



19 Wing Comox Yacht Club (19WCYC) DUTY BOSUN DUTIES

Bookings

1. Process bookings received during **DUTY BOSUN** watch and enter particulars on the Club Website:
 - a. bookings for charters of *five days or more* can be accepted at any time;
 - b. only accept bookings for charters of *four days or less* that are received within two weeks of the commencement of the rental;
 - c. boats may be rented for a **maximum** of 15 days in the **July to August** time frame;
 - d. Go to GOOGLE calendar;
 - (1) First thing, click on MONTH at the top right of the calendar to select a full month view;
 - (2) Place your pointer on “19wcyckeelboat@gmail.com” (**DON'T CLICK**) and a drop down bug will appear to the right of “19wcyckeelboat@gmail.com” **click it**;
 - (3) Click “Create event on this calendar” and you should get the Rental template;
 - (4) Click “Untitled Event” and insert name of boat , LAST name of renter and in parentheses, the word “(Tentative)” if the boat is a CHARTER or “(Trg)” if it is a TRAINING request. i.e. Peter Duck – Logan – (Tentative) or (Trg);
 - (5) Next click the first Date Box and a calendar will appear. Click the appropriate start date;
 - (6) For a half-day rental, click on the first time box. Click the appropriate start time;
 - (7) Then click on the second time box. Click the appropriate end time.
 - (8) Next, check the second Date Box to ensure the proper date appears. If not do the same routine you did for the first Date Box;
 - (9) For full day or multiple day booking, click the “**All Day**” box and the two time boxes above should disappear. (If you unclick the **All Day** box, the time boxes will reappear.);
 - (10) The only other box you use is the “Description” box. Here you enter the best and easiest way to get in touch with the renter, i.e. cell phone or home phone. NOT EMAIL ADDRESSES;
 - (11) Click “**SAVE**” at the top of template and you should go back to the GOOGLE calendar;
 - (12) Check the GOOGLE Calendar and make sure your entry took;
 - (13) Next and “**VERY IMPORTANT**” Go to the Base Gateway Calendar and make sure your entry is there. If it is then you were successful. If it isn't you were on the wrong GOOGLE Calendar. Call for help.

Editing

To edit an entry simply go to that event on the google calendar and click it. A drop down box will appear. At the bottom of that box you will see “**copy to my calendar | Delete and Edit event**”. Click on **Edit event** and the same Rental Template that you started with will appear. Make whatever changes you need to make and click “**SAVE**”. This should take you back to the Rental Calendar where you will check and make sure the changes took. Next and “**VERY IMPORTANT**” Go to the Base Gateway Calendar and make sure the changes are correct there too. If all is good, **Your done**.

Cancellations

2. If a renter cancels a charter, go to the GOOGLE Calendar and click on the booking. A drop down box will appear. At the bottom of that box you will see "[copy to my calendar](#) | [Delete and Edit event](#)". Click on "**Delete**", the booking should be gone and you should be back at the GOOGLE Calendar. Confirm the entry is gone. Next and "**VERY IMPORTANT**" Go to the Base Gateway Calendar and make sure the event is gone from there too.

Boat Sign Out

3. Check the GOOGLE Calendar or Base Gateway calendar for bookings during your **DUTY BOSUN** watch;
4. If you have a Rental, contact the renter to arrange a mutually agreeable time to check the boat out and in (click on the calendar booking to display the renter's phone number). Check out can be done the day of departure or the evening prior. Check in can be done on arrival or the next day. If there is a back-to-back charter, you will have to consult with the other renter as well to coordinate checks.
5. If the **DUTY BOSUN** binder is out of boat Sign out Forms, print out the applicable keelboat Sign out Form, or contact the **Keelboat Captain**. These forms can be downloaded from the Base Gateway website and are listed [Forms and Pubs](#) in the Menu.
6. Meet the renter at the boat prior to departure and fill out the Sign out Form, sign and date it and have the renter [Print his/her name clearly](#) and sign the form. Retain the form in the **DUTY BOSUN** binder until the vessel is signed back in.

Boat Sign In

7. Meet the renter at the boat on completion of the charter and complete and sign the Sign out Form. Retain the form. Verify that the boat is clean for the next renter. As a guide, evaluate whether you would be satisfied with the cleanliness if you were the next renter. Verify that fuel used has been replaced. It may not be practical for the renter to replenish fuel if he/she has used very little during the charter. That is a judgment call for the **RENTER/DUTY BOSUN**. Check for damage. Ensure that all equipment is properly secured with applicable equipment turned off. [ALL BATTERY SWITCH's](#), if applicable, should be turned off prior to leaving the boat. Ensure [ALL IGNITION KEY's](#) and [WINCH HANDLES](#) are stored below and all covers are in place, hatches locked and fenders in place. Ensure the boat is secured properly to the dock prior to leaving.
8. Completed Sign out Forms are to be put into the **Keelboat Captain** envelope on the Club House bulletin board (to the right of the door when entering). To compare boat inventory, fuel status and defects for any boats checked out by the previous **DUTY BOSUN**, [Check in here](#).

Deposits

9. If the boat does not meet a reasonable standard of cleanliness, request the renter to rectify the deficiency. If you are still not satisfied, inform the renter that he/she will forfeit their deposit and either clean the boat yourself or contact the Keelboat Captain right away. The **Keelboat Captain** will reimburse the cleaner \$50 from the renter's deposit.
10. If a significant amount of fuel has been used and not replaced, request that the renter refuel the boat. If he/she declines, inform him/her that their deposit cheque will be cashed in accordance with the Rental Policy. Refuel the boat yourself and submit the receipt to the Keelboat Captain for reimbursement or contact the Keelboat Captain right away.

Losses and Damages

11. If there is missing or damaged equipment, obtain a written, signed and dated statement of particulars from the renter witnessed by you and submit it to **the Keelboat Captain** as soon as possible.

Repairs

12. If there is damage requiring repair before the next rental, call:

Keelboat Captain, Al Gall @ 250- 792-1000 or 250-339-8211 Loc 8421

Replacement DUTY BOSUNS

13. If you are unable to carry out all or part of your watch, arrange for a replacement. A list of **DUTY BOSUNS** and spares is available in the **DUTY BOSUN Binder**. Advise the **Keelboat Captain** of any changes.

DUTY BOSUN Hand-Over

14. Off-going **DUTY BOSUN** is to either make arrangements with the on-coming **DUTY BOSUN** to turn over the **DUTY BOSUN binder**, or leave the binder in the clubhouse for the oncoming **DUTY BOSUN** to pick up. There should be contact between the off-going & on-coming (even if only by a phone call) to give a brief turn-over, including:
 - a. what boats are signed out & by who, and if there is an arrangement in place to meet any boat on return;
 - b. a heads up if any boats are scheduled out on the Friday (first day of duty);
 - c. Boat status, including any defects, fuel levels, etc.
15. If unable to establish contact with the on-coming **DUTY BOSUN** after a reasonable effort, contact the **Keelboat Captain**.

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