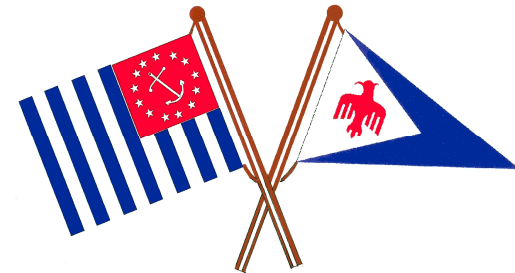




# *PHOENIX SAIL & POWER SQUADRON*



**A HANDBOOK FOR MEMBERS**

## **THE UNITED STATES POWER SQUADRONS® (USPS®)**

USPS is a private, non-profit, nongovernmental, non-military organization of adult United States citizens, men and women, who are socially compatible and have a common love and appreciation for pleasure boating, power or sail. Boat ownership is not a requirement. Objectives of the organization are self education, civic service and social activities. There are no barriers to membership on grounds of race, religion or ethnic background. Nationwide, USPS is comprised of over 50,000 members in 448 Squadrons throughout the United States and overseas in Puerto Rico, the U. S. Virgin Islands and Tokyo, Japan. National Headquarters is located in Raleigh, NC.

### **PHOENIX SAIL & POWER SQUADRON (PSPS)**

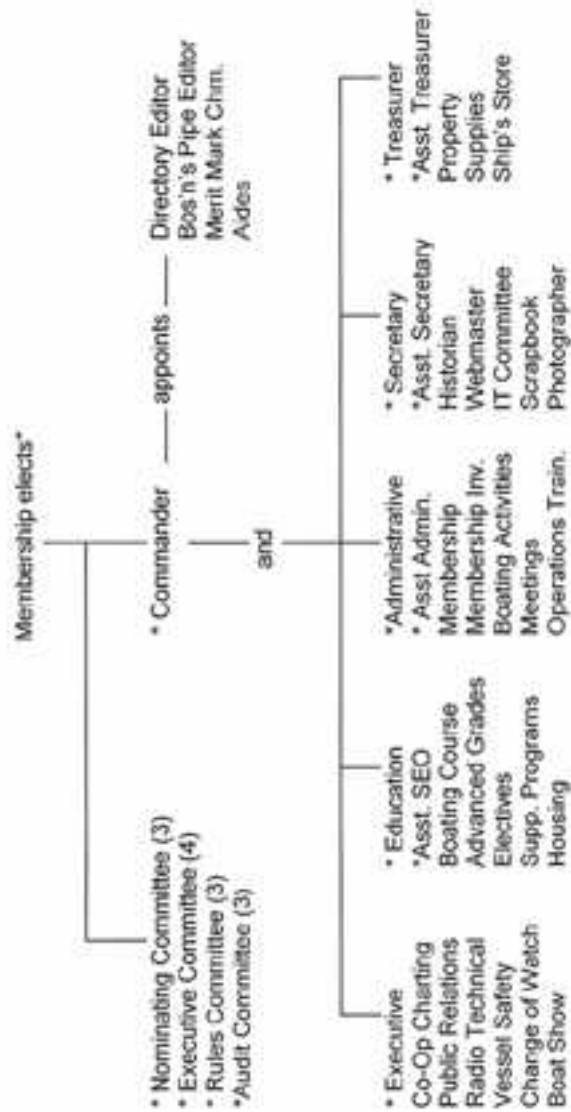
Phoenix Sail & Power Squadron was founded in 1960 as an offshoot of the Los Angeles Power Squadron and currently has over 165 members dedicated to self-education, civic service and social activities. Member education is stressed. Eleven nautical courses are offered and are taught in an educational environment by qualified member instructors. Courses range from seamanship to celestial navigation to Engine Maintenance to Cruise Planning.

