

AMERICAN SAILING INSTITUTE DockMaster Duties

Important numbers: Emergencies - 911
Kensington Metro Park - 248-685-1561
Huron Valley Hospital - 248-360-3300

DockMaster duties are scheduled for Saturdays, Sundays and holidays split into two time periods. These periods are from 9:00 am to 1:00 PM and from 1:00 PM to 5:00 PM. It is best to arrive early for your duty, especially in the morning of an instruction day. Additional DockMasters may be on duty on instruction and special events days. If you are unable to keep your appointment, you must find a replacement and notify the Sail Secretary. If you have morning duty and the afternoon DockMaster does not show, everything must be locked up before you leave or, alternatively, you may elect to remain DockMastering. If not, then sailors will have to provide for themselves. If you do remain DockMastering, notify the sail secretary so that you can be credited for the extra volunteer hours you earned.

The DockMaster helps the sail program at Kent Lake operate smoothly on a voluntary, honor – system basis. The responsibility of the DockMaster is a demanding one. It provides one much personal satisfaction when properly performed. While on duty the DockMaster represents ASI sailors, the board of trustees and its committees. The actions and bearing of the DockMaster should speak well for ASI every moment of time spent DockMastering.

Your participation as DockMaster will help assure the safety and success of the sail program. Boldness and discretion may be required as the situation and your judgment dictate. The task requires leadership, resourcefulness, enthusiasm, tact and understanding. The DockMaster must be fair and firm while fulfilling his/her responsibilities. If you need advice, seek a higher authority such as an instructor or sail committee member if necessary.

Create good will and resolve issues. This is the “fun” part of the job! Be friendly. Lend a hand. Strike up conversations with interested by-standers. Many people are just waiting for an invitation to sail! Good DockMastering provides you the sense of participating and leading in helping make the program function successfully. This involves you in helping of others to discover the thrill and spirit of sailing.

DockMaster duties: The heart of the DockMaster’s job is to promote good boat handling, care of boats, emphasize safety and check sail passes.

- A. **Check sailpasses.** A rated sailor must be in charge of each boat in use at all times. Each rated sailor is responsible for the boat he/she is using. This responsibility is not to be delegated to you, the DockMaster.
- B. **Check Log Books.** Have all skippers and crew sign the Log Book before leaving the dock. This is required by our insurance provider. Each time a boat changes crew, and for each boat that goes out, you must make sure that all rated and non-rated sailors sign the log.
- C. **Check Equipment.** Guard against any loss and misplacement of our equipment. Ensure that nothing is left on the dock in the evening and that each sailor locks his/her dockbox before he/she goes sailing and after sailing. Remind sailors to turn the numbers on the locks to prevent revealing our combination.

AMERICAN SAILING INSTITUTE
DockMaster Duties

- D. **Encourage Docking Practice.** Have first boat put out mooring ball and last boat bring it back. Tell each sailor to stop and go two times at the ball as docking practice.
- E. **Provide information.** Know what classes and events are being held. Have current brochures and the Mainsheet newsletter available. Copies should be in the mailboxes on Boat #1.
- F. **Position.** Go to the outer dock each time one of our boats approaches to lend a hand.
- G. **Check moorings,** especially temporary moorings, as time permits.
- H. **Tools.** Provide tools and equipment for sailors making repairs. Make minor repairs, as time permits. Limited tools are stored in the DockMaster Box.
- I. **Record Incidents.** All incidents of damage or injury, capsize or man-overboard must be documented on an Incident Report. Forms are found in the DockMaster's dockbox.
- J. **Boat Mishandling.** If boat mishandling occurs, discreetly correct the individual. Gross mishandling should be reported to the (Kent Lake) Level 1 Manager, giving the offender's name and details.
- K. **Emergencies.** Call for emergency help when necessary. Encourage injured persons to get medical treatment and do not just pass off their injuries, particularly head injuries. A phone and a **first-aid station are available at the Martindale Beach.** If necessary flag down a park ranger in a car or in the patrol boat. Call for assistance from anyone available if necessary, or send someone for help. Huron Valley Hospital is the nearest full medical center.

**Important numbers: Emergencies - 911
 Kensington Metro Park - 248-685-1561
 Huron Valley Hospital - 248-360-3300**

- L. **End of Pier.** Do not let sailors tie up to the end of the pier and thus block the egress and ingress to the dock. Have sailors expediently move their boats to a less restricting area of the dock or to the boat's slip.
- M. **Share the Dock.** The outer dock is not for ASI use only. We must share it with other park patrons. By assisting other non-member boats, you build good will and control the placement of temporarily moored boats.
- N. **Assigned Slips.** Remind sailors that each boat must be returned to its assigned slip. Each boat's slip corresponds to the number marked on its transom (which is usually also marked on its mast).
- O. **Protect our sails.** Do not let sailors flag them in the wind. If a boat is to be left unattended, the sails should be furled.
- P. **Enforce Rules.** Know and enforce the Level I sailing rules. Captains and crews are to sign out on the log before the boat leaves the dock. Incident Report forms are available in the DockMaster Log Book.
- Q. **Share the Boats.** Try to give each person or group fair use of the boats. Help the program run by keeping track of who wants to sail, what boats are in use and which are available and rigged.
- R. **Conflicts.** Try to minimize conflicts with fishermen, power boaters and other lake users. Call the park officer if serious problems arise.