

# The United States Power Squadrons The Hartford Power Squadron

## Membership Manual



The Hartford Power Squadron Burgee  
with its 75 year platinum stripe.



The District 1 Burgee

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# **The HARTFORD POWER SQUADRON MEMBERSHIP MANUAL**

## ***WELCOME TO THE HARTFORD POWER SQUADRON***

The *Hartford Power Squadron* welcomes you aboard!

As a member of *Hartford Power Squadron (HPS)*, you are also a member of the *United States Power Squadrons (USPS)*, a prestigious world-wide boating organization. *Hartford Power Squadron* is one of over 400 local units or squadrons of USPS, with its own identity, members, activities, and local customs.

Because of your interest in boating, a member of HPS recommended you for membership. We hope you will participate in as many of its activities as possible. We ask you to share in the pride and spirit of *Hartford Power Squadron* by volunteering your time and talent in the squadron's goal of serving its members and community. All HPS workers are volunteers. The only remuneration they receive is an annual Merit Mark and Certificate awarded by the Chief Commander for substantial contributions to the interests, programs, and objectives of the United States Power Squadrons.

The purpose of this manual is to help you better understand *Hartford Power Squadron* and the *United States Power Squadrons*. This manual was originally written in 1995 by Past Commander Christine Gwizd and has been updated in 2006 by the Executive Committee.

## ***WELCOME TO THE UNITED STATES POWER SQUADRONS***

Organized in 1914, USPS is the world's largest private boating organization. Over 60,000 members participate in more than 400 squadrons throughout the United States, its territories, and several overseas locations.

The objectives of USPS include the:

- selective association of persons of good character who have a common love and appreciation of boating;
- provision, through local squadrons, of a practical means of fostering fraternal and social relationships among persons interested in boating;
- encouragement and advancement of high standards of skill in navigation, seamanship, and boat handling;
- development and promotion of instructional programs for its members;
- encouragement of members to increase their knowledge and skills in boating through self education and participation in marine sports and activities;
- recognition of boating traditions, customs, and etiquette;

- stimulation among its members of a desire to render patriotic and civic service.

In short, USPS is an organization of people who share a common love of boating and support the prime USPS objective of "Safe Boating Through Education". It includes power boaters, sailors, and non-boat owners. Membership is by invitation. There are no barriers to membership such as race, religion, sex, or ethnic background. The United States Power Squadrons is not a part of or a branch of any government organization. The objectives of USPS are summarized in the three sides of its triangular emblem.

- Self Education, through participation in our recognized advanced grades, elective courses and supplemental programs.
- Civic Service, through our public *Boating Course*, National Oceanic Service (NOS) Cooperative Charting and Geodetic Marker Program, Squadron Safe Boating Programs and the Vessel Safety Check (VSC) program.
- Fraternal Boating Club, through making new friends and having fun!

So-called "Active Members" (including "Additional Active Members") are the primary members of USPS, but family and youth participation is encouraged with special categories of membership that include "Family Members", and "Apprentice Members".

"Certificate Numbers" are assigned to all members to identify them throughout the USPS organization. This seven character designation appears on a Certificate of Membership and Membership Card issued to each new member by the National Secretary. It is a permanent number used throughout a member's lifetime to identify that person in USPS.

USPS is a three-tiered organization: local squadron, district organization, and national organization. Local squadrons are the "heart and soul" of USPS. It is in the local squadron, such as *Hartford Power Squadron*, that everything happens. Along with twelve other squadrons in Connecticut, Rhode Island and neighboring Massachusetts, Hartford Power Squadron is a member of USPS District 1.

# **ALL ABOUT HARTFORD POWER SQUADRON**

## **HPS History**

Hartford Power Squadron was chartered by the United States Power Squadrons 28 November 1931. The seed of United States Power Squadrons was first shown in this area during the latter part of 1930 when various yacht clubs in the vicinity received placards promoting USPS. These were sent out by Kenneth B. Noble, a member of New Haven Power Squadron. Members of the Wethersfield Cove Yacht Club expressed an interest, and education courses developed as a result of correspondence with Chief Commander Frederic W. Keator of New Haven Power Squadron. On 9 April 1931, the original By-Laws of Hartford Power Squadron were approved. On 28 November 1931, The Hartford Power Squadron charter was signed by Chief Commander Frederic k L. Reid. The names of twenty-seven charter members appear on the charter.

## **HPS Objectives**

The objectives of Hartford Power Squadron are the same as those of USPS. Many HPS members currently labor in support of the USPS three-fold program. They join in the squadron's civic contributions, the highlight of which is the presentation of *The Squadron Boating Course*. Over 7000 Hartford area residents have benefited from this course over the last 25 years.

HPS members also participate in a cooperative program with the National Oceanic and Atmospheric Administration in updating nautical charts and preserving geodetic control stations. According to NOAA estimates, USPS has saved taxpayers many millions of dollars over the years with its contributions to these programs.

The Vessel Safety Check (VSC) program, a joint program with the Coast Guard Auxiliary, has helped hundreds of boaters in the Hartford and Connecticut River area to be confident that their boat meets federal and Connecticut safety standards.

Hartford Power Squadron members hone their own boating skills in eleven USPS marine-related courses taught by fellow members. Last, but not least, HPS members enjoy the camaraderie of joining fellow members in a variety of social activities on both land and water.

## **HPS Organization**

Hartford Power Squadron is organized under bylaws consistent with the bylaws of the United States Power Squadrons and those of District 1.

**Squadron Members** are the foundation of Hartford Power Squadron. Its Active Members are the ruling body of the squadron. They meet in a Squadron Annual Meeting each March - the principal business meeting of the year. Reports are given by elected and appointed officers and committee chairpersons. The report of the Nominating Committee, in conjunction with nominations from the floor, triggers the election of a slate of officers for the new year.

**Squadron Elected Officers ("The Squadron Bridge") and Committees.** The Squadron Commander (Cdr) is the ranking officer. He is supported by five Squadron Lieutenant Commanders (Lt/C) - the Executive Officer, the Educational Officer, the Administrative Officer, the Secretary,

and the Treasurer. HPS also elects an Assistant Squadron Educational Officer, Assistant Secretary and an Assistant Squadron Treasurer who serve as 1st Lieutenants (1st Lt), but are not members of The Bridge.

