



- Berkshire
- Champlain
- Cross County
- Darien
- Greenwich
- Housatonic River
- Lake Candlewood
- Lake George
- Mid-Hudson
- Mohawk Hudson
- Norwalk
- Peekskill
- Penfield
- Rowayton
- Sacandaga
- Saugatuck River
- Stamford
- Storm King
- Tappan Zee
- Westchester



District 2 Operations Guide

16 March 2013



**United States
Power Squadrons®
Sail and Power Boating**

United States Power Squadrons®

District 2 Operations Guide

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Section 1 – Departmental Organization

Section 1.1 – Commander’s Department:

1.1.1 The Lieutenant Commanders

Consisting of:
Executive Officer
Educational Officer
Administrative Officer
Secretary
Treasurer
as defined in the Bylaws.

1.1.2 Flag Lieutenant

Appointed by the commander, the flag lieutenant shall assist the commander in any way that the commander may direct.

1.1.3 Parliamentarian

Appointed by the commander, the parliamentarian offers advice to the commander so that he may properly rule with regard to parliamentary procedures to be followed in district meetings. The appointment of the parliamentarian may be on an annual basis at the pleasure of the commander; or if need be, for a single meeting announced at the beginning of the meeting by the commander.

1.1.4 Chaplain

Appointed by the commander, the Chaplain shall provide brief inspirational invocations and benedictions at district meetings.

1.1.5 Aides to the Commander

1.1.5.1 Merit Marks

The commander shall appoint a representative to assist in the generation of Merit Mark recommendations to the chief commander. Typically, this aide will be a past district commander.

1.1.5.2 Northern Trek

The commander shall appoint a member of D/2 to promote, solicit attendance at and select a location for the annual Northern Trek Rendezvous to be held in late May or early June. The purpose of the Northern Trek Rendezvous is to promote the activities of USPS and District 2 and to encourage cooperation and fellowship between the squadrons of the district.

1.1.5.3 Squadrons Aides

The commander may choose to appoint one or more aides to assist in the commander's liaison with groups of squadrons (e.g., Northern, Middle NY, and Connecticut squadrons). These aides would assist the commander in establishing and keeping open communications with the squadrons.

1.1.6 Additional Aides

The commander may appoint other aides as may be necessary to assist in the proper functioning of the district and the commander's position.

Section 1.2 – Executive Department:

1.2.1 Boat Show Officer

The Boat Show Officer shall coordinate the activities of D/2 at those boat shows at which we are represented, and shall solicit participation by squadrons serving the area of the boat show. The Boat Show Officer shall also be responsible for the boat show display.

1.2.2 Chairman Cooperative Charting

The Chairman Cooperative Charting is responsible for planning and soliciting squadron participation in the national Cooperative Charting program. The chairman is expected to be expert in both the process and the administration of the Co-Op Charting program and shall train squadron Co-Op Charting Chairmen in the process and proper use of the required reporting forms, and shall provide them with appropriate geodetic survey data.

1.2.3 Legislative Officer

The Legislative Officer is responsible for alerting D/2 squadrons of pending or recently enacted legislation which will have an effect on boating in the areas served by D/2. The Legislative Officer will attend, as practical, national Legislative Committee meetings and will provide to national any news of boating legislation (pending or enacted) from New York, Connecticut and Massachusetts.

1.2.4 Liaison Officer

The Liaison Officer is responsible for assuring good relations between D/2 and the state and local boating communities of the areas in which D/2 operates. He shall create, maintain and promulgate a district Liaison Manual following the guidelines established by the national Liaison Committee. In addition, the Liaison Officer shall be responsible for the training of squadron members hosting a Conference in the proper manner of conducting the opening and closing flag ceremonies.

1.2.5 Public Relations Officer

The Public Relations Officer is responsible for assisting squadron Public Relations Officers in establishing quality print, radio and TV media coverage of local squadron and district activities and events, with particular emphasis on offerings of Boating courses. The District PRO shall act

as liaison between the national Public Relations Committee and the squadrons and shall administer the national matching PRO funds distribution to D/2 squadrons.

