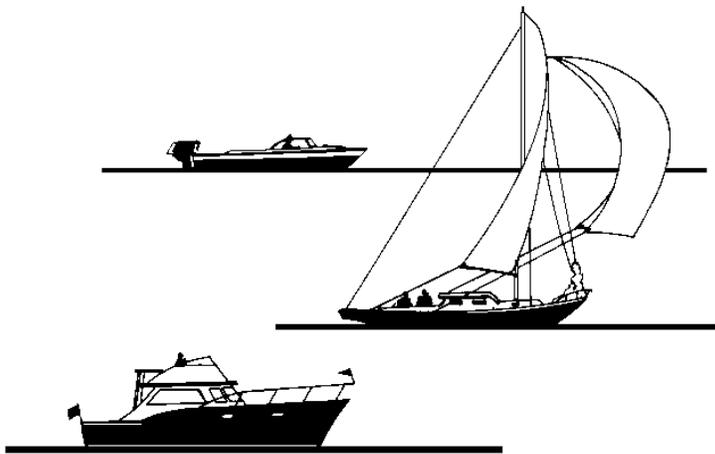


MILWAUKEE SQUADRON
SAIL and POWER
SQUADRON

MEMBERSHIP MANUAL



WELCOME ABOARD!

Congratulations on passing the United States Power Squadrons' Boating Course exam and joining the *MILWAUKEE SQUADRON SAIL* and POWER SQUADRON.



The Squadron has a three-part mission: fraternal boating club, self education, and civic service.

Membership gives you opportunities to foster fraternal and social relationships with others interested in boating. The educational program endeavors to promote a high level of seamanship in handling power and sail boats. Advanced courses from seamanship through advanced ocean navigation are available.

FRATERNAL BOATING CLUB

The Milwaukee Sail and Power Squadron is one of over 400 component squadrons of the United States Power Squadrons. The Operations Training (OT) program teaches about the formal traditions and structure of our National, District and local organizations.

DRESS: With the exception of the Change of Watch (usually in the spring), casual or informal dress is acceptable. For officers, uniforms are encouraged for the Change of Watch.

DINNER MEETINGS: Typically, dinner meetings are held on the third Tuesday of each month, except February. Not all meetings are held in a restaurant. Some may be catered or a picnic. They usually begin with a social hour, followed by dinner, announcements, and a speaker. We encourage flexibility in this area and make every effort to keep costs to members as low as possible. If you have some new ideas for dinner meetings, venues or programs, please share them with one of the officers.

At each meeting, members are encouraged to wear their name tags. The Squadron has a Ship's Store with burgees for purchase.

WHO'S WHO: Milwaukee Sail and Power Squadron is managed by a "Bridge" of officers elected by, and responsible to, the membership.

The elected officers are:

- Commander (Cdr)
- Executive Officer (XO)
- Education Officer (SEO)
- Administrative Officer (AO)
- Secretary
- Treasurer
- Assistant Education Officer (ASEO)

The Executive Board handles routine Squadron business. The Executive Board consists of the Commander, other elected members of the bridge, the immediate past commander and twelve members elected from the general membership. Their names are listed in the Squadron Roster. The Executive Board meets the second Tuesday of each month. Board meetings are open to all members.

The officers are assisted in their duties by committee chairs who carry out the programs, functions and activities of the Squadron. Each elected officer is responsible for several functions and is an ex-officio member of each committee in his/her department. The officer/committee list is found in the Roster.

COMMITTEES: There are many committees within the Squadron. Some jobs involve a one-time commitment. Major committees and their chairs are listed in the Squadron Roster. Take a look. You'll get more fun out of your Squadron membership if you participate in a committee and the Squadron will be better off. Please select one or more areas that interest you and contact the committee chair to volunteer your help.

RANK: What is it? Who has it? Rank is the Squadron's way of recognizing the commitment of our volunteer leaders. The elected bridge officers, other than the Commander and assistant officers, have the rank of Lieutenant Commander (Lt/C). The elected assistant officers have the rank of First Lieutenant (1/Lt). Appointed officers have the rank of Lieutenant (Lt).