Four *General Committees* are elected at the Annual Meeting - Audit, Nominating, Rules, and Planning. They report to the Membership. The senior member of each committee steps down each year, and a new member is elected. This provides continuity on the committees.

**The Squadron Executive Committee** is composed of the Squadron Commander, the five Squadron Lieutenant Commanders, the immediate Past Commander, and several members-at-large elected by the membership. Members-at-Large are traditionally nominated from the most active and interested members of the squadron and include new members as well as "old-timers". This committee meets ten times a year as a "Board of Directors" to handle the business of the squadron.

Five *Standing Committees* report to the Executive Committee. The Commander appoints the members of these committees with approval of the Executive Committee. The committees are Finance, Law, Personnel, Supply, and Property.

**The Squadron Commander** (Cdr) is the ranking officer of the squadron and is responsible to the squadron membership, the district, and the national organization for all aspects of the squadron's programs. The Commander presides at the Squadron Annual Meeting, Membership Meetings, and Executive Committee Meetings. He or she is an ex-officio member of all squadron committees except for Audit, Nominating, and Rules; has access to the district and national organizations as a member of District Conferences and Councils, the District Executive Department, and National Governing Boards. The Commander's duties are wide and varied, but in essence he or she is responsible for the growth, operation, and vitality of the squadron.

**The Squadron Executive Department** is headed by the Squadron Executive Officer (SXO). The SXO assists the Commander and acts as the Commander in his absence. The Executive Department directs its efforts to the squadron's relationships with "the outside world"; activities external to the squadron. Seven committees report to the SXO - Boat Show, Cooperative Charting, Liaison, Legislative, Public Relations, Radio Technical, Vessel Safety Check, and Safety. The Chairpersons of these committees serve with the rank of Lieutenant (Lt).

**The Squadron Educational Department** is managed by the Squadron Educational Officer (SEO). He is assisted by an Assistant Educational Officer. Educational Department Committees direct their efforts to presenting courses developed by the USPS National Educational Department. The Squadron Educational Department consists of three "Local Boards" or divisions - Boating, Advanced Grades, and Elective Courses, and two additional committees - Teaching Aids and Supplemental Programs. Chairpersons of these Local Boards and Committees serve with the rank of Lieutenant (Lt).

**The Squadron Administrative Department** reports to the Squadron Administrative Officer (SAO). The SAO assists the Commander and acts as Commander in the absence of both the Commander and the Executive Officer. This department is concerned with the internal programs of the squadron. Six committees report to him/her - Boating Activities, Entertainment, Meetings and Program, Membership, Member Involvement, and Operations Training. Chairpersons of these committees serve with the rank of Lieutenant (Lt).

**The Squadron Secretary's Department** is chaired by the Squadron Secretary. The Secretary is responsible for the maintenance of all squadron correspondence, records, member data (including roster) and meeting minutes. The Secretary sends out calls to all Membership and Executive Committee meetings. Four committees report to him/her: Historian, Roster, Squadron Newsletter, and The Ensign correspondent. Chairpersons of these committees serve with the rank of Lieutenant (Lt).

**The Squadron Treasurer's Department** is chaired by the Squadron Treasurer. The Treasurer is responsible for the collection, holding, and disbursement of squadron funds. The Treasurer keeps appropriate records, makes required reports, prepares necessary tax forms, and assists the Finance Committee in the preparation of the annual budget.

## ***ALL ABOUT USPS DISTRICT 1***

It would be virtually impossible for the USPS National Organization to communicate effectively with over 400 local squadrons. Squadrons are therefore divided into districts. Hartford Power Squadron is a member of District 1. This district encompasses one squadron in Rhode Island (Westerly Squadron); one squadron in Massachusetts (Springfield Squadron); and 11 squadrons in Connecticut (Hartford, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, New London, Norwich, Saybrook, and Waterbury).

### **District Objectives**

As an organizational tool, the primary objective of the district is to provide two-way communication between the national organization and the local squadrons. It keeps each squadron informed on national activities and communicates the views and needs of the local squadron to the national organization. It is also charged with the promotion of cooperation between squadrons in its assigned area.

### **District Organization**

Each district has a well-defined administrative organization paralleling that of the squadrons. It governs under the provision of its own bylaws, within the scope of the USPS Bylaws.

**District Members** are squadron members - every Hartford Power Squadron member is automatically a member of District 1. Its members meet in two District Conferences, Spring and Fall. The Chief Commander, or an assigned representative (usually a member of the National Operating Committee, or Past Chief Commander) attends District Conferences. Squadrons are represented by delegates, one delegate for each 25 squadron members.

At the Spring District Conference officers and committees of the district are elected. The Fall District Conference traditionally focuses on the educational programs of the squadrons. In addition to controlling the policies and finances of the district, District Conferences are a forum for the preparation and consideration of resolutions to be sent to the USPS Governing Board. As with most USPS meetings, any member, delegate or not, has the "right of the floor".

- District Elected Officers ("The District Bridge") and Committees. The District Commander (DC) is the ranking officer of the district organization. He is supported by five elected District Lieutenant Commanders (D/Lt/C) - District Executive Officer (DXO), District Educational Officer

(DEO), District Administrative Officer (DAO), District Secretary, and District Treasurer.

District Members also elect four *General Committees* that parallel those of the squadron Audit, Nominating, Rules, and Planning. Members of Hartford Power Squadron regularly serve as district officers and committee chairpersons.

District Councils are the "Executive Committees" of the district. District Councils consist of the Squadron Commanders and the District Bridge. With the District Commander as presiding officer, they carry on the interim business of the district in between District Conferences. *Standing Committees* are appointed by the District Commander with approval of the Council. These committees are Finance, Law, Personnel, and Educational Fund. They report to the Council. District 1 holds Councils three times a year (usually in February, June and October). While voting is limited to Council Members, other members always "have the right of the floor".