Phoenix Sail & Power Squadron offers the public Boating Course frequently during the year at convenient Phoenix locations. Other areas of major civic contributions are through our participation in the USPS Cooperative Charting Program, the Vessel Safety Check program, and the Arizona Safe Boating Celebration

## **NOTES**

Phoenix SPS website:	<a href="http://www.phoenix-usps.org">www.phoenix-usps.org</a>
Phoenix SPS mailing list:	<a href="mailto:phoenix@usps.org">phoenix@usps.org</a>
Phoenix SPS roster	<a href="http://www.phoenix-usps.org/roster">www.phoenix-usps.org/roster</a>
District 28 website:	<a href="http://www.usps.org/lc/d28">www.usps.org/lc/d28</a>
District 28 mailing list:	<a href="mailto:d28@usps.org">d28@usps.org</a>
District 28 roster (limited):	<a href="mailto:d28@usps.org/lc/d28/roster">d28@usps.org/lc/d28/roster</a>
USPS public website:	<a href="http://www.usps.org">www.usps.org</a>

**PHOENIX SAIL & POWER SQUADRON ORGANIZATION**



Regular membership meetings offer programs that are interesting and instructive as well as an opportunity to meet and socialize with other members. In addition, social events are a regular part of the Squadron calendar with both on-the-water boating activities and non-boating activities.



## **THE USPS PLEDGE**

**I DO SOLEMNLY PLEDGE TO;**

**ABIDE BY THE BYLAWS OF THE 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.**

Education is an ongoing activity, always in need of teachers, helpers and students.

Long time members often cite the following reasons for working for the Squadron.

- A good way to meet other boaters - great people.
- Personal satisfaction in helping others.
- The goals are good and worthwhile to support.
- Learning through the experience of fellow members.
- Teaching is the ultimate form of learning.

**\*\*\*\* IT'S FUN \*\*\*\***

Members who wish to contribute are urged to call the Commander or any member of the Bridge or any Committee Chairman. All are listed in the Directory and in the online roster at: [www.phoenix-usps.org/roster](http://www.phoenix-usps.org/roster). This is a member only website and certificate number and zip code may be required for access.

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### PERSONAL DEDUCTIONS

Members who participate in the functions of the USPS in an official capacity may deduct on their tax return certain expenses as charitable contributions. These expenses include transportation, parking and tolls, reasonable expenditures for meals and lodging while away from home, uniforms, postage, telephone bills, supplies, dues and other miscellaneous cash expenditures.

Always consult your personal tax advisor to evaluate deductibility of these items in your own personal situation.

### MEMBER INVOLVEMENT

The accompanying chart illustrates how Phoenix Sail & Power Squadron works - that is with a committee system. Committees have been established to accomplish our goals. Each committee is responsible to a Bridge Officer or to the membership.

Chairmen and members of committees are volunteers who want to contribute their time, energy and expertise to help the Squadron achieve its goals of self-education, civic service and fellowship with boating oriented people. Most of us have an area of interest or capability which can help the Squadron achieve those goals.

There are opportunities for all. Some of the committees are active at specific times of the year as they work on a special event such as the Boat Show or an on-the-water activity. Other committees, such as Cooperative Charting, are active throughout the year.

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**WELCOME TO  
PHOENIX SAIL & POWER SQUADRON**

This manual is designed to acquaint members with some aspects of Phoenix Sail & Power Squadron. While we are just one of over 448 Squadrons, in 33 Districts, we are unique in many ways. - in our members, our local customs and traditions and our activities.

Phoenix Sail & Power Squadron is one of five Squadrons in District 28. The other Squadrons are:

Balboa . . . . .	Newport Beach, CA
Lake Mohave . . . . .	Bullhead City, AZ
San Diego . . . . .	San Diego, CA
San Luis Rey . . . . .	Oceanside, CA
South Bay Provisional	Chula Vista, CA

USPS is strictly an organization of volunteers - no member on any level is paid for any activity he or she performs.

The symbol for USPS is a triangle (see back cover), the three sides of which represent the three main elements of USPS - civic service, self education and a fraternal boating club.

silver and exemption from USPS, District, and Squadron dues.

A member who receives his fiftieth Merit Mark receives a special award from the Chief Commander and the status of USPS Governing Board Member Emeritus.

**USPS PORT CAPTAINS**

The USPS has a network of 500+ Port Captains through out the United States and the Caribbean. These individuals are a valuable resource of local knowledge for regional boating areas and may be contacted for any assistance or information. The online Port Captain's Directory is located at: <http://www.usps.org/x/x.pl/x/x.cgi?PortC/member/>

**USPS - A TAX-EXEMPT ORGANIZATION**

USPS and its Districts and Squadrons have been granted tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1954 because of its nationwide educational activities. This status is very important to the organization; preservation of the exemption is the responsibility of all members.