PUBLICATIONS:

THE ROSTER: This is distributed each year to members only. In it you will find a list of all Squadron members. Please be certain you are correctly listed. Errors or changes should be noted and sent to the Roster chair listed in the Roster. Corrections, changes and new member additions are listed in the **SQUADRON NEWSLETTER** as they occur.

THE NEWSLETTER: The **DECK WATCH** is our award winning quarterly newsletter and the monthly e-mailed Deck Watch Updater are the primary means of communication. We encourage you to read it thoroughly. On the inside of the cover is a list of current officers and how to reach them. Also inside, you will find the location, date and time of our monthly dinner meetings, reports from the officers and articles of general interest to the membership.

Of special interest will be announcements of future educational classes, including start date, location, instructor and cost. Watch for this information in the SEO's report, and on our website.

In addition, announcements of rendezvous and special events are always made to help you plan participation in the Squadron's upcoming activities.

The Newsletter Editor is always looking for newsworthy articles, so please write and submit any you think may be of interest to the squadron.

SELF EDUCATION

A list of courses and their contents is found in the Education section of this booklet.

Instructors are volunteers. They are members of the Squadron who donate their time to help you improve your boating knowledge. New instructors are always welcome. If you would like to help teach, volunteer your services to one of the class chairs or the Squadron Education Officer.

CIVIC SERVICE

COOPERATIVE CHARTING: A major civic service of USPS and its members is Cooperative Charting (Co-Op Charting) which is the contribution of correction data for nautical and aeronautical charts and reports of marine facilities to NOAA and the National Ocean Service.

Members who do not have boats may participate in the program by turning in facility reports on marinas. This information frequently changes and is used to update Small Craft Chart folders. Recognition of achievement for Cooperative Charting is given at district and national meetings.

THE PUBLIC BOATING COURSE: This class, just like the one you took, is offered several times each year. Like all Squadron functions, everyone is a volunteer. We welcome new instructors and proctors. There are plenty of opportunities for everyone who wants to get involved. And, it's fun!

OTHER

MEMBERSHIP NUMBERS: Each new member is assigned a membership number by USPS. The number appears on the membership certificate as well as on the membership card issued to each new member. It is necessary to have the membership number available when enrolling in educational courses.

PARTICIPATION: Milwaukee Sail and Power Squadron is an all VOLUNTEER organization. Nothing gets done unless someone donates their time and energy to do it. If you want more done or

something done better, offer to help. We need your assistance and will be grateful. You will get more out of your membership and everyone will profit from your participation.

MERIT MARKS: This is a yearly recognition of you from our Squadron and USPS for your participation in our activities. Earning a Merit Mark is based on your cumulative efforts on Squadron committees and activities over a year's time. One Merit Mark may be earned each year.

Again, congratulations on becoming a member of Milwaukee Sail and Power Squadron. We look forward to a long, mutually rewarding association, and to your help and participation in making our Squadron a strong and dynamic one.

IT'S FUN TO GET INVOLVED IN THE SQUADRON'S ACTIVITIES!

What you, and the community get out of membership can give a lot of enjoyment and satisfaction. Your enthusiasm and your involvement will have a lot to do with the degree of your enjoyment and satisfaction.

In the pages that follow, a few lines tell what each appointed committee does, how you can help and how you can enjoy.



The Squadron Roster lists the committee chairmen, their addresses and phone numbers. They all need volunteers. So offer your help, your skills, and your special training. You'll be astonished at how many new friends you can make in a hurry --- and how much more pleasure you'll get from your membership.

COMMITTEES

AIDES

Aides are appointed by the Commander, to augment his service to the squadron. Aides carry out special assignments and contribute special skills or knowledge of USPS and squadron procedures.

AUDITING

The Auditing Committee audits the Treasurer's records and verifies the financial status of the Squadron. A bookkeeping background is helpful.

