is annual and is accompanied by a certificate.

**SENIOR MEMBER:** An Active member who has earned 5 Merit Marks is considered a senior member.

**LIFE MEMBER:** An Active member who has earned 25 Merit Marks is awarded a dues free Life Membership in USPS.

**MIKE PAGE AWARD:** This Susquenango award is given annually to the junior member who has been judged to have contributed outstanding service to the Squadron. The Squadron accepts nominations from any member and a panel selects one member for the award.

**BENT SCREW AWARD:** An award made (humorously) to the best example of inept boat handling by a Squadron member. Nomination is by any member, preferably written in a humorous narrative. This award is usually to a power boater.

**FUBAR AWARD:** This award (also humorously) is given to the sail boater who exhibits inept boat handling. The conditions of nomination are the same as for the Bent Screw award. FUBAR stands for "fouled up beyond all recognition".

## **SOCIAL EVENTS**

Notices for all social events are listed in the Sea Chest or mailed separately. Advanced reservations are generally necessary in order to properly plan events.

**RENDEZVOUS:** One Susquenango Rendezvous is planned for mid summer (usually the second weekend in July). This outdoor event is held at various parks with marine facilities or at a marina. The activities commence Friday evening with a cook out. Saturday is the main event, with contests and games. Special events, such as a motor and sail sale, a Fleet Review, or a cocktail party are often featured at these Rendezvous. Saturday is capped with a feast such as chicken or steak and dishes can be prepared by Squadron members or catered. This event is held only when sufficient interest is shown early in the year.

**DINNER-DANCES:** A social or social dinner dance is held near the December holidays. This is a semi-dress up affair with no meeting formalities included. This is a favorite event among Squadron members.

**FOUNDERS DAY:** This is a dinner held in February to honor the founding of USPS. New members are recognized at this time. On occasion, Founder's Day and Change of Watch are combined.

**CHANGE OF WATCH:** A ceremonial occasion to elect and swear in the newly Bridge and other elected officers. This is a dinner that takes place in March.

**FETCH SUPPERS:** These are covered dish suppers usually held in April, June and October. These are informal get-togethers, sometimes with entertainment, and usually accompanied by an Executive Committee Meeting.

## NATIONAL, DISTRICT & YOU

As your USPS membership and Squadron participation grow, you will hear some terms that at first may be confusing. This section is intended to dispel myths and misperceptions before they take root.

### **NATIONAL:** Who and what is "national" when the term is used to describe USPS?

USPS is a nationwide organization that has officers, departments and committees that function across all squadrons and all states. All officers and committee members are volunteers, just like squadron members, and serve the interests of the organization without any formal pay. These members conduct the planning and the day-to-day running of the overall organization. The term "national" is used to refer to this group of people. They are located all over the US, including Puerto Rico. They are also members of a local squadron.

Operations of the national organization are distributed over five departments: Executive, Educational, Administrative, Secretarial and Treasurer. Each is headed by a vice commander under the chief commander. The chief commander presides at regular and special meetings of the membership, the Governing Board and the Operating Committee. There are three meetings through-out the year that general members are invited to attend: the Annual Meeting, typically held in January; the Spring Governing Board Meeting, typically held in April; the Fall Governing Board Meeting, typically held in September. The Governing Board is the board of directors of USPS and includes, among others, all the commanders of the local squadrons.

In addition to the chief commander, some of the other national officers are: the National Executive Officer, the National Educational Officer, and so forth for the other departments. These positions are elected positions and the people holding them are voted upon every year at the Annual Meeting.

Possibly the department having the most impact on you, as a new member, is the Educational Department. It brings you all of the courses, the course materials, manuals, and exams. The three divisions into which most of the Educational Department committees are grouped are: Advanced Grades, Elective Courses and Support.

### **DISTRICT:** Who and what is "district" when the term is used to describe USPS?

There are thirty-three districts within USPS that are organized in geographic sections of the US. District 6, (D/6) of which your Susquenango Squadron is a member, covers upstate New York generally from Binghamton / Utica west to Buffalo and north to Ogdensburg. The District 6 organization - - an intermediate level between the national organization and the squadrons - - is the nucleus for group action of its eighteen (18) squadrons. It oversees administration of programs to educate and train members and the public and it provides opportunities for social interactions among members and families of assigned squadrons.

The only "members" of District 6 (and of any district) are the assigned squadrons themselves. The D/6 squadrons are: Auburn, Buffalo, Hamburg, Iroquois, Ithaca, Lockport, Niagara, Oak Orchard, Red Jacket, Rochester, St. Lawrence, Seneca, Southern Tier, Susquenango, Swiftwater, Syracuse, Utica and Watertown. Each has voting power in District 6 affairs.

The District 6 organization is in close contact with all national departments and committees. It is a channel for communication between national departments and squadrons, insuring uniformity of action by squadrons.

Keep this guide as a reference manual for your membership in the Susquenango Power Squadron.

Welcome aboard.