One part of the code states that as an organization we must avoid attempting to influence legislation or intervene in a political campaign on behalf of a candidate for public office. As individuals, we can participate as much as we wish in trying to influence political or legislative matters; however, mentioning membership in USPS or a District or Squadron is not permitted and could cause revocation of our tax-exempt status.

encounter. We will supply the boater with a copy of the evaluation so that they may follow the suggestions given. Vessels that pass will be able to display a distinctive VSC decal. This does not exempt them from law enforcement boarding, but they can be prepared to make this a positive encounter.

### **MERIT MARKS**

USPS offers no monetary compensation to any member - just the opportunity to perform a lot of work voluntarily. These services do not go unrecognized, however. A member who "performs substantial effort in furthering the interests, programs, and objectives of USPS, its Districts and Squadrons" may be awarded a Merit Mark by the Chief Commander.

Each year, recommendations are submitted which include a summary of services performed.

They are reviewed by an Area Merit Mark Monitor and then forwarded to the Chief Commander for review and the awarding of Merit Marks. It should be noted that the Chief Commander personally reviews every submission - usually more than 20,000.

Only one Merit Mark may be awarded a member in a given year, no matter how large the contribution. When a member has received five Merit Marks, he/she receives status as a Senior Member and the right to wear the Senior Member Insignia on their uniform. With the award of a member's twenty-fifth Merit Mark, comes a status known as Life Membership - a plaque awarded by the Chief Commander, a permanent membership card printed in

### **THE BRIDGE**

Phoenix Sail & Power Squadron is managed by a "Bridge" of officers elected by, and responsible to, the membership. They are assisted in their duties by an Executive Committee elected from our membership and by committee chairmen and members who carry out the programs, functions and activities of the Squadron.

The Bridge consists of the Commander, Executive Officer, Educational Officer, Administrative Officer, Secretary and Treasurer. Elections are held at the Annual Meeting in January and the new officers are installed at the annual Change of Watch in February.

### **COMMUNICATION WITH MEMBERS**

Communication with members is accomplished by direct mailing of our Squadron publication, either by e-mail or traditional mail, the *Bos'n's Pipe*, the squadron website ([www.phoenix-usps.org](http://www.phoenix-usps.org)), electronic mailing list ([phoenix@usps.org](mailto:phoenix@usps.org)) and by telephone in advance of activities. The *Bos'n's Pipe* is published monthly (except July and August) and contains the Commander's Message, officer's reports, and announcements of upcoming social and educational events. Members are encouraged to submit articles and photos to the Editor. Additionally, a lot of communication is done informally among members at meetings, boating and other events.

The national magazine, THE ENSIGN®, is published bi-monthly and also provides information on USPS activities.

## **SQUADRON DIRECTORY**

A Phoenix Sail & Power Squadron Directory is published annually and provided to all members. It contains the name, grade, address, spouse's name, telephone numbers and boat information for each member. Also included is a listing of current Squadron officers, committee chairmen and the Squadron calendar for the year.

Use of the Directory for other than Squadron business or personal use is strictly prohibited. Any abuse of this policy should be called to the attention of the Commander immediately.

Member information is maintained in a file by the Squadron Secretary as assisted by the Database Administrator, and is updated as changes are brought to their attention. Changes in educational grade are sent to the Secretary by USPS National Headquarters after a course is passed. Members should send changes in phone number, address or boat information to the Squadron Secretary or the Database Administrator, and to the Editor of the Directory. The information is used to prepare the Directory and mailing labels at various times during the year.

The annual Dues Notice, which is sent to each member by Headquarters, contains an area for updating Directory information. Changes noted will be entered on the Squadron records by Headquarters to update the database. Changes may also be submitted via the online roster ([www.phoenix-usps.org/roster](http://www.phoenix-usps.org/roster))

Atmospheric Administration (NOAA) and the National Ocean Service (NOS), both of the U. S. Department of Commerce.

The Geodetic mark recovery program was discontinued in 2007.

Members with or without boats can also participate in the Program by turning in facility reports on marinas. Small craft charts contain information about marina facilities. Since this data is subject to frequent change, regular updating is needed.

