



**Standard Operating Procedure For  
Nomination And Voting Process  
For Promotion Of Skipper-candidate To OSC Skipper**  
(Rev 5/19/10)

1. To become a Skipper-candidate (hereinafter "SC"), an OSC Mate must obtain a mentoring-Skipper to mentor, guide and potentially recommend the Mate to become an OSC Skipper.
2. The mentoring-Skipper (coordinated with the SC) will seek out three (3) additional Skippers to form a 4-person "SC Mentor Team" (chaired by the mentoring-Skipper), with each of the four agreeing to:
  - a. Sail with the SC a minimum of three (3) times with the candidate performing as "Skipper-Of-The-Day", and
  - b. Based on the candidate's performance as "Skipper-of-the-day", complete a single evaluation covering all "Skipper Attributes" in the Skipper Attribute Pyramid. (Refer to Skipper-Candidate Program).
3. A minimum of three out of the 4-member SC Mentor Team (75%) must vote in favor to nominate the SC for promotion to Skipper.
  - a. A&E Review - Within 6-months prior to nominating the candidate for Skipper, the SC must undergo and pass the standard A&E on-board review by the A&E Committee. The mentoring-Skipper will request the A&E to schedule a review.
  - b. When the mentoring-Skipper feels the candidate has performed successfully during the minimum, or more, sailings described above, the Mentor Team will jointly review the SC's: (1) sailing progress, and results of the A&E review, (2) Skipper Attribute Evaluation Forms, one each completed by each Team member, and (3) vote on whether to nominate candidate to become a Skipper. To be nominated, at least 3 of the 4 (75%) must vote in favor of nomination.
  - c. The mentoring-Skipper will contact the Commodore in writing, including all relevant positive and negative feedback from the SC Mentor Team, prior to the monthly OSC meeting to advise that the SC has successfully completed all requirements for promotion and that the SC will be nominated at the next meeting.
4. The Commodore will conduct the vote by secret ballot in closed confidential Executive Session and if 75% of those Directors present vote in favor, the Commodore will announce the promotion at the regular meeting.

*Note: To avoid "starting over", Mates already in the Skipper-candidate program are encouraged to work with their mentoring-Skipper to select 3 Skippers for the "SC Mentor Team" from among those Skippers with whom they have already sailed as "Skipper-of-the-day", and have them retroactively complete the "Skipper Attributes" form. Previous, recent sailings as "Skipper-of-the-day" may be counted towards the minimum of 3 per sailing per each member of the SC Mentor Team.*



## Oasis Sailing Club Skipper-Candidate Skipper Attribute Evaluation Form (Rev 5/24/10)

The Skipper-candidate's mentoring Skipper and three other members of the "SC Mentor Team" will each complete the following for review by the Mentor Team prior to nominating the SC for promotion to Skipper. A minimum of 75% of the Team must vote to nominate the SC for promotion to Skipper in order for the nomination to be made and voted on by the Skippers / Directors.

### Skipper Attribute Pyramid



**NOTE: the higher on the Pyramid the more important**

*Note: Included in the Skipper-Candidates S.O.P. is the Oasis Sailing Club Skipper Candidate Program, available on the OSC website. Please refer to the OSC Skipper-Candidate Program for details on each of the above categories.*

1. **CAREFUL, COMPETENT and WELL PREPARED.**

- I believe the candidate is careful, competent and well prepared because:
- I believe that the candidate needs further training at this time because:

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**2. LEADERSHIP.**

I believe the candidate has the ability to organize and lead his/her crew, particularly in times of emergency because:

I believe that the candidate needs further training at this time because:

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**3. JUDGEMENT.**

I believe the candidate avoids risks based on clear and logical thinking because:

I believe that the candidate needs further training at this time because:

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**4. ALERTNESS.**

I believe the candidate is constantly aware of sea, weather, traffic, potential hazards and the condition of the crew and boat. He has the ability to see something that is out of place, report it rapidly and immediately take corrective action because:

I believe that the candidate needs further training at this time because:

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**5. SELF CONTROL.**

I believe the candidate has poise and confidence under adverse conditions because:

I believe that the candidate needs further training at this time because:

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**6. DECISIVENESS.**

I believe the candidate makes decisions when they are necessary because:

I believe that the candidate needs further training at this time because:

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**7. CONDITION.**

I believe the candidate has the mental and physical capacity to handle all necessary tasks because:

I believe that the candidate needs further training at this time because:

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\_\_\_\_\_  
\_\_\_\_\_.

**8. BOATING SKILLS**

I believe the candidate has sufficient boat handling experience and consistently performs well because:

I believe that the candidate needs further training at this time because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**9. RESPONSIBILITY**

I believe the candidate accepts entrusted duties for himself and others because:

I believe that the candidate needs further training at this time because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**10. CONSISTENCY**

I believe the candidate avoids surprises under normal conditions because:

I believe that the candidate needs further training at this time because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**I have sailed with the Skipper-candidate performing as “Skipper-of-the-day” at least three times, I stand behind the above evaluation, and I (do) (do not) vote to nominate \_\_\_\_\_ for promotion to OSC Skipper.**

**Name & Signature of Mentoring Skipper: \_\_\_\_\_ Or \_\_\_\_\_**

**Member of SC Mentor Team: \_\_\_\_\_**

**Date: \_\_\_\_\_**