1.2.6 Chairman Radio Technical

The Chairman of Radio Technical is responsible to seek out and disseminate to squadron Radio Technical Officers any and all information regarding the use of marine radios and marine electronic equipment in recreational boating. This includes proposed or enacted legislation and/or FCC regulations as they apply to our boating community. The Chairman should keep current with such matters by developing a working relationship with the National Marine Electronics Committee.

1.2.7 Safety Officer

The District Safety Officer is responsible for ideas and the collection of data to stimulate the squadrons to encourage vigilance against boating hazards and the promotion of boating safety, particularly during Safe Boating Week. The District Safety Officer shall act as liaison between the National Safety Committee and the Squadron Safety Officers. The District Safety Officer shall cooperate with the District Public Relations Officer in the preparation of ideas and suggestions to bring boating safety to the attention of the public.

1.2.8 Vessel Safety Check (VSC)

The chairperson of Vessel Safety Check (VSC) is responsible for planning and soliciting squadron participation in the national VSC program. The chairperson is expected to be expert in both the process and the administration of the VSC program. The chairperson shall be a primary resource to squadron VSC chairpersons. The chairperson shall coordinate squadron member VSC certification training and guidance in the process and proper use of the required application, recording, and reporting forms.”

1.2.9 New Squadron Development

The chairperson of New Squadron Development is expected to encourage the creation of new squadrons in areas within the district not serviced by existing squadrons. The chairperson shall administrate the district’s New Squadron Development program, shall be liaison between the developing squadron, the district, and national, shall be a resource and assist with the formation of provisional squadrons in accordance with the USPS Operations Manual.

Section 1.3 – Educational Department

- 1.3.1 Assistant Educational Officer**
- 1.3.2 Chairman Advanced Grades**
- 1.3.3 Chairman Elective Courses**
- 1.3.4 Chairman Supplemental Programs**
- 1.3.5 Chairman Teaching Aids**
- 1.3.6 Chairman Educational Fund**
- 1.3.7 Chairman Children’s Educational Programs**

Section 1.4 – Administrative Department:

1.4.1 Chairman Boating Activities

The Chairman of Boating Activities shall encourage cooperative boating events among and between squadrons and shall provide advice and guidance on the planning of such activities. The chairman shall keep district informed of any planned dates and who is involved, and shall also be responsible for recruiting and providing training to D/2 Port Captains.

1.4.1.1 Chairman Cruise and Rendezvous

The Chairman of Cruises and Rendezvous shall organize such an activity for D/2 in each odd numbered year, or as the commander shall direct.

1.4.1.2 Fleet Captain

The Fleet Captain shall be the ranking D/2 officer, in the absence of the commander, executive officer and the administrative officer, when present and participating in any D/2 “on-the-water” event. He shall assist the Chairman Boating Activities in the planning of multi-squadron “on-the-water” activities.

1.4.2 Chairman Councils and Conferences

The Chairman of Councils and Conferences shall be responsible for securing sponsorship of the various D/2 meeting events by member squadrons with as much lead time as practical, and shall publish the planned dates to the Council and Conference membership at least 18 months in advance of the meetings.

1.4.3 Chairman Conference Memorial

The Memorial Chairman shall be responsible for the planning and execution of the Memorial Ceremony at each Spring Conference and for the collection of supporting data from the squadrons.

1.4.4 Chairman Membership

The Membership Chairman shall serve as liaison between the national and squadron membership committees. The Chairman shall receive, accumulate and forward to national those squadron membership reports (MemCom 30A and MemCom 34) as required. In addition, the Chairman shall seek out and promulgate to the squadrons, ways and means of attracting quality new members to the squadrons, and be prepared to assist squadron membership chairmen in undertaking membership activities.

1.4.5 Chairman Member Involvement

The Chairman of Member Involvement shall organize activities and training sessions to assist squadrons in their support of this effort. In addition, the chairman shall serve as liaison between D/2 and the National Member Involvement Committee and shall disseminate all information derived from national to the squadron Member Involvement Chairmen.

