

**Yacht Club Uniforms • Flag Etiquette  
• Guidelines •  
2000**



# **Pacific Inter-Club Yacht Association**

**of Northern California**



Yacht Club Uniforms and Flag Etiquette

# Guidelines

2000



**PACIFIC INTER-CLUB YACHT ASSOCIATION**  
OF NORTHERN CALIFORNIA

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# Uniforms and Flag Etiquette Handbook

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## PICYA Affiliations

Boat Owners Associated Together of the United States (BOAT/US)  
International Order of Blue Gavel (IOBG)  
National Boating Federation (NBF)  
Northern California Power Cruiser Association (NCPCA)  
Pacific Coast Yachting Association (PCYA)  
Predicted Log Racing Association of Northern California (PLRA)  
Recreational Boaters of California (RBOC)  
South Bay Yacht Racing Association (SBYRA)  
Southern California Yachting Association (SCYA)  
United States Coast Guard Auxiliary (USCGA)  
United States Power Squadron (USPS)  
United States Sailing Association, Inc. (US Sailing)  
Yacht Racing Union (YRU)  
Yacht Racing Association of San Francisco Bay (YRASFB)





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## Credits

2000 Yearbook, New York Yacht Club

2000 Yachting Protocol Guidelines, Southern California Yachting Association

Commodore Uniform and Nautical Supplies, Harwich Port, MA

Flag Usage in Yachting, Three Stars Co., St. Petersburg, FL

Piloting, Seamanship and Small Boat Handling, Charles F. Chapman, The Hearst Corp.

Yachting Yearbook 2000, Pacific Inter-Club Yacht Association



## Introduction

Pacific Inter-Club Yacht Association (PICYA) is the association of 98 Northern California yacht and boat clubs. PICYA was organized May 12, 1896 and incorporated in 1958, to promote inter-club communications, yachting activities, and social interactions of the member clubs, as well as to organize and conduct programs that enhance the general welfare of the member organizations.

The purpose of this handbook is to present to PICYA member clubs a standard of uniform and flag etiquette, and to encourage and promote the traditions of yachting among all Northern California boaters. These guidelines recognize the broad spectrum of yachting and recreational boating activities within PICYA and the geographical diversity of the member clubs which extend from the Pacific coast to bays and tributaries, rivers, the Delta, and inland lakes. These are recommendations and are subject to club traditions and the desires of club commodores. If a particular mode of dress is not set forth in any manner in these guidelines, it is probably well outside the traditions of the yachting community and therefore not recommended.

The handbook is patterned initially on the New York Yacht Club and Chapman's, to draw on the past, while tailored for Northern California climate and boating conditions. The New York Yacht Club's practices set the standard for many organized yachting traditions in the United States. Their Yearbook includes sections on Uniform and Dress, Yachting Etiquette, Yacht Routine, and Flags and Signals. Chapman's supplements the New York Yacht Club guidelines and has long been used for reference by many boaters. Other resources are used as well within this handbook to unify the recommendations into a standard set of guidelines for use by PICYA member clubs. For a complete understanding of the many and sometimes divergent traditions of uniform and flag etiquette within the greater yachting community, the references credited in the development of this handbook are a valuable resource.

The Year 2000 Yacht Club Uniform and Flag Etiquette Committee was comprised of Staff Commodores of PICYA. These guidelines have been revised from the previous editions of this document, which were published and distributed in 1982 and 1988. The committee sought to build upon the earlier editions, modifying them where experience recommended a change. Therefore, this booklet supersedes those earlier versions.



# Uniforms and Dress for Officers and Members of PICYA Clubs

## **General Introduction**

Yachting uniforms and dress are considered proper for all yachting functions including:

Membership meetings	Delegates meetings
Board of Directors meetings	Installation of officers
Yacht club cruises	Holiday regattas
Social activities	Visits to your own and other yacht clubs

## **Traditional Dress**

**Cap:** Traditional Naval style in black, navy blue, or white with black visor, appropriate insignia, and chin strap. Cap should be white when white trousers, shorts, or skirt are worn.

**Shirt or Blouse:** White with appropriate collar insignia. It may have an embroidered insignia of office or club burgee over the left breast pocket. Collar insignia should not be worn with colored shirt or shirt with button-down collar.

**Tie:** Black or navy blue four-in-hand, club or boating association tie, or other conservatively colored tie. Bow ties may be worn for special occasions at the Commodore's option. For women, Naval style black tie, scarf, or small ascot of club or boating association.

