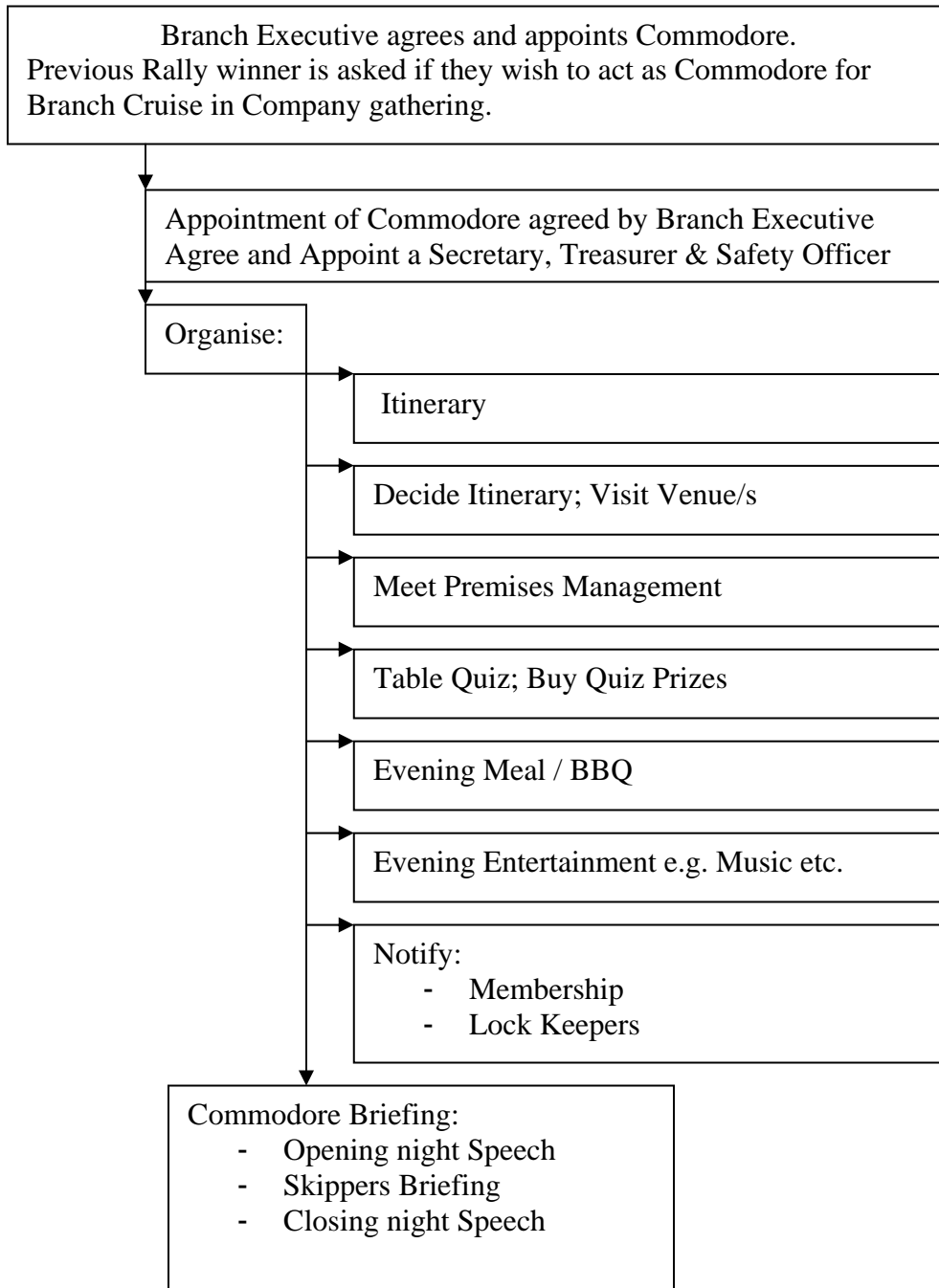




# INLAND WATERWAYS ASSOCIATION OF IRELAND

## Cruise in Company Flowchart and Duties

### Cruise in Company Flowchart





# INLAND WATERWAYS ASSOCIATION OF IRELAND

## Cruise in Company Duties

Branch Executive convenes a meeting with the appointed mini rally Commodore.

Commodore briefed and familiarizes himself/herself with Branch Rules/Byelaws.

### Agree a cruise in company itinerary:

- Draw up a schedule for visiting the Venues including Lock Keepers
- Meet and discuss with Premises owners / Lock Keepers the proposed Itinerary.
- Record meetings, contact name and telephone numbers.
- Appoint a Cruise in Company sub committee to include Secretary, Treasurer, Safety Officer, and Child Welfare Officer.
- Compile a contingency Itinerary as a back up plan.

### Secretary/Treasurer duties:

- Record and process entries.
- Record all money received and any money paid out.
- Record in a Diary format the weather, any incident that is reported that might involve an insurance claim. Record the names of Boats at mid-day and dusk.

### Safety Officer:

- A First Aid Box
- Fire Extinguishers – wet and dry type
- Create Notice that will be displayed prominently stating  
Local contact telephone numbers of the  
Fire Brigade; Ambulance; Doctor on Call; Nurse
- This notice should also state  
Name and  
Contact Telephone Number of the  
Commodore, Secretary/Treasurer, Safety Officer / Child Welfare Officer.

### Children's Welfare:

- All under 18 year olds activities must be supervised by two adults, one male, and one female.

**Compile**, if necessary, some suggestions as a Lessons Learned report.



# INLAND WATERWAYS ASSOCIATION OF IRELAND

## Cruise in Company – Entry Form

**Entry Form to be completed by Skipper**

Boat Name	
Skipper Name	

Name/s of Adult/s on Board	

Name/s of Children on Board	

I declare that the boat described above and her tender will be properly found and in sound condition and during the period of the Cruise in Company will be adequately insured for Third Party Insurance.

**Signed by Skipper .....**      **Date: .....**

Inland Waterways Membership Number:			
Entry Number:		Fee:	



# INLAND WATERWAYS ASSOCIATION OF IRELAND

## Cruise in Company – Branch Entry Register Report

Entry Number	Boat Name	Skipper	No of Adults	No of Children
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



## INLAND WATERWAYS ASSOCIATION OF IRELAND

Entry Number	Boat Name	Skipper	No of Adults	No of Children
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				



## INLAND WATERWAYS ASSOCIATION OF IRELAND

Entry Number	Boat Name	Skipper	No of Adults	No of Children
22				
23				
24				
25				
26				
27				
28				
29				
30				

Attach event expense receipts  
e.g. Commodore's Expenses; Prizes;  
Meal /BBQ; and/or Contribution to Lock Keepers.