The District Commander, in addition to being the ranking officer of the district, is a National Flag Officer and a member of the USPS Governing Board. Through the National Executive Officer, the District Commander is responsible to the National Organization for all aspects of the district's functions and is an ex-officio member of all district committees except Audit, Nomination, and Rules.

District Departments are the same as those of a squadron - Executive, Educational, Administrative, Secretary, Treasurer. District Lieutenant Commanders head these departments and their committees are similar to those of the squadrons. District Committee Chairpersons serve as District Lieutenants (D/Lt).

## ***ALL ABOUT THE UNITED STATES POWER SQUADRONS NATIONAL ORGANIZATION***

### **USPS History**

The United States Power Squadrons originated in 1912 as an unofficial "Power Boat Division" of the Boston Yacht Club. In 1914, our organization officially became the United States Power Squadrons. A Rear Commodore of that club, Roger Upton, was the sole force behind its origin. From the beginning, boating education was high on the USPS list of objectives. Over the years, it has grown to be the largest private, non-profit, boating education organization in the world. USPS has expanded its scope to include sailboating as well as powerboating.

USPS has an impressive headquarters building in Raleigh, North Carolina with a Headquarters Manager and a staff of about twenty employees. Also located at the headquarters building are the Editor and staff of the ENSIGN, the USPS national publication. Members are welcome to tour the facility when in the Raleigh Area.

### **USPS Objectives**

The objectives of USPS were described in the introduction to this manual. Again, the triangular emblem of USPS summarizes the three-fold table of objectives of the organization - Self Education, Civic Service, Fraternal Boating Club. Its districts and squadrons support these objectives. The USPS emblem appears on the back cover of this manual.



## The USPS Organization

The National Annual Meeting is a meeting of all members of USPS. It corresponds to Squadron Annual and Membership Meetings, and District Conferences. Squadron and district delegates elect National Officers, Governing Board Members, and the National *General Committees* (Nominations and Rules) at this meeting. All USPS members are encouraged to attend.

National Elected Officers ("The National Bridge") and Committees. The Chief Commander (C/C) is the ranking officer of USPS. He is assisted by five Vice Commanders (V/C) - National Executive Officer (NXO), Educational Officer (NED), Administrative Officer (NAO), Secretary, and Treasurer. Committees similar to district and squadron committees exist at the national level. National Committee Chairpersons serve as Rear Commanders (R/C) and their Assistant Committee Chairpersons as Staff Commanders (Stf/C). Members of Hartford Power Squadron often serve on national committees and as national officers.

National Governing Board meetings are held three times a year, usually in January (in conjunction with the Annual Meeting), May, and September. The Governing Board corresponds to District Councils and Squadron Executive Committees. At Governing Board meetings, elected district and squadron delegates act as an advisory board to the National Bridge. The Governing Board carries on the business of USPS between Annual Meetings. Four *Standing Committees* report to the Governing Board - Audit, Finance, Law, and Planning. USPS members are encouraged to attend Governing Board Meetings.

The National Operating Committee is a committee of the Governing Board. When the Governing Board is in recess, the Operating Committee carries on the official business of USPS. The committee is composed of the Chief Commander, the five Vice Commanders, the immediate Past Chief Commander, and the Chairpersons of Rules, Nominating, Planning, Finance, and Law.

The Chief Commander as ranking officer, presides at all meetings of USPS - Annual Meeting, Governing Boards, and Operating Committee. He is an ex-officio member of all USPS Departments and Committees, except for Audit, Nominations, and Rules.

You are a vital part of all three segments of USPS - Squadron, District, and National. Your participation in all USPS activities is encouraged!

## **ACTIVITIES FOR MEMBERS OF HARTFORD POWER SQUADRON**

**Taking USPS Educational Courses.** Those with boating experience will tell you that the sea is "an unforgiving mistress". While it almost always brings enjoyment, it can rise up and strike unexpectedly. Add to your boating safety and enjoyment by being prepared with the knowledge and skills to help you avoid, or at least minimize, problems while on the water.

USPS courses are widely recognized as providing "world class education". HPS volunteer instructors regularly teach Advanced Grades and Elective Courses to squadron members. There are two course semesters. One starts in September; the other in January. Announcements about courses to be given appear in *The Bilge Pump* twice a year so that members can sign up with the Squadron Educational Department.

Seamanship, Piloting, Advanced Piloting, Weather, and Engine Maintenance should be taken by

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everyone. This group of courses relates to both sailing and powerboating and embrace most of the situations encountered when boating on protected rivers and lakes, or on the bounding seas.

*USPS Educational Grades and Uniform Insignia.* Members who successfully complete Advanced Grades courses are entitled to use an educational grade ( S, P, AP, IN, or N) after their names, and wear special insignia on their blazers and uniforms.

*USPS Educational Awards.* USPS has two major educational awards for members. *The Educational Proficiency Award* is awarded to members who successfully complete Seamanship, Piloting, Advanced Piloting, and any three elective courses. *The Educational Achievement Award* (commonly referred to as a "Full Certificate") is USPS's highest educational award. It recognizes members who successfully complete all Advanced Grades and Elective Courses. Recipients are entitled to use the grade N ( an "**N**" underlined) after their name. Special uniform insignia are available to those who have earned either of these two awards.

**Teaching USPS Educational Courses to Members .** Volunteer members like you teach USPS courses to Hartford Power Squadron members. If you have experience or interest in any of the eleven membership courses, or are a teaching professional, the Hartford Power Squadron Educational Department needs you! One USPS Course, *Instructor Qualification*, is designed to teach practical skills of teaching and conducting meetings. Contact the Squadron Educational Officer if you are interested in teaching.

**HPS Committee Work.** The squadron program is organized into departments and committees designed to support the squadron objectives - Self Education, Civic Service, and Social Activities.

Hartford Power Squadron runs on people power - people like you! If a committee fits your talents and interests, contact its Chairperson, or any member of the Bridge.