**Blazer:** Single or double breasted navy blue or black blazer. Appropriate blazer emblem (bullion) with club burgee may be worn on left breast pocket of blazer. Insignia of office may be worn above blazer emblem. Blazer emblem with insignia of office within the emblem may be worn in lieu of the standard blazer emblem and office insignia.

**Service or Formal Coat:** There is a traditional Service Yachting Dress Coat that is appropriate for formal occasions. While it is seldom used within the clubs of PICYA, it is important to mention it here. This is a black coat that has the insignia and devices of rank and the proper braid on the sleeves. The black braid is 3/8" tubular braid. For all officers it should be placed with the bottom edge of the stripe that forms the trefoil 4 1/2" from the cuff. This allows for advancement in rank to be added without removing the trefoil. Collar insignia are not used when the traditional black Naval or service yachting coat with black braid sleeve trefoil and stripes is worn.

**Trousers or Skirt:** Grey in winter (Winter Dress) and white in summer (Summer Dress). Breton red or tan may also be worn.

**Shoes:** Black or white to coordinate with the trousers or skirt. Boating shoes are not worn with the uniform except under limited circumstances when advisable for safety.



## Informal Dress

**Shirt or Blouse:** White with collar insignia and shoulder epaulets. It may have embroidered insignia of office or club burgee over the left breast pocket. Short sleeves may be worn. In winter, at the Commodore's option, black or navy blue long sleeved shirt with collar insignia and matching black or navy blue trousers or skirt may be worn. Note: Bullion is only worn on coat. It is not appropriate on shirt or blouse.

**Coat:** Traditional blazer and tie are not worn.

**Trousers or Skirt:** White or Breton red shorts and white knee socks may be substituted for trousers or skirt during the summer months.

## General Dress Information

**Caps:** The cap should include a metal, expandable grommet to insure proper shape maintenance. Chin straps are gold with gold side buttons for elected and appointed officers, silver with silver side buttons for past commodores. Caps for members have black cord and buttons. Cap insignia are sewn just above the Owners Emblem except for Vice Commodore, one star on each side, and Commodore, one star above and one on each side. Note: Gold embroidery on cap visor ("scrambled eggs") is not appropriate for boaters.

**Coat:** On blazers all insignia and devices are worn on the left side just above the club bullion. The club bullion is worn on the left breast pocket 1/2" below the top. Bullion stars for the Commodore, Vice Commodore and Rear Commodore should be in a straight line above the bullion with one point facing up and two points facing down on each star. With blazers these can be sewn on or the type that snap on.

Sleeves of blazer may be used for signifying membership in organizations other than a yacht club. The location and display are subject to that organization's policy, e.g., International Order of Blue Gavel device worn on the right sleeve. Only one such device should be displayed on the same sleeve.

Nametags should be worn on right hand side of coat or shirt.

**Seasonal Dress:** The change from Winter Dress to Summer Dress for PICYA traditionally coincides with Opening Day on the Bay, which is the last Sunday in April. The change back to Winter Dress coincides with the October Delegates meeting or as otherwise stipulated by the Commodore.

**Commodore's Option:** The Commodore may specify appropriate dress for special occasions.

## **Yacht Club Officers Sleeve Insignia and Related Cap Devices**

**Sleeve Insignia:** For use with Service or Formal Coat only.

**Commodore:** Trefoil with 4 black stripes; 3 gold stars within loops. (Past Commodore Trefoil with 4 black stripes; 3 silver stars within loops.)

**Vice Commodore:** Trefoil with 3 black stripes; 2 gold stars within side loops

**Rear Commodore:** Trefoil with 2 black stripes; 1 gold star in center loop

**Staff Officer:** Trefoil with 1 black stripe; insignia of office in center loop

## **Cap Insignia**

**Commodore:** Two crossed foul anchors, one and three-eighths inches in length embroidered in gold, at their intersection a raised disc five-eighths of an inch in diameter, showing club burgee, the whole embroidered with colored silks or enameled on metal, the disc surrounded by narrow gold bullion, and a gold star one-half of an inch in diameter at each end of, and one above, the device, with a space of three-sixteenths of an inch between the device and stars, to be worn on the band.