BOAT SHOW

The Boat Show Committee staffs exhibit booths at boat shows and greets show visitors to promote public Boating Courses. This is a great place to serve and meet new people.

COOPERATIVE CHARTING	Any member can share in this fine civic service. Report damaged, missing or deteriorating navigational aids, marine features that disagree with chart data, changes in landmarks, etc.
CRUISE AND RENDEZVOUS	This is a fun committee! If you like to check out those good food-and-drink sites at nautical destinations plan and promote good times, shop for door prizes or handle tickets, join this congenial group. If that is not for you, share in the cruises and rendezvous anyway --- a great way to participate in the fun-loving element!
ENSIGN CORRESPONDENT	Do you have a good boating story or a tip on engine or boat maintenance? Pass it along to our correspondent for possible inclusion in <i>The Ensign</i> , the official publication of USPS.
FINANCE	The Finance Committee team works closely with Treasurer, as well as other Bridge Officers and the Executive Committee to plan the Squadron's financial year. This is a good way for finance-oriented people to help.
FLAG LIEUTENANT	The Flag Lieutenant is appointed to assist the Commander with a variety of details. He/she is responsible for the display of flags at Squadron functions.
FLEET CAPTAIN	The Fleet Captain insures orderly and safe docking, mooring and undocking at rendezvous.
HISTORIAN	The Historian prepares an annual history report and records Bridge and committee officers, Past Commanders, members serving D/10 and USPS, Education Department achievements, special awards given or received, cruises, other social events, and other significant items.
HOUSING	The Housing Committee works with the Executive Committee to locate and arrange classroom space suitable for educational needs. They arrange accommodations for other Squadron functions as requested.
LEGAL OFFICER	The Legal Officer handles legal matters related to the Squadron. They may help draft bylaws, represent the Squadron in disciplinary actions, and collaborate with Rules and Legislative Committees.
LEGISLATIVE	The Legislative Committee keeps abreast of local, state or national legislation affecting boating and, coordinating with District Legislative Officers. They assess impacts and advise members accordingly.
LONG RANGE PLANNING	The Long Range Planning Committee plans ahead for solid and continuing growth of our Squadron.

MEMBER INVOLVEMENT

The Member Involvement Committee insures that new members understand how the Squadron works and encourages instructors and sponsors to welcome new members at Squadron functions. They shepherd members into the educational program, and stimulate member interest and participation in the work and functions of USPS.

MEMBERSHIP

The Membership Committee is responsible for membership growth. They work closely with the public Boating Course committee in recruiting likely new member prospects, and processing their applications. They work closely with the Member Involvement Committee to make sure that new members have the opportunity to participate.

MERIT MARKS

Every member is encouraged to earn an annual Merit Mark through Squadron activities. This committee collects data about individual members' service and correlates reports from various committees to make sure each member gets full credit for his or her efforts.

NOMINATING

The Nominating Committee weighs qualifications of members being considered for elective officers. They select and recommend candidates for nomination.

OPERATIONS TRAINING

The Operations Training Committee conducts a program to train members for better management of Squadron activities. They give valuable insight into USPS, District and Squadron procedures. This program is helpful training for officers, committee chairpersons, or anyone moving into a leadership role.

PORT CAPTAIN

Any USPS member arriving or passing through the Milwaukee area will get answers to most questions about local boating by calling our Port Captain.

PROGRAM

If you have a flair for showmanship or booking talent, volunteer for this committee and help arrange for speakers, films or other programs for our dinner meetings.

PROPERTY OFFICER

The Property Officer keeps the inventory of Squadron owned small property (projectors, teaching aids, flags, etc.) so members will know what is available and where to find it for use

PUBLICATIONS

The Squadron's monthly publication needs news-writers, reporters, editorial artists, and other assistance. This is a great spot for would-be journalists.

**RADIO
TECHNICAL**

The Radio Technical Committee is dedicated to the support of boating safety through proper knowledge and use of radio and electronic equipment. This committee keeps us up to date on FCC rules and regulations and on the latest technical developments in electronics.