**The HPS Operations Training Program.** The Squadron Administrative Department administers a training program designed to help members who would like to participate in USPS leadership at any level, or just to learn more how USPS functions. It is a program entitled *Operations Training*. It covers in detail the operation of each tier of USPS - squadron, district, and national organization. You will learn how to run a meeting, how to organize, how to plan, and other basic managerial skills useful not only in USPS work, but in your everyday life. All members are encouraged to participate in this program.

**HPS Civic Contribution Programs .** You are invited to help with the presentation of the USPS *Boating Course* in teaching, proctoring, administering, making teaching aids, correcting homework, repairing equipment. Over three million people nationwide have taken the course to date. Contact the Chairman! Local Board! Boating.

**Help with the Hartford Boat Show.** The HPS has a booth at the Hartford Boat Show every February and we always need volunteers to staff the booth. An added incentive to help is that you get in to the boat show free.

**Join the USPS Cooperative Charting Program.** HPS cooperates with the National Ocean Service of NOAA in correcting and up-dating charts and marine facility reports. Another facet of the program helps locate and preserve geodetic control stations (bench marks) in the National Geodetic Reference System shown on Army Corps of Engineer and Geodetic Survey maps. A nationwide

program, the latter is an ideal project if you do not own a boat.

In 1990 it was estimated that over a period of years USPS had saved United States taxpayers over fifteen million dollars in their work in these two programs. A competition is held annually based on the number of reports submitted by members and squadrons. Winners are recognized at the USPS Annual Meeting in January, and subsequently at District Conferences. If interested in this program, contact the Chairperson! Cooperative Charting Committee.

**Become a Vessel Safety Examiner or have your boat checked for Vessel Safety.** One of the primary objectives of the USPS is to further safety on the water. It does this by offering courses to improve member's knowledge on the water, but it also has an active program with the US Coast Guard to inspect and certify the safety of vessels.

The Vessel Safety Check (VSC) process is one of "prevention through education, outreach and volunteer compliance" helping recreational boaters to gain a respect for the boating environment.

The VSC Program also helps to achieve voluntary compliance with federal and state recreational boating safety laws, particularly with regard to the carriage of safety equipment while raising boater awareness about safety and environmental issues through voluntary contact by a Vessel Examiner (VE). VE discussions with recreational boaters is designed to motivate maintaining and operating their boats in a safe manner, taking boating safety courses to increase their knowledge and skills in boating, and promoting safe boating.

You can ask the VSC Chairman to schedule your boat for a VSC. If your "check" is successful, you will receive a sticker to place on your port windshield. The US Coast Guard recognizes our safety checks as equivalent to their own and anecdotal stories indicate that they will rarely board a boat with a current sticker unless there is some law violation on the water.

We are always looking for members wanting to help by becoming examiners. The course for Vessel Safety Examiner (VSE) is about 8 hours of home and class with a test plus five supervised exams on the water. Please contact the VSC Chairman if you are interested in helping out.

**Merit Marks.** Neither HPS nor USPS offers compensation to its members. All squadron and civic service is done by volunteers. The Chief Commander, on recommendation of the Squadron Commander, awards a Merit Mark and Certificate annually to those members who make a substantial contribution to furthering the interests, programs, and objectives of the United States Power Squadrons. A Merit Mark is the only "pay" you will receive. The Chief awards over 20,000 Merit Marks a year.

Many Hartford Power Squadron members have earned large numbers of Merit Marks. When asked why they serve the way they do, these were some of the replies:

- A great way to meet other boaters - all of whom are great people!
- Personal satisfaction - assisting others!
- The organization and its goals are important and worthwhile!

- I enjoy meeting new people with like interests - I have made many fast friends!
- The best way to learn something is to teach it!
- I learn from the experiences of other members!
- I enjoy the social activities, and helping to make them successful!
- I feel appreciated!
- It's a lot better than lying on the couch watching TV!
- It's FUN!

***Life Membership*** is bestowed with great honor and gratitude to any member who earns 25 merit marks. Life Members receive a permanent silver-printed membership card and are exempt from paying USPS, district, or squadron dues.

**Squadron Membership Meetings.** As part of the ruling body of the squadron, all members are urged to attend the Squadron Annual Meeting in March, and its monthly Membership Meetings, held the fourth Tuesday of each month September through May. The input of members at these meetings is always welcome. These meetings often digress into the social side of HPS as they are usually accompanied by dinners or post-meeting entertainment arranged for by the Meetings and Program or/or Entertainment Committee.

**District Membership Meetings.** As a member of District 1, your input into District Conferences and Councils is encouraged. Although business is carried on by delegates, input from members is encouraged and welcome.

**National Membership Meetings.** The USPS Annual Meeting is held in January in either Florida or at a West Coast location. It is a meeting of all members of USPS. As many as 1200 USPS members may attend. Accompanied by a Governing Board session, this meeting is enhanced with an exposition featuring displays and booths from each committee, a publications contest, and a teaching aids competition. In addition, most committees extend an invitation to all members to attend their open sessions. Try to attend - you will be impressed!

### **Squadron and District Social Programs.**

A ***Squadron Change-of-Watch Dinner*** is held each year to install the new slate of officers. The program usually includes entertainment. All members are invited.

***Speaker's Nights*** are frequently held following HPS monthly Membership Meetings. Over the years speakers have spoken on such diverse subjects as the Connecticut River, The United States Coast Guard, Global Positioning Systems, Offshore Fishing, and The Titanic. If you can recommend an interesting speaker for a Speaker's Night, please tell the Meetings and Program Chairperson.

A ***District I Rendezvous*** is organized each summer for all members. This is an opportunity to meet members from the other twelve squadrons, and their guests, as well as those from other districts. The rendezvous is arranged so that members without boats may attend by land. Just as at most USPS

functions, this event is usually planned around interesting and delicious food repasts.

***A District Predicted Log*** is a summer activity that challenges members to use piloting skills learned in the Advanced Piloting Course. A 25-30 mile course is laid out in Long Island Sound. It is divided into four "legs" or segments. Before casting off, contestants must predict the time that they will reach each of the four checkpoints. The difference between the predicted duration and the actual duration of each of the four legs is called "error", and the contestant with the least error is the winner.