1.4.6 Chairman Operations Training

The Chairman Operations Training shall actively encourage squadrons to provide regular training of their members via Operations Training and shall work toward a goal of all squadron bridge members having completed OT. In addition, the Chairman shall act as liaison between the national Operations Training Committee and the squadrons. The chairman shall assist the district Administrative Officer in selecting the winner each year of the Operations Training Award. (2.1.5)

1.4.7 Chairman Outstanding Squadron Awards

The Chairman of the Outstanding Squadron Awards shall be responsible for the distribution and collection of Squadron reports as identified in Section 2.1.1. The chairman shall assist the Administrative Officer in selecting the recipients of the awards according to the criteria in Section 2.1.1.

1.4.8 Chairman Shipping Over Award

The Chairman of the Shipping Over Award shall obtain the required membership statistics from HQ in order to determine the award winners (2.2.2)

Section 1.5 – Secretary’s Department:

1.5.1 Archivist

The District Archivist shall be custodian of District awards, photos and memorabilia received by the district. Worthy items shall be cataloged and made available, upon request, for display by District or a squadron to commemorate special events.

1.5.2 Chairman Information Technology Committee

The Chairman of Information Technology Committee shall advise and consult with the squadrons in the use of personal computers and the computer data systems available through national. The Chairman shall also serve as liaison between D/2 and the National Information Technology Committee.

1.5.2.1 Vacant

1.5.2.2 Vacant

1.5.3 Editor: D/2 Directory

The Editor of the D/2 Directory shall maintain a file of elected and appointed individuals for each squadron and the district. The Editor shall prepare an annual directory listing these individuals, their rank and grade, address, telephone number(s), membership number, and squadron affiliations.

1.5.4 Editor: D/2 NEWS

The Editor of the D/2 News shall edit and publish the D/2 News at least four times each year. Sufficient copies shall be sent to each Governing Board and Annual Meeting to ensure consideration for national recognition. The Editor of the D/2 News shall be available, on request, to consult and assist squadron editors to improve their respective publications.

1.5.5 ENSIGN Correspondent

The D/2 Ensign Correspondent shall be responsible for securing articles and material suitable for publication in the Ensign and ensuring that they are properly forwarded to the Ensign editor at headquarters.

1.5.6 Historian

The D/2 Historian shall maintain a history of the District by securing such items as minutes of all District meetings, the D/2 Roster, the District Bylaws and all amendments thereto, and a copy of each issue of the D/2 News. In addition, the District Historian shall oversee the preparation of each squadron’s annual history. The District Historian typically serves for multiple years to maintain continuity.

1.5.7 Chairman Programs and Publications

Chairman of Programs and Publications is responsible for keeping open lines of communication between the editors of squadron publications and the USPS Publications Committee. The

Chairman shall tie together national and squadron publication efforts through seminars and other means of information exchange, as deemed appropriate.

Section 1.6 – Treasurer’s Department:

1.6.1 Insurance Officer

The District Insurance Officer shall maintain up to date status reports on the state of insurance regulations for each state within D/2, and be prepared to offer insurance advice to the district or to squadrons therein.

Section 2 – Awards

Section 2.1 – Spring Conference Awards

The following awards are made to squadrons and individual members at the Spring Conference:

2.1.1 The Outstanding Squadron Awards

There are potentially five Outstanding Squadron Awards that can be presented at the Spring Conference. Judging for these awards is derived from the information contained in the Squadron Annual Reports and based on specific district objectives. The criteria differs for each category of award. Squadron input of their accomplishments against the objectives for the preceding year are due to the chairman of the evaluation committee on or before 1 February.

2.1.1.1 Outstanding Achievement Squadron Award

This award is given to the squadron which achieves the best overall performance of all objectives being judged including administrative functions. (Certificate and framed oil painting)

2.1.1.2 Outstanding Improvement Squadron Award

This award is given to the squadron which achieves the greatest improvement for all of the objectives being judged as compared to their performance during the previous year. (Certificate and Divers’ Helmet)

2.1.1.3 Outstanding Educational Achievement Squadron Award

This award is given to the squadron which achieves the best overall performance of the educational objectives (e.g., number of courses taught, students passing, teachers). (Certificate)

2.1.1.4 Outstanding Fraternal Boating Squadron Award

This award is given to the squadron which achieves the best overall performance of the fraternal objectives (e.g., social functions, programs, cruises). (Certificate)

2.1.1.5 Outstanding Civic Service Squadron Award

This award is given to the squadron which achieves the best overall performance of the service objectives (e.g., CoOp charting, boat shows, safety). (Certificate)

2.1.2 The Past District Commanders' Award

This award is given annually to the squadron which achieves the best performance in an area chosen (without prior explanation) by both the Past District Commanders and the Past District Educational Officers. The Past District Commanders and Past District Educational Officers are responsible for the selection of the winner and the presentation of the award. The award is to be determined by both the Past District Commanders and the Past District Educational Officers.