**Past Commodore:** Same as for Commodore but with silver stars.

**Vice Commodore:** Same as for Commodore, omitting the star above device.

**Rear Commodore:** Same as for Commodore, omitting the two stars at ends of device.

**Owner – Member:** Same as for Commodore omitting stars.

**Member – Non-Owner:** One vertical anchor with raised disc showing club burgee.











PACIFIC INTER-CLUB YACHT ASSOCIATION







YACHT CLUB OFFICERS

Sleeve Insignia and Related Cap Devices

GUIDELINES

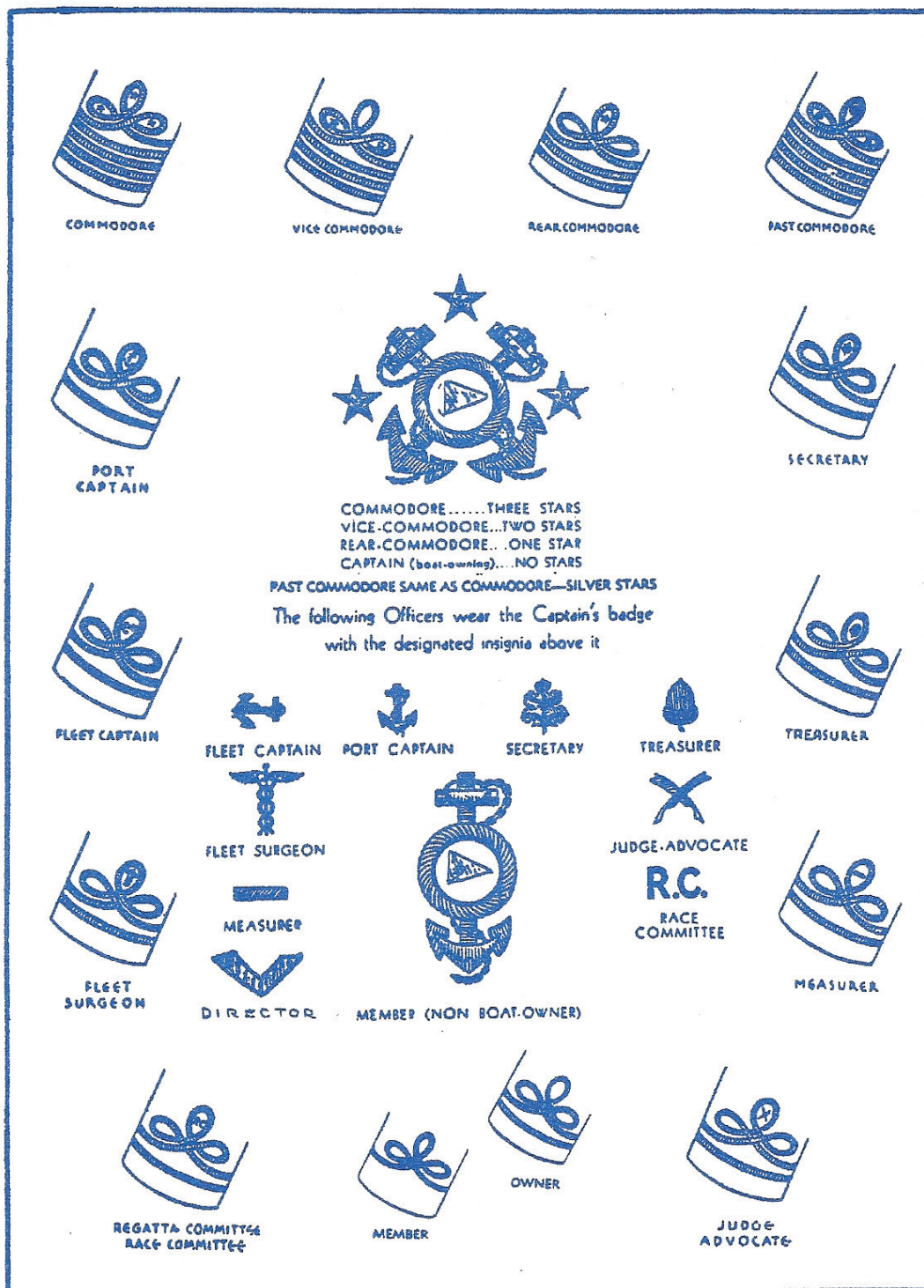
SLEEVE INSIGNIA	COMMODORE ★ ★ ★	VICE COMMODORE ★ ★	REAR COMMODORE ★	STAFF OFFICER*
	Trefoil with 4 black stripes; 3 gold stars within loops. (PAST COMMODORE -Trefoil with 4 black stripes; 3 silver stars within loops.) 	Trefoil with 3 black stripes; 2 gold stars within side loops. 	Trefoil with 2 black stripes; 1 gold star in center loop. 	Trefoil with 1 black stripe; insignia of of- fice in center loop. 
CAP INSIGNIA	 COMMODORE PAST COMMODORE with silver stars	 VICE COMMODORE	 REAR COMMODORE	 OWNER-MEMBER