There is competition among Squadrons and Districts based on the number of reports and reporters from each Squadron and District. Recognition of achievement for Cooperative Charting is given at District and National meetings.

For further information, contact the Squadron Cooperative Charting Chairman listed in the current Directory.

## **VESSEL SAFETY CHECK**

A Vessel Safety Check is a courtesy examination of a boat (Vessel) to verify the presence and condition of certain Safety Equipment required by State and the Federal regulations. The Vessel Examiner is a trained specialist and is a member of the US Power Squadrons or the US Coast Guard Auxiliary. They will also make certain recommendations and discuss certain safety issues that will make a safer boater.

This is not boarding or a law enforcement issue. No citations will be given as a result of this



## THE USPS ENSIGN AND THE SQUADRON BURGEE

(See front cover)

The USPS Ensign was designed by the founders of USPS and members only may fly it in place of the U. S. Ensign on the stern flag staff. If the U. S. Ensign is flown from the flag staff (or gaff or leach on sailboats), the USPS Ensign may be flown from the starboard spreader of the foremost mast.

USPS Ensigns are available from most large boating equipment suppliers. You will be asked to provide your membership (Certificate) number to validate your eligibility. It may also be available via the squadron's Ship' Store

Each Squadron in USPS has a unique burgee which may be flown from the bow staff of power boats or the foremost masthead of a sailing vessel.

Phoenix Sail & Power Squadron burgees may be purchased from the Squadron Ship's Store officer at a nominal cost.



## COOPERATIVE CHARTING

(currently under review)

A major civic service of USPS and its members is Cooperative Charting - the contribution of correction data for nautical and aeronautical charts, reports on marine facilities, and condition and status of geodetic markers (bench marks) to the National Oceanic and

## TYPES OF MEMBERSHIP

(subject to possible change)

There are a number of different types of membership, each one designed to meet a specific need. Membership is by application from those who have passed any of the USPS Boating Courses or NASBLA approved courses.

Regular (or Active). The regular member pays full dues and enjoys all the privileges of membership, including a subscription to THE ENSIGN, holding elective office, earning Merit Marks, voting at General Meetings, taking educational courses, flying the USPS Ensign and the Phoenix Sail & Power Squadron burgee on their boat and wearing USPS uniform and insignia.

Additional Active. In a home where two people are regular members, one may take the status of "additional active" member. The difference is that only one copy of THE ENSIGN and one copy of the *Bos'n's Pipe* is sent to the home. There is a savings in National dues for the Additional Active Member.

Family. Family membership is available to the members of an Active member's family. A Family Member may not vote or hold office. They are eligible to participate in the educational courses offered and may earn merit marks.

Life. Members who have earned 25 Merit Marks are designated Life Members and are exempt from National, District, and Phoenix Sail & Power Squadron dues. Many Life members contribute annually to the squadron.

Sustaining. A member who pays an amount equal to 20 years annual National dues is considered a Sustaining Member and is exempt from payment of National dues. A Sustaining Member is also entitled to wear a distinctive insignia.

Associate. A Member may be an Active Member of only one Squadron; however, he or she may be an Associate Member of another Squadron. An Associate Member is included in the mailing list for Phoenix Sail & Power Squadron publications but is not permitted to vote or hold office.

### **DUES AND FEES**

A consolidated dues bill is sent out by USPS annually. The bill covers Squadron, District and National dues. New members will be billed on the anniversary of their initial date of membership. Phoenix Sail & Power Squadron dues and fees are established annually by the Executive Committee and the membership.

### **UNIFORMS AND RANK**

At Squadron meetings, and at social and educational affairs, officers and members may be seen in uniform. Members are not required to have them or to wear them. USPS has adopted a modified navy-style uniform, not to imitate the navy, but to add dignity and uniformity at more formal and official occasions. Insignia on the uniform reflect the member's rank, educational achievement and

### **CERTIFICATE NUMBERS**

Each member is assigned a Certificate Number by USPS. The number appears on the member's certificate and on the membership card issued to each member. When enrolling in a course, it is necessary to have the Certificate Number available since Advanced Grade and Elective courses are available only to members in good standing.

### **BOAT/US**

(agreements subject to change)

Phoenix Sail & Power Squadron members who are members of Boat Owners Association of the United States (BOAT/US) pay annual dues to BOAT/US at half the regular rate because of an agreement between the two organizations. When you remit your BOAT/US dues, put your certificate number on the return card and pay only half of the annual dues.