2.1.3 Educational Fund Honor Roll

This award, generated by national, is given each year to those squadrons which have achieved 100% participation by their members, each giving at least \$1.00 to the national Educational Fund. (Certificate)

2.1.4 Cooperative Charting Honor Roll

These awards, generated by national, are given each year to those squadrons and individuals who have achieved excellence in the reporting of new, altered, or missing aids or hazards to navigation and/or located or recovered key geodetic marks. (Certificate)

2.1.5 Richard Moore Operations Training Award

This award, donated by Cross County Power Squadron and sponsored by P/D/C Robert Beardsley, SN is given in memory of P/R/C Richard Moore, SN for his dedication to and promotion of Operations Training. It is awarded annually at the Spring Conference to the squadron in D/2 that is judged during the year of evaluation to have made the greatest effort to promote operations training for its members and officers. The selection is based on the following six criteria: (1) the number of squadron bridge officers with current certification for participation in the OT program, (2) the number of squadron bridge officers who have participated during the year in the Leadership Development Program (either at the squadron or district level), (3) the percentage of active and family members who have earned full OTP certification, (4) the percentage of "new" members who have participated in module one of the OTP, (5) presentation of the OT program during the year by the squadron, and (6) any other relevant information regarding a squadron's OT activities. The district administrative officer and chair of operations training will determine the award winner according to the above criteria, using data in the national database for the district and information supplied by the squadrons.

Section 2.2 – Fall Conference Awards

The following awards are made to squadrons and individual members at the Fall Conference:

2.2.1 P/C B. Al Barnett Award (Propeller Award) This award move to Spring Conference

This award, donated by Tappan Zee Power Squadron, is given annually to the squadron which has had the best attendance at district meetings, based on the percentage of its members attending. The award is based upon attendance at the District's Councils, Conferences and Rendezvous. Each squadron is scored on its best four events; the attendance for the host squadron for any event may not be included in the scoring. No squadron may win this award for more than two consecutive years. (Propeller on wood base)

2.2.2 D/2 Shipping Over Award

This award, donated by P/D/C Carol G. Cohen, SN and P/C Melvin C. Cohen, JN and actualized by Carol G. Cohen, SN and Malcolm B. Ochs, AP of the Westchester Power Squadron, is given to the squadron in D/2 with the highest percentage of active members who, according to data received from USPS Headquarters, were members of the squadron on 1 May and paid dues during the renewal period (1 May through 30 June). Second and third place certificates of award are also presented.

2.2.3 Educational Awards (Individual):

There are potentially two different individual educational awards that can be made at the Fall Conference.

2.2.3.1 Educational Achievement Awards

Individuals in D/2 who have been awarded the grade of Senior Navigator during the preceding 12 months are presented with a framed certificate from national.

2.2.3.2 Charles F. Chapman Nomination

The individual in D/2 who has been selected as the D/2 nominee for the Charles F. Chapman Award for Teaching Excellence is given a district certificate signifying that achievement.

2.2.4 Educational Awards (Squadron)

There are 8 District Educational Awards presented to winning Squadrons at the Fall Conference.

Seven are based on member education statistics for the educational year 1 August through 31 July. The other is the Teaching Aid Award which is presented to the winner of the Fall Conference Teaching Aid Competition. The physical awards presented are retained by the Squadrons for one year and returned at the following Fall Conference for presentation to the next winner. Squadrons will add a plaque, or append an entry to a plaque, for those awards which have plaques listing prior winners. District 2 Operations Guide 11 14 March 2004

2.2.4.1 Carl L. Plock Memorial Award

This award is a sextant donated to D2 on 16 October, 1982 by Jean Plock. It is presented annually to the Squadron having the greatest percentage of members who have completed the requirement for Senior Navigator.

2.2.4.2 Greenwich Piloting Award

This award, consisting of a Ship's Wheel was originally donated to the Greenwich Power Squadron in 1963 by P/R/C Eldridge K. Allston, N, then Chairman of Piloting (now the Boating Course), to recognize Greenwich's cooperation in developing and testing the new Piloting Course. The award is now presented to the Squadron with the highest score indicating excellence in teaching public boating courses.

2.2.4.3 Past Rear Commander Frank Gratz Memorial Award

A plaque donated by Westchester Power Squadron in 1984 to recognize teaching of Elective Courses. Presented to the Squadron with the greatest number of members passing an elective course during the year

2.2.4.4 Vacant

2.2.4.5 D/2 Past District Educational Officer Award

A Plath Sextant donated in 1978 by P/DEO Stanley Stevens, N and P/DEO Robert W. Rowlands, N is awarded annually for overall excellence in Education. This award is based on the highest ranking for total completions of each of the courses offered members.

2.2.4.6 Prince Henry Award

The award is a statue of Prince Henry which has been made available by the Portuguese Government in honor of that greatest of early navigators, Prince Henry of Portugal, to encourage the study of Navigation courses in USPS. Awarded to the Squadron with the highest 1 percentage of eligible members who complete Junior Navigation and/or Navigation.

2.2.4.7 Stanley Stevens Memorial Award

A Sextant donated in 1987 by Miriam Stevens in memory of P/R/C Stanley Stevens, N. Presented to the Squadron with the largest percentage of eligible members who complete Piloting and/or Advanced Piloting.

2.2.4.8 Stamford-Doolittle Award

A Sextant donated by the Stamford Squadron is awarded to recognize excellence in Teaching Aids. The winner is selected by a committee of Judges from amongst the entries to the Fall Conference Teaching Aids Exhibit.

Notes: 1) In all cases member completions are considered to be quantity of class completions. i.e.; one member completing two classes is considered 2 completions.

2.2.5 Mel Cohen Safety Award

This award, donated by P/D/C Carol G. Cohen, SN and given in memory of P/C Melvin C. Cohen, JN for his dedication to and promotion of boating safety, is awarded to the squadron in D/2 that is judged to have made significant contribution(s) to the promotion of safe boating during the year of evaluation. The District Safety Officer collects the squadrons' annual safe boating reports no later than 1 August, and the District Executive Officer selects the winner(s) which may include first place, second place, third place, and/or honorable mention.

2.2.6 Mal Ochs Children's Safe Boating Award

This award, donated by Libby Ochs and given in memory of P/Stf/C Malcolm B. Ochs, AP for his dedication to and promotion of boating safety education, is awarded to the squadron in D/2 that is judged to have made significant contribution(s) to the promotion of safe boating for children during the year of evaluation. Based on information concerning the squadron's children's safe boating education received by August 15th, the District Educational Officer is responsible for the selection of the winner.

Section 3 – Finances

Section 3.1 – Assessments

The annual per capita assessment on squadrons shall not be less than \$2.00 per Primary Active Member, and pro-rated for all other memberships and payable by each squadron on or before 15 June of each year.

3.1.1 Formula for Classes of Membership

The annual budget shall include the formula for determining the assessment for each class of membership for the term of that budget, which formula shall mimic the formula utilized by National.

3.1.2 Life Members

Life members will not be subject to the annual per capita assessment.

Section 3.2 – District Reserves

The Reserves of the District (defined as the amount of total funds on hand less the actual operating expense for the most recent full fiscal year available) shall be no more than 2 times the amount of the actual operating expense for the most recent full fiscal year available.

Section 3.3 – Host Squadron Conference Underwriting

At the Summer Council preceding the new bridge year (Spring Conference) a vote of the body is required to underwrite the cost of the upcoming Spring and following Fall Conferences to the host squadron of \$1,000.00 per conference. This expenditure will be added into the proposed budget for the coming fiscal year.

Section 4 – Communications

Section 4.1 – Electronic Communication

Official notice of district meetings and other district communications shall be sent to members via electronic mail unless the member has opted to receive such communication via U.S. mail.