

FROM SBYC POLICY & PROCEDURES

PROCEDURE for CONDUCTING OPENING DAY CEREMONIES Sequim Bay Yacht Club

DATE: A Saturday in early May of any given year.

Sequence and times of events:

1330: Begin boat parade. The first three boats in the parade shall be the Flag ship followed by the Vice Commodore's boat and the Rear Commodore's boat respectively. All other boats in the parade shall follow in line of bearing astern of the Rear Commodore or in other fleet evolutions as may be directed by the Parade Captain. The Parade Captain shall hoist his flag in the Vice Commodore's boat if his own vessel is not in the parade. At a point determined by the Parade Captain the flag ship shall break out of the parade and station herself near the entrance to John Wayne Marina to receive passing honors. At that time, the Vice Commodore's boat will lead the parade. It shall be the responsibility of the Parade Captain to conduct a skippers meeting prior to the parade at a time specified by him. The Boat Parade Captain shall be designated by the Commodore and shall be a Past Commodore. Vessels in the parade shall wear the National Ensign and the SBYC burgee as prescribed in "Chapman". The U. S. Yacht Ensign may be worn in lieu of the National Ensign but both shall not be worn simultaneously.

The boat parade should be organized so that all boats have returned to their berths and have been secured by about 1500.

1530: Commissioning of the Club Ceremony: To be conducted by the Commodore at the base of the flag pole at JWM. Club uniform is to be worn by all members of the board of directors including the trustees. Club uniform is not required of other members attending but is encouraged.

The sequence of events follows.

1: If a band is present the colors shall have been hauled down prior to the ceremony by a member in club uniform designated by the Commodore. At the beginning of the ceremony the Commodore shall call the members to attention. The colors shall then be hoisted smartly while the band plays the National Anthem. If a band is not present the colors shall not be hauled down and the Commodore shall lead the assemblage in the Pledge of Allegiance. The term, "Now on deck, attention to colors" is recommended for the call to attention.

2: Commodore's opening remarks. Followed by his order to "Break out the Burgee".

2a: At the order, "Break out the Burgee", the cannoneer will fire one round.

3: At the time the burgee is broken out the Commodore shall proclaim that the club is in commission. If a band is present, this announcement will be followed by stirring march music, or patriotic airs.

3a: Prior to this ceremony the burgee shall have been made up for breaking with small stuff in the prescribed seamanlike manner and hoisted to blocked to the port yardarm of the flagpole if a gaff is not present on the flagpole. If a gaff has been fitted the burgee shall be hoisted to blocked at the masthead. A club member designated by the Commodore shall be responsible for this as well as the breaking out of the burgee. The designated member shall be in club uniform. (It is suggested that this member be the same one as described in #1 above.)

4: If a band is present light airs should be played during the time the bar is open.

5: If the bar is staffed by members it shall be closed during the dinner. If the bar is staffed by a paid bartender it will remain open during dinner and until 1900. It is recommended that a bartender be employed for this function so that all members may relax and enjoy the festivities.

6: 1715: Dinner

6a: After dinner remarks by the Commodore, remarks should include the introduction of the official guests.

Responsibilities:

It shall be the responsibility of the Commodore to determine the official guest list and to prepare and post the formal invitations. All official guests are entitled to a complimentary dinner. Alcoholic beverages are not included. It is a further responsibility of the Commodore to notify the Chairman of the Opening Day event committee of the number of complimentary guests expected so that may be figured into their budget and food requirements.

It is the responsibility of the Opening Day event committee to: At their discretion, engage a band and/or a paid bartender. It is strongly recommended that music be provided, especially for the commissioning ceremony. (See note)

The theme of the event is Sequim Bay Yacht Club Opening Day, this is a yachting event and should not be associated with any other activity.

Note: The Band Director of Sequim High School has indicated that the SHS Jazz Band could be available for Opening Day Ceremonies. There is no charge but they appreciate a donation.