STAFF OFFICER'S CAP INSIGNIA		
 PORT CAPTAIN	 FLEET CAPTAIN	 FLEET SURGEON
 SECRETARY	 TREASURER	 MEASURER



# Sleeve Insignia and Related Cap Devices

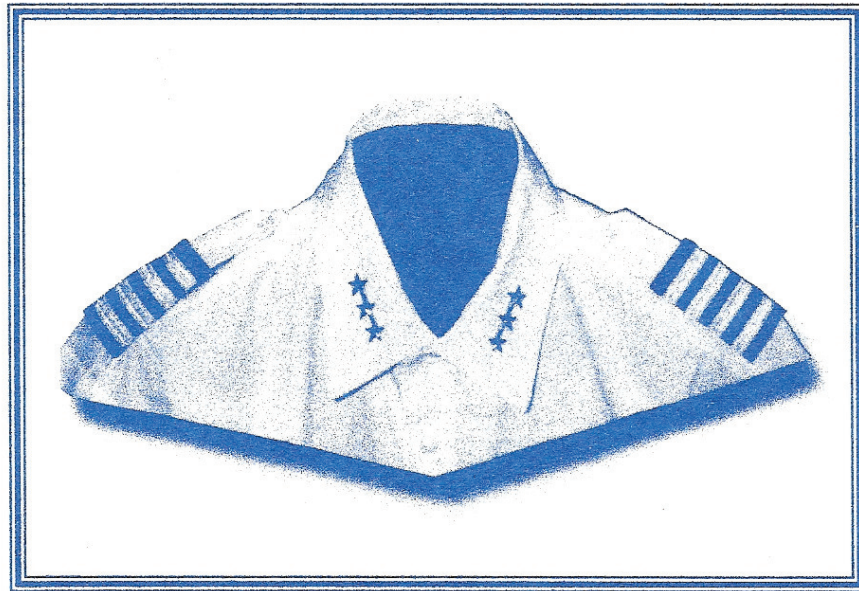




## **Yacht Club Officers Collar Insignia and Soft Shoulder Epaulets**

Collar Insignia and Soft Shoulder Epaulets are worn on shirts to denote office and rank.

Past Commodore	3 Silver Stars and 4 Silver Stripes
Commodore	3 Gold Stars and 4 Gold Stripes
Vice Commodore	2 Gold Stars and 3 Gold Stripes
Rear Commodore	1 Gold Star and 2 Gold Stripes
Port Captain	1 Gold Anchor and 1 Gold Stripe
Secretary	1 Gold Oak Leaf and 1 Gold Stripe
Treasurer	1 Gold Acorn and 1 Gold Stripe
Fleet Captain	1 Gold Anchor and 1 Gold Stripe
Director	1 Gold Chevron and 1 Gold Stripe



## Flag Usage in Yachting

The purpose of flags is to communicate. There are many rules and regulations governing the use of flags, but the fundamental rule of flag etiquette is to treat all flags with respect and common sense.

### Flag Definitions

**The Flagpole:** In keeping with nautical tradition the flagpole is designed to resemble the aftermost mast of a full-rigged vessel standing out to sea. The question has been raised by well-meaning landlubbers as to why the National Ensign or the Yacht Ensign (which should never fly below another flag) is flown from the peak of the gaff rather than from the masthead. The answer is that our gaff-rigged mast simulates a ship at sea and on ship-board, the place of honor is aft, not up.

**The Color Suite:** Afloat, the most important flags flown in the yachting world are the U. S. Flag or the Yacht Ensign, the Club Burgee, the Private Signal, and the Officer Flags. These four flags are called the Color Suite and allow an observer to recognize nationality, club allegiance, the owner of a vessel, and the rank of the owner of the vessel coming into a harbor. Flying flags other than those of the Color Suite should not be encouraged and, when other flags are flown, discretion is recommended.

**Ashore:** There are six categories of flags based on position flown ashore:

**1. National Ensign:** Our country's legal National Flag is properly known as the National Ensign when flown by ships and boats. When the pole is lighted, the Ensign may fly 24 hours daily.