No speed measurement device other than a tachometer or speedometer may be used. Similarly, watches, electronic navigation, engine hour, or fuel consumption equipment are prohibited. The skill of the contestant in plotting courses, and estimating the speed of his boat and such outside influences such as wind and current are the deciding factors in this contest.

***A District Sail Race*** is planned each summer. All sailors are invited to participate. Non-participants are invited to join in the *Windezvous*, a hamburger/hotdog pot-luck social, which follows the sail race.

***Squadron On-the-Water Activities*** are both formal and informal. HPS plans a summer rendezvous and a summer picnic. HPS members and guests are invited to participate and can come by land or sea.

## **ADDITIONAL BENEFITS OF YOUR USPS MEMBERSHIP**

### **Publications Received**

**THE ENSIGN** is the official monthly publication for all members of USPS. It contains up-to-date information about USPS operations, policies, and meetings. There are also interesting articles written by members about their personal boating experiences. New marine equipment is described by experts in the field, and there are articles from members of USPS committees about their fields of endeavor.

**THE SOUNDS OF 1** is the award winning publication of District 1. It is published three times a year and is filled with announcements of District Councils, Conferences and Summer Activities. Invitations to activities planned by other squadrons are also published in this newsletter.

**THE BILGE PUMP** is the award-winning Hartford Power Squadron newsletter. It is the mainstay of communication with HPS members, it is printed seven times a year. Each issue has a theme of some specific aspect of boating - Weather, Marine Electronics, Cruise Planning are examples. You are invited to contribute articles or to serve on the *Bilge Pump* staff. Please contact its editor.

If you do not receive these publications, please notify the Squadron Secretary immediately.

### **USPS Boat Insurance**

An exclusive USPS Boat Insurance Program is administered by the St. Paul Fire and Marine Insurance Company. Based on the premise that USPS members are "preferred risk" policy holders by virtue of their formal education in the care and operation of boats, this program offers very competitive rates for a broad spectrum of coverage. Premiums are based on boating education, experience, and claims history. Successful completion of USPS courses and getting a VSC on your vessel can lower premiums up to 26% per year, making your membership very valuable.

Coverage is obtained through local insurance agencies. Information can be obtained on the USPS web site at USPS.org without obligation. Always compare insurance coverage and rates with several agencies and companies. Other insurance companies also offer discounts for completion of USPS courses and for VSCs and some just for being a member of USPS.

## **BoatUS/West Marine Affiliation**

*Boat/US* is a prominent boater's organization that operates a discount marine supply house with a mail order center and retail outlets in several localities. It supports a Political Action Committee to represent boaters in federal and state legislatures. *Boat/US* also sells marine insurance, towing insurance, boat financing, and various other marine-related services. It offers discounts to USPS members. Its *Boat/US Foundation*, a separate entity, works for safer boating through education, research, and public awareness programs.

For further information visit the USPS.org website and find the connections to Boat/US benefits.

## **USPS - A Tax-Exempt Organization**

Under Section 501(c)(3) of the Internal Revenue Code of 1954, USPS, its districts, and squadrons, have tax-exempt status due to their nationwide educational activities. The code requires that a tax exempt organization refrain from lobbying to influence legislation, or from being politically active in promoting anyone's candidacy for public office. We must not jeopardize USPS tax-exempt status by implying in any way that our organization is involved in legislation or politics.

However, this in no way interferes with your right as an individual to participate in legislative or political matters.

Members who are active in an official capacity in USPS programs may deduct as charitable contributions on their income tax returns certain expenses such as transportation, tolls, parking fees, postage, reasonable lodging and meals, telephone calls, dues, and the cost of uniforms and their maintenance. It is suggested that you check with your tax advisor if you have questions about these deductions.

## **National Membership**

As a member of a National organization you are entitled to attend activities at any squadron or district in the country and some in Canada.

## **Other Benefits**

There are many other benefits of being a member of the USPS. For most of these, please see the USPS.org web site.

- Free downloads of maps from MapTech
- Discounts at many marine suppliers
- Discounts for Sea/Tow and other on-the-water support organizations
- Discounts on electronics, computers, charts, marine software (Dell, Maptech, Seamap, Nobeltec.

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- Discounts on Long term care Ins. by John Hancock, etc.
- USPS publications on boating
- PORT CAPTAINS - can give you information and boating data all over the country –a big help if you are going into an unfamiliar area
- USPS - YACHTING CLUB OF AMERICA membership – gives you an affiliation with most Yacht Clubs (OVER 700)

## **USPS UNIFORMS AND FLAGS**

### **The USPS Uniform**

USPS members are not required to wear uniforms. As a rule, the organization downplays formality. At some functions, officers and members will be seen wearing uniforms. This is a personal option. For dignity and uniformity of appearance, USPS has adopted a modified yacht club-style uniform for its officers, with various optional uniforms for different occasions.

Elected officers wear gold tridents on the sleeves of their uniform dress jackets, on shirt shoulder boards, and on their blazer pocket emblems. Blue sleeve stripes on the formal uniform also denote rank. Squadron Commanders wear three gold tridents and four sleeve stripes. Lieutenant Commanders wear two gold tridents and three sleeve stripes. First Lieutenants wear one gold trident and two sleeve stripes. Lieutenants wear a single red trident and one sleeve stripe. (The color red denotes an appointed office.) Past Officers such as Past Commanders (*P/C*), or Past Lieutenant Commanders (*P/Lt/C*), wear the same insignia but their tridents are silver rather than gold.

The tridents and sleeve stripes of squadron, district and national officers are similar. Small differences in the design of the tridents and width of the sleeve stripes distinguish one from another.

When appropriate, you will often see USPS members wearing a blue blazer with a special pocket emblem. It is worn as a symbol of pride in USPS membership.

### **The USPS Ensign**

Our national USPS Ensign was designed by *P/C/C* Roger Upton (the founding father of USPS) and *P/C/C* Charles F. Chapman (of *Piloting, Seamanship, and Boat Handling* fame). Flown only by USPS members, it may be placed on the stem flag staff of a vessel in place of the United States Ensign.

### **The Hartford Power Squadron Burgee**

Hartford Power Squadron has its own burgee (triangular pennant) that enables members to identify with the squadron. Please see the cover for the Hartford Burgee with its 75<sup>th</sup> year stripe. This burgee may be flown from the bow staff of power vessels, so equipped, and from the foremost masthead of sailing vessels. In the absence of a bow staff, it may be flown from a radio antenna of a power vessel. It is only flown when the vessel is in command of an HPS member.

In July 1947, the Bilge Pump announced that the HPS executive committee had authorized a design competition for the official flag of the Squadron. The design of Frank Morello was chosen. On 8 December 1956 the District Council approved the design, and it received final approval at the January 1957 USPS Governing Board.

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Morello's burgee design tied a nautical reference into the fact that Connecticut was one of the original thirteen colonies. Thirteen white stars circumscribe a red anchor on a navy blue field. The shank of the anchor is overlaid with a large "H", for Hartford Power Squadron.

Frank's intent for his design was to tie-in with the original colonies, with a nautical reference. He chose blue for the background and red for the H (Hartford) and the anchor, and white for the stars.

In 2006, we celebrated our 75<sup>th</sup> anniversary and were awarded a platinum stripe around the Burgee. We were only the 14<sup>th</sup> squadron in all of USPS to be so honored.

The Squadron Supply Officer, has HPS burgees in stock. This officer may be also consulted as to sources for such items as USPS Ensigns, uniforms, insignia, and blazer pocket emblems.



## **APPENDIX "A" - A DESCRIPTION OF TYPES OF USPS MEMBERSHIP**

*Active Members* have full membership privileges that include voting, holding elective or appointed office, serving on committees, earning a Merit Mark, attending meetings and social activities, taking educational courses, receiving the USPS publication (*THE ENSIGN*), wearing the USPS uniform, and flying the USPS Ensign.

*Additional Active Members* residing in the same household as a "primary" Active Member, and belonging to the same squadron, may enjoy all of the rights of USPS membership, but pay only half the active member national dues.

*Family Membership* is available to members of the family of an Active Member. Family Members may not hold office, wear the uniform, nor fly the Ensign. They can neither vote nor earn a merit mark. They may attend all meetings and social activities.

They may take all educational courses offered by the squadron, after completing required prerequisites. Family members receive credit for all courses they've successfully completed if they become Active Members. Persons 12 to 24 years of age, who are dependents of an Active Member and reside in the same household, may hold Junior Family Memberships. Both Family memberships and Junior Family memberships have reduced dues.

*Apprentice Memberships* are for persons 12 years of age and not yet 19 who are not otherwise eligible for membership. A Squadron Apprentice may attend classes and take examinations in all courses, but has none of the other rights of membership. They enjoy reduced dues.

## **APPENDIX "B" - A DESCRIPTION OF THE WORKING COMMITTEES**

Members of *Hartford Power Squadron* with talents and interests in the work of any of these committees, are urged to contact the appropriate member of the Squadron Bridge. Names and telephone numbers of Bridge members can be found on the back cover of the *Bilge Pump*.

### **General Committees Reporting to the Membership**

**The Nominating Committee** is composed of members with an extensive knowledge of the qualification of squadron members. Each year it selects a slate of candidates for squadron elective offices, committees, or other elective positions.

**The Rules Committee** is the guardian of adherence to USPS Bylaws and Policy, and the Squadron Bylaws. It keeps the Squadron Bylaws up-to-date and in conformity with the policies and authority of USPS.

**The Auditing Committee** audits the books of the treasurer annually and reports to the membership.

### **Standing Committees Reporting to the Executive Committee**

**The Law Officer** is concerned with the corporate status of the squadron, proper compliance with state and local laws affecting squadron activities, squadron disciplinary proceedings, and

cooperation with the National Law Officer. He should be a member of the bar in the state where the squadron is located.

**The Supply Officer** maintains various items of interest to squadron members. He maintains a supply of catalogs to help squadron members select uniform needs. He advises members as to the proper usage of uniforms, flags, and burgees, etc.

**The Personnel Committee** maintains an inventory of skills of each member, so that they may be recommended for staff positions, committee membership, etc. It plans for suitable recognition of individuals the squadron may want to recognize, in the way of letters, plaques, certificates, etc.

**The Finance Committee** works in close cooperation with the Treasurer. It prepares the budget, and in general, plans the overall financial affairs of the squadron. It also investigates and approves any investment of squadron funds.

**The Property Officer** maintains an inventory and location list of all squadron properties, such as films, audio-visual equipment, flags, teaching aids, and awards. He makes a report to the Executive Committee annually.

**The Vessel Safety Check (VSC) Officer** runs the VSC program. He finds and trains new VSEs, maintains an inventory of VSC brochures, forms, and stickers, organizes and promotes VSC events at marinas all over the state. Squadrons and individuals with the most VSCs can win district level awards at each spring conference.

## **Executive Department Committees**

**The Boat Show Committee** is responsible for squadron exhibits at boat shows, fairs, and similar functions.

**The Cooperative Charting Committee** is responsible for the coordination of Cooperative Charting activities within the squadron. This program assists the National Ocean Service in the production of accurate and up-to-date nautical charts and related products. It also helps in the preservation of geodetic control stations in the National Geodetic Reference System.

**The Liaison Committee** promotes and maintains good relations with public officials and outside organizations concerned with recreational boating safety.

**The Legislative Committee** monitors and reviews national, state, and local legislative matters that affect boating in the squadron area. It keeps the Squadron Commander and the membership informed.

**The Public Relations Committee** is one of the most important links between the public and *Hartford Power Squadron*. It publicizes the dates and locations and other information pertaining to the USPS Boating Course and its presentation to the public. In addition, it has an even greater task implementing a year-round public relations program to increase awareness of the programs and contributions of the squadron to boating safety and education.

**The Radio Technical Committee** acts as a focal point in the squadron regarding technical matters and regulations relating to the installation and operation of marine electronic equipment, including telecommunications.