It should be noted that BOAT/US maintains a national listing of boating safety courses the Internet (CourseLine) which gives dates and locations of USPS Boating courses throughout the country.

As a charitable organization USPS is prohibited from lobbying for legislation, except by special permission by the Chief Commander. BOAT/US can, and does lobby.

New material is also provided to assist the boater with practical approaches to long range cruising.

Instructor Development (ID). This course helps to prepare a member for instructing by teaching many of the skills necessary. The course includes practice assignments in preparing outlines and subsequent presentations, including use of visual and other teaching aids.

Operations Training (OT). This one day seminar teaches the basic operating procedures of the USPS, its squadrons and districts.

Seminars. The USPS is developing a series of two hour seminars, such as GPS, Radar, VHF Radio, Weather that will be offered to the membership and general public.

### **Educational Awards**

After passing Seamanship, Piloting and Advanced Piloting and any three of the six elective courses, a member receives the Educational Proficiency Award. USPS issues a certificate to the member who is then authorized to wear a special Uniform Insignia.

When a member has completed all courses, he is awarded a Certificate of Educational Achievement, also known as a Senior Navigator. This is the highest educational award and entitles the member to wear a special Grade Insignia on the uniform. The designation after the members name is SN.

Merit Marks. Members frequently wear a blue blazer with an appropriate USPS emblem.

The rank for elective offices is shown on the member's blue uniform by gold tridents and by sleeve stripes of a specified number and width (or by shoulder insignia or tridents on summer white uniforms). The Commander's insignia is four stripes with three gold tridents above them. The Executive Officer, Educational Officer, Administrative Officer, Secretary and Treasurer hold the rank of Lieutenant Commander (Lt/C) whose insignia is three stripes with two gold tridents above them.

A Past Commander (P/C) and other past officers as prescribed wear the designated insignia of their previous office but with silver tridents rather than gold.

Similar patterns of rank and insignia are used at the District and National levels with distinctions for each level.

### **SQUADRON MEETINGS**

There are two main types of Squadron meetings - both open to all members - Executive Committee meetings and General Membership meetings.

Executive Committee meetings are generally held on the second Thursday of each month. The location of the Executive Committee meeting is set by the Commander and can be obtained from any Bridge officer. Members are welcome and may participate in any discussion but only Executive Committee members have a vote at these meetings.

General Membership meetings are held from September through June in accordance with our Bylaws, generally on the third Thursday of the month. These meetings are also major social events for the Squadron, combining dinner and a meeting of topical interest. The schedule and location are published in the Directory and members are contacted by telephone to confirm dinner reservations. There is no obligation to participate in the dinner. All members are strongly encouraged to attend and participate in the meeting. The Squadron's Annual Meeting is held in January at which time the annual reports of the Bridge Officers are presented and the new officers are elected.

All Squadron meetings are designated as NON-SMOKING. Squadron policy also requires that members who make reservations for Squadron activities are expected to pay for the reservation even if they do not attend. This pertains particularly to dinners that must be ordered ahead and guaranteed to be paid for by the Squadron.

### **SOCIAL EVENTS**

The Change of Watch, at which the new officers are installed, is the major social event of the year and is normally held on the first Saturday in February. This is our one excuse to dress up but, as always, blazers are appropriate.

### **Elective Courses**

Engine Maintenance (EM). This course deals with the basic design and construction, operating principles, maintenance and repair of gasoline and diesel engines. Various systems fuel, electrical, cooling and lubrication - are studied. The purpose is to make the student more resourceful - not a mechanic.

Sail (SA). This course teaches terminology, types of rigs and hulls, signals and rules of the road, theory of sailing, balance of hull and sails, stability, true and apparent wind, points of sailing, handling, anchoring and docking, laying up, and fitting out.

Marine Electronics (ME). This course contains essential knowledge about a boat's electrical and electronic systems, including wiring, grounding, electrolysis, batteries and their care. Also covered are depth finders, marine radio telephones, radar, Loran, SATNAV, GPS and advanced systems for electronic navigation.

Weather (W). This course teaches an awareness of weather phenomena, how to read a weather map and the sky, and how to understand and anticipate weather developments. The atmosphere and its characteristics, global weather and other factors that affect forecasting are studied, as well as clouds, air masses, fronts, storms and fog.