ROSTER

The Roster Committee works closely with the Publications Chairman to compile an annual roster which shows the Squadron's working organization and a complete directory of members and their boats.

RULES

The Rules Committee prepares wording of bylaws and rules and recommends new bylaws or changes to maintain conformity with the policy of USPS.

SAFETY

Selected on the basis of interest in marine safety, the Safety Committee is responsible for distribution of bulletins, articles in the Squadron publication, promotion of National Safe Boating Week and public awareness of safe boating practices all year.

SUPPLY OFFICER

What do you need? If it's authorized by USPS, our Supply Officer has it or can tell you where to get it --- insignia, name tags, burgees and more.

**USPS EDUCATION
FUND**

The USPS Educational Fund is a legal accepts memorials, gifts and bequests. These are used to develop and support education related to boating. The Fund maintains an honor roll and squadrons whose gifts during the year total one dollar or more per member, are recognized.

IT MAKES SENSE TO GET INVOLVED IN OUR BOATING EDUCATION!

That's the reason you joined the Squadron --- to learn more about boats and boating. Marine education is the very top USPS priority.

The best way to learn more about boating is to take USPS courses. Some courses are designed to be taken in a prescribed sequence, while others are elective and can be taken whenever offered.

One of the best ways to keep your new boating education fresh and current is to teach what you have learned to others.



USPS courses build self-confidence and increase your ability to take care of yourself on the water. This results in a lot more fun in all aspects of boating.

OUR EDUCATIONAL COURSES (Prescribed Sequence)

BOATING This is the basic public course

SEAMANSHIP Seamanship is the first of the Advanced Grades courses. The course covers boat handling, knots, splicing and working rope; as well as Rules of the Road, trim and stability, docking, anchoring, towing, marine emergencies, living aboard, etc.

PILOTING Follows Seamanship and introduces you to safe navigation of your boat. It teaches dead reckoning positioning by calculating time, distance and speed and includes charting a position by taking bearings. It also includes compass use and how to plot and label estimated positions and fixes.

ADVANCED PILOTING Picks up where Piloting leaves off with review of compass use, chart work, plotting courses, and determining position using bearings. It also covers danger angles, tides and tide tables, current prediction, and piloting in currents.

JUNIOR NAVIGATION Introduces offshore plotting techniques using celestial navigation, time, the nautical almanac, heavenly bodies, and the sextant.

NAVIGATION Last of the Advanced Grades, Navigation will supplement, extend and deepen your knowledge of celestial navigation, teach you three methods of sight calculation and link navigational concepts of time, compass,

movements of sun, moon, planets and stars. All of this incorporates simple arithmetic that you use every day.

ELECTIVE COURSES (No Prescribed Sequence)

CRUISE PLANNING Cruise Planning is a broad ranging course covering all aspects of planning. Whether organizing an overnigher or the extended offshore cruise of your dreams, you will be prepared.

ENGINE MAINTENANCE Engine Maintenance helps you foresee mechanical troubles and pinpoints them if they do happen. It covers operating principals, maintenance and repair of gas and diesel engines, cooling, lubrication and fuel systems, plus clutches, shafts, props, and common sense safety measures.

INSTRUCTOR DEVELOPMENT ID has less to do with boating than any other USPS course. ID shows you how to be a better teacher and to organize your thoughts for any kind of public speaking.

MARINE ELECTRONICS Don't wait! Suppliers are turning out more and better electronic equipment than ever before. Marine Electronics will give you an understanding of depth sounders, radio telephones, radar, loran, GPS, plus proper wiring, etc. It is better to learn about them in a classroom than at sea on a dark and stormy night!

SAIL Sail provides valuable information about handling, piloting, anchoring, mooring, docking, stability, and true and apparent wind. It also covers rigs, hulls, sailing theory, Rules of the Road, and points of sailing.

WEATHER Where will you ever find a better lab than our beautiful area for studying classic weather patterns? Learn to read the weather and interpret cloud formations and sequences, make observations while afloat, and prepare to deal with the unexpected. Be a weather expert on land or sea.