**The Safety Committee** carries on an informative program in the squadron in relation to the promotion of safer boating. It is responsible for the distribution of bulletins, posters, and safety literature. It works with the Public Relations Committee to promote National Safe Boating Week. As a civic service, it makes the public aware of safe boating practices all year.

## **Administrative Department Committees**

**The Boating Activities Committee** plans, coordinates, and implements boating activity programs. It designates *Port Captains* for each major boating area in the squadron's geographic region. Port Captains are knowledgeable about local waters, marinas, repair facilities, shore-side facilities, and services of interest to cruising and other traveling members of USPS.

**The Meetings and Program Committee** arranges for speakers and other program elements such as location, meeting requirements, rostrum, microphones, seating, head table, tickets, and decorations.

**The Entertainment Committee** assists in the entertainment portions of programs and assists the Meetings and Programs Committee at large functions such as the Change of Watch dinner.

**The Membership Committee** reviews the recommendations of candidates for membership, and processes proposals, as outlined in the Membership Manual.

**The Member Involvement Committee** encourages involvement of both old and new members to the fullest extent in squadron activities - educational, administrative, and social.

**The Operations Training Committee** conducts the squadron Operations Training Program at least once a year. It provides trained instructors and recruits participants from the ranks, encouraging all members to complete the program.

## **Secretary Department Committees**

**The Squadron Historian** insures the preservation of historical material of the squadron and is the custodian of all minutes of past meetings and non-current material of historical value to all officers and committees. The historian forwards copies of all material to the District Historian for transfer to the National Historian for permanent preservation at National Headquarters.

**The Telephone Committee** provides a first-class method of rapid communication with all members regarding squadron meetings, events, and programs. This committee is the vehicle through which new members learn of meetings, events, and programs until the he or she becomes accustomed to reading the *Bilge Pump* for information, taking courses, and attending meetings.

**The Squadron Newsletter Committee** writes, prints, and distributes the monthly squadron newsletter. This is the medium in which all squadron activities are brought to the attention of members. The newsletter has the additional function of being an effective method of binding the membership together. The chairman of this committee is usually the editor of the squadron newsletter.

**THE ENSIGN Correspondent** originates, solicits, and forwards to the editor of THE ENSIGN (our national publication), articles and pictures of newsworthy squadron activities, such as cruises, rendezvous, civic contributions, and other information of national interest.

## Treasurer's Department Committees

The **Finance Committee** prepares a budget that covers estimates of all expenses for the squadron fiscal year. This budget is used to establish squadron dues.

## **APPENDIX "C" - A DESCRIPTION OF UNITED STATES POWER SQUADRONS EDUCATIONAL COURSES**

### **The Boating Course**

The USPS Boating Course is the only course open to the general public. All others are restricted to active members, family members, apprentices, and holders of certain certificates. The *Boating Course* includes the following subjects: • Boat Handling Under Normal Conditions • Boat Terms and Types • Equipment and Regulations • Knots and Lines • Adverse Conditions and Emergencies • Weather • Charts and Aids to Navigation • Regional Boating • Piloting • Engine Troubleshooting • Sailing • The Navigation Rules • Marine Radiotelephone • Trailer Boating.

### **Advanced Grade Courses**

The Advanced Grade Courses are a group of five courses in seamanship and navigation designed to be taken sequentially. The order of courses is Seamanship, Piloting, Advanced Piloting, Junior Navigation, and Navigation. However, if necessary, a student has the option of taking Piloting before Seamanship.

#### **The Seamanship Course:** (Educational Grade = S) (Uniform Insignia =-)

Building on the basic boating education received in the *Boating Course*, *Seamanship* is the recommended first course for new members, both powerboaters and sailors. The student learns • Basic Marlinespike Seamanship • Hull Design • The Navigation Rules • Operation under Normal and Adverse Conditions • the Responsibilities of a Skipper • Common Courtesies on the Water • Boat Care • Nautical Customs • etc. The course provides an important introduction to the USPS Educational Program, and an important foundation for other Advanced Grades Courses. Prerequisite: None. About 14 weeks.

#### **The Piloting Course:** (Educational Grade = P) (Uniform Insignia = --)

*Piloting* is the first of a two-part program that teaches inland and coastal navigation. The focus is on fundamentals of basic piloting - keeping track of a boat's movements on the water, determining where you are at any given moment, and laying out a course to a planned destination.

Included are subjects such as • Charts and Their Use • Aids to Navigation • The Mariner's Compass • Variation and Deviation • Plotting and Steering Courses • Dead Reckoning • Developing Skills in Plotting and Labeling. Prerequisite: None. 14-16 weeks.

#### **The Advanced Piloting Course:** (Educational Grade = AP) (Uniform Insignia = - \* -)

The final part of the inland and coastal navigation series, with strong emphasis on the latter, is the *Advanced Piloting* course. The student learns more advanced techniques of finding position, and is

introduced to the phenomena of tides and currents, and their effects on piloting a boat. Among topics covered are • the Phenomena of Tides and Currents and their Effects on Piloting • More Advanced Techniques of Finding Position Using Bearings, Angles, and Soundings • Simple Use of a Marine Sextant • An Introduction to Modern Electronic Navigation Systems • Compass Corrections. Prerequisites: *Seamanship and Piloting*. 14-16 weeks.

**The Junior Navigation Course:** (Educational Grade = IN) (Uniform Insignia = \*- \*)

*Junior Navigation* is the first in a two-part program of teaching offshore (open ocean) navigation. It is designed as a practical "how to" course, leaving theoretical and more advanced techniques to the Navigation course. Subject matter includes • the Basic Concepts of Celestial Navigation • Use of the Mariner's Sextant to take Sights of the Sun, Moon, and Stars • the Importance and Techniques of Accurate Time Determination • the Use of the Nautical Almanac • How to "Reduce" Sights to Establish Lines of Position • the Use of Special Charts, Plotting Sheets, and other Navigational Data for Offshore Positioning and Passage Planning. Prerequisites: *Seamanship, Piloting, and Advanced Piloting*. About 32 weeks.