Cruise Planning (CP). This course encompasses data from all of the courses as applied to planning for, and actually going on a cruise.

of piloting -- the compass, correcting the compass, use of charts, determining position by bearings, angles and soundings. Effects of tide and current are studied and "paper" cruises using all of the course material are sailed.

Junior Navigation (JN). This course presents the basic techniques of celestial navigation - the earth as a sphere and how this is reflected on various types of charts, time, time zones, celestial bodies and locating them; the nautical almanac, the sextant and its use and plotting "sights" taken by the student. The "Cruise of the Jayenne" provides practice in the application of course material.

Navigation (N). This course is a continuation of JN with more emphasis on finding one's position through the use of celestial bodies. Fundamental principles are expanded, computations and methods are practiced and the day's work of the navigator is performed. A "paper" cruise is made which includes all aspects of JN and N.

#### Advanced Grade Insignia

S	
P	
AP	
JN	
N	

The Past Commander's Barbecue in the Spring and the Mexico Rendezvous (at Rocky Point / Cholla Bay, Mexico) in the Fall are major events as is the Christmas Party.

The Squadron serves as the host for the District 28 Inland Rendezvous which is held, generally in late March or early April at a major Colorado River lake. The Rendezvous includes both on-the-water and shore-side activities for all.

Details of all events are provided through the *Bos'n's Pipe*, the website, and by telephone contact with the members. Families are always encouraged to bring their children and grand children. Guests are always welcome.

#### USPS BOAT INSURANCE PROGRAM

One benefit of membership in USPS is access to the exclusive USPS Boat Insurance Program; the premise is that USPS members are "preferred risk" boaters.

The Program, is administered by McGriff, Seibels, & Williams, Inc. and underwritten by the St. Paul Travelers, offers broad coverage at very competitive rates. The Program is open to boats of almost any type, size, construction and age, including antiques.

Premiums take into account such things as educational achievement in USPS courses, boating experience and claims history. Additional premium discounts are available as a member successfully

complete Seamanship, Piloting, Advanced Piloting and Engine Maintenance, Marine Electronics, Weather, and Sail. Further discounts are available with annual successful VSC inspections.

For quotations without any obligation, call 1-800-763-8777 or online

(It should be noted that other companies may also discount premiums for USPS members.)

### **SQUADRON EDUCATIONAL PROGRAM**

Courses normally start in September and February. Some courses, such as Junior Navigation and Navigation, may run seven or eight months or longer. Other courses run for three to four months.

Course enrollment is open to USPS members. A member of USPS may take a course with any Squadron. Members are notified of the course schedule via the *Bos'n's Pipe*, the website, and by telephone. The Squadron Educational Officer is always interested to hear from members regarding courses desired.

There is a fee for each course which includes course material, processing and examination costs and, if necessary, costs incurred for the classroom facility. Fees are due at registration. Final examinations are sent to USPS Headquarters for grading and the member is notified by mail of the results. An examination critique is provided to the student by Headquarters. In case of failure, reexaminations can be arranged.

### **Courses**

Courses are divided into two types Advanced Grades and Electives. The Advanced Grades are designed to be taken in sequence after Boating, beginning with Seamanship and progressing through Piloting, Advanced Piloting, Junior Navigation and Navigation. A member who successfully passes the examination for an Advanced Grade is awarded the designation (or Grade) S, P, AP, JN or N. A member's Grade is entered into his file, and the member may wear the appropriate Grade Insignia for the highest Grade passed. The attained Grade for each member is included in the Directory after the member's name. All members are encouraged to achieve a minimum grade of AP.

### **Advanced Grades**

Seamanship (S). The course starts with types of power and sail boats, construction materials and handling characteristics. It also includes boat handling, trailering, housekeeping, safety, handling under adverse conditions, required equipment, rules of the road, aids to navigation, nautical customs and courtesy. We also include one session covering New Member Orientation.

Piloting (P). This course continues the chart work started in the Boating course and gives practical instruction in position determination based on plotting courses and dead reckoning. More information is given on required equipment, navigational rules, types and availability of charts and the compass.

Advanced Piloting (AP). This course is intensive in preparing the member to use all the tools