USPS University – Seminar Series

USPS University is here with new programs targeted to a range of boaters and types of boating. The hallmark of this concept is the *Seminar Series*. These short seminars are targeted to specific topics and needs with a two-hour format, and valuable take-away guides. Each seminar provides credits toward the *Boat Operator Certification* program.

These seminars are available now.

ADVANCED POWERBOAT HANDLING: This seminar is a three-part series: Close Quarters Maneuvering, How Boats Behave and Seas, and Handling at Sea. The seminar shows you how your boat will behave and why in response to your controls. The full-color book *Powerboat Handling* is included as a reference

ANCHORING: This seminar covers selection of anchor, rode and components; anchor selection for sea conditions and bottom characteristics; deployment and recovery of anchors.

BASIC COASTAL NAVIGATION: In this seminar, you will learn practical techniques to plan, navigate, and check your progress on the water. Using your eyes and navigation tools to quickly point to your position on a chart. *The Weekend Navigator* textbook.

BOAT HANDLING UNDER POWER: How to depart and dock under a variety of conditions as well as all about trimming the boat underway. A waterproof USPS *Captain's Quick Guide*.

BOATING ON RIVERS, LOCKS, AND LAKES: The seminar deals with such varied topics as special navigation rules for rivers, the Western Rivers System of buoys and marks, river currents, “reading” a river, jetties and wing dams, the intricacies of locking through, and communicating with lock masters and bridge tenders.

HOW TO USE A CHART: In addition to showing you all about your chart, this seminar walks you through the essentials of laying out a safe course, steps to measure a course, and even a quick guide to the rules of the road.

HURRICANES AND BOATS: It covers how to select a location and prepare your boat for a hurricane.

KNOTS, BENDS, AND HITCHES: Participants learn about knots, learn to tie a set of the most useful knots, and then get to take the whole package home with them to practice these and a whole host of other knots described in the book.

MARINE RADAR: This seminar covers how radar functions, radar selection, operation of the radar under various conditions including setting of controls, display interpretation, basic navigation, and collision avoidance using radar.

MARINER’S COMPASS: This seminar explains how to select, install, calibrate and use your compass on board your boat.

MASTERING THE RULES OF THE ROAD: This seminar provides an explanation with examples of the 37 Rules of the Road for both the U.S. Inland Rules and the International Rules.

ONBOARD WEATHER FORECASTING: The seminar explains weather systems, how to understand clouds and their changes, using changing wind direction, temperature, and pressure to hone in on emerging weather fronts.

PADDLE SMART: This seminar is intended for those about to join the sport and those considering purchasing paddling equipment.

PARTNER IN COMMAND: This seminar provides an introduction to boating for crew members who need basic information and who may or may not have taken a boating course. It is designed to provide essential information one may require to assist a skipper in the safe operation of a recreational boat.

SAIL TRIM AND RIG TUNING: This seminar shows in clear and simple terms how to use and adjust sails for optimum performance under a wide range of conditions. The seminar comes with a waterproof USPS *Captain's Quick Guide*.

TRAILERING YOUR BOAT: Explains how to select tow vehicles, hitches, and trailers. It also explains how to safely and securely trailer your boat, launch and retrieve it, and how to operate and maintain your trailering equipment.

USING GPS: Shows you how to operate your GPS – what the buttons do, what the screens show, and how to access the functions you need.

USING VHF & VHF/DSC MARINE RADIO: VHF radio is the mainstay of coastal communication and essential for emergency communications. Digital Selective Calling (DSC) is rapidly becoming a reality as more Coast Guard *Rescue 21 System* operations go live. This seminar explains basic VHF operation. A CD is included with a DSC Simulator that allows you to practice on your computer at home. A handy waterproof McGraw-Hill Captain's Quick Guide *Using VHF* is included with essential information which will explain to anyone on your crew how to use the radio.

Milwaukee Sail and Power Squadron says welcome!

To encourage you to take advantage of the Squadron's educational program, use this coupon to take \$15 off the cost of any course including electives and seminars.