**The Navigation Course:** (Educational Grade = N) (Uniform Insignia = \*- \*-\*)

*Navigation* is the second part of the study of offshore navigation. It further develops the student's understanding of celestial navigation theory. Students are introduced to • Additional Sight Reduction Techniques • the Development of Greater Skill and Precision in Sight Taking and Positioning • Orderly Methods of Carrying on the Day's Work of a Navigator at Sea • the Study of Offshore Navigation Using Minimal Data and Equipment, such as Experienced in a Life Boat or Disabled Vessel. Prerequisites: *Seamanship, Piloting, Advanced Piloting, Junior Navigation*. About 32 weeks.

## Elective Courses

**The Cruise Planning Course** is the course for you if you plan to cruise just for two days or a year. It covers such topics as • Planning a Voyage • Financing a Voyage • How to Equip a Boat for a Voyage • Boat Design and Powering • Equipping a Boat • Crew Selection • Provisioning • Navigation Planning • Weather • Communications • Entering Foreign Ports • Voyage Management • Emergencies Afloat • Security. Prerequisites: None. About 12 weeks.

**The Engine Maintenance Course** covers Marine Gasoline and Diesel Engines • their Maintenance • their Repair • Cooling Systems • Electrical Systems • Fuel Systems • Lubricating Systems • Power Train Operation and Maintenance • Other Propulsion Components such as Clutches, Shafting, and Propellers. The course attempts to make students more self-reliant afloat, with trouble-diagnosis and temporary remedies given special emphasis. Safety measures are stressed. The course is intended to produce more intelligent and resourceful boat operators, rather than trained mechanics. Prerequisites: None. About 14 weeks.

**The Marine Electronics Course** teaches essential knowledge about your boat's electrical and electronic systems: • Proper Wiring • Grounding • Electrolysis Control and Corrosion • Batteries and their Maintenance • Depth Finders • Marine Radiotelephones • Radar • Loran • GPS Systems. Prerequisite: None. About 12 weeks.

**The Sail Course** provides a thorough study of the Terminology of Sailing: • Types of Hulls and Sail Rigs • Running and Standing Rigging and their Adjustment • Sailboat Marlinspike Seamanship.

The dynamics of sailing are covered, including: • Hull and Water Forces caused by Wind and Waves • Forces vs. Balance • Theory of Sailing • Points of Sail • Sail Handling • Sailing Under Various Wind Conditions • Emergency Techniques Unique to Sailboats. Prerequisite: None. About 12 weeks.

**The Weather Course** is designed to teach a student to make weather observations and predictions in order to make his boating more pleasurable. Topics include • Awareness of Weather Phenomena • How to Read a Weather Map and the Sky • How to Understand and Anticipate Weather Developments • Characteristics and Structure of the Atmosphere • What Weather is and its Basic Causes • Normal Development and Movement of Weather over the Earth • Factors Considered in Weather Forecasting • Instrumental and Visual Observations a Skipper can make Afloat • Cloud Sequences • Air Masses • Fronts • Storms • Fog • the Practical Use of Weather Information and Forecasts. Prerequisites: None. About 14 weeks.

**The Instructor Qualification Course** offers practical instruction in • Preparing for Teaching Presentations • Preparing for Meetings Presentations • Teaching • Conducting Meetings • Selection and Use of Visual Aids and other Aids. Practice presentations are given by students and critiqued by the class to improve presentation skills. These skills will benefit a student in all walks of life. Prerequisite: None. About 8-10 weeks.

## **Supplemental Programs**

Supplemental Programs have been developed to extend member's knowledge in fields related to boating. Many are taught in Advanced Grades and Elective Courses, but not in the depth to which they are covered in the Supplemental Programs. Subjects have been developed in areas in which members have expressed interest. These home-study guides may be ordered through your Squadron Educational Officer, or directly from the USPS Ship's Store at USPS Headquarters.

Current Subjects are as follows • Principles of Water Skiing Safety • Boat Insurance • Boat Design and Construction • Predicted Log Contest • Oceanography • Hand Tools • Introduction to Navigational Astronomy • Compass Adjusting • Calculators for Navigation • Introduction to Sailing • Preparation for Coast Guard Licenses • Gonder's Rules of the Road • CG License; 6 Pac to Master • Amateur Radio • Sight Reduction Methods • Loran C • Marlinespike • Radar and • Skipper Saver.

## USPS Uniforms



### Men's Uniforms

Uniform	Coat	Trousers	Shirt	Tie	Belt if worn	Socks	Shoes
A	Blue	Blue, long w/o cuffs	White	Black, four in hand or bow	Black	Black	Black
B	Blue	White, long w/o cuffs	White	Black, four in hand or bow	White	White	White
C	None	White, long w/o cuffs	White, long sleeve	Black, four in hand	White	White	White
D	None	White, long w/o cuffs	White, open neck short sleeve	None	White	White	White
E	None	White, knee length Bermuda	White, open neck short sleeve	None	White	White knee length	White
F	None	Blue, long w/o cuffs	White, long sleeve	Black, four in hand	Black	Black	Black
G	None	Blue, long w/o cuffs	White, open neck short sleeve	None	Black	Black	Black

### Women's Uniforms

Uniform	Jacket	Skirt	Slacks	Shirt	Tie	Shoes	Purse if carried
A	Blue	Blue	Blue	White	Black cross over	Black	Black
B	Blue	White	White	White	Black cross over	White	White
C	None	White	White	White, long sleeve	Black cross over	White	White
D	None	White	White	White, open neck short sleeve	None	White	White
E	None	None	White, Bermuda Type	White, open neck short sleeve	None	White	White
F	None	Blue	Blue	White, long sleeve	Black cross over	Black	Black
G	None	Blue	Blue	White, open neck short sleeve	None	Black	Black

## ***The United States Power Squadron Pledge***

I do solemnly pledge to

Abide by the bylaws  
of United States Power Squadrons;

Promote high standards of  
navigation and seamanship;

Maintain my boat and operate it legally;

Render assistance whenever possible;

And conduct myself in a manner  
that will add prestige, honor and respect  
to the United States Power Squadrons.

## ***The United States Power Squadron Emblem***