Or

**Yacht Ensign:** The Yacht Ensign was devised in 1847 by the New York Yacht Club at the Secretary of the Navy's request. Law does not presently recognize it. However, it is the customary practice of most American yacht clubs and yachtsmen to fly the Yacht Ensign in place of the National Ensign. The Yacht Ensign has a distinctly nautical appeal and its overwhelming acceptance gives its use nearly the same sanction as formal law. The Yacht Ensign is flown only within the United States. The U. S. Flag must be flown outside the United States.

**2. Club Burgee:** Designates yacht club affiliation or fleet (afloat).

**3. Officer Flags:** Identifies office held or owner (private signal afloat).

**4. State Flag**

**5. Organizational Flags:** Flags representing organizations such as yacht club associations (PICYA, RBOC, etc.), racing organizations, United States Power Squadron, Coast Guard Auxiliary, state flag (ashore), foreign courtesy flag (afloat), civic groups, and owner's meal.

**6. Other Flags:** Such as diver down, fish catch, cocktail, crew's meal, and fun flags.



## Dressing Ship

Today, international code flags are used to dress ship. A good way to avoid spelling out any unwanted messages when dressing ship is to alternate between letters (flags) and numbers (pennants). Since there are twice as many letter flags as number pennants, a good way is to hang two letters for every number. A suggested sequence is AB2 UJ1 KE3 GH6 IV5 FL4 DM7 PO3rd Repeater RN1st Repeater ST0 CX9 WQ8 ZY2nd Repeater. This sequence makes for an attractive combination of flags and pennants.

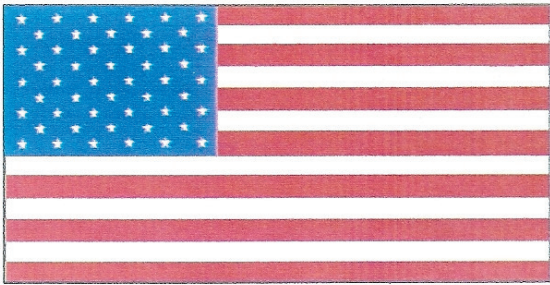
The signal flags should reach from the water at the bow over the mast(s) to the water at the stern. This is accomplished by hanging a weight tied to the end touching the water surface.

Vessels are normally "dressed" from 0800 to sunset, but discretion is given the individual club or event manager. A vessel is not to be under way when "dressed" except for parades and special events.

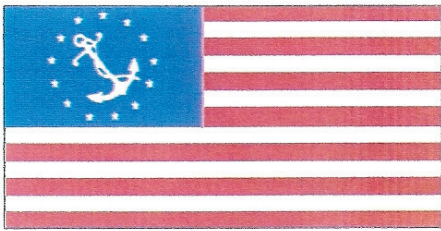




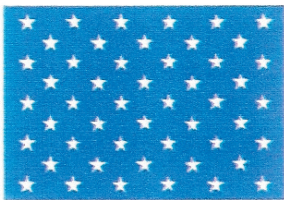
## Flags



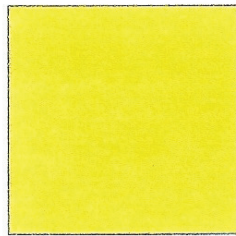
National Ensign



Yacht Ensign



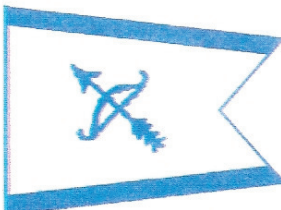
Union Jack



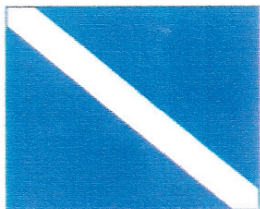
Quarantine



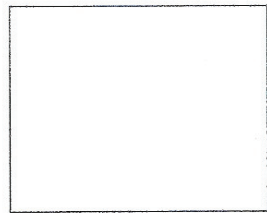
Yacht Owner Absent



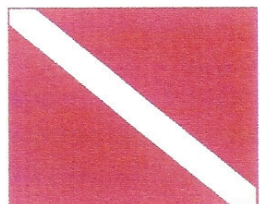
Yacht Private Signal



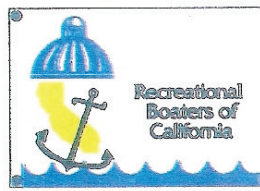
Yacht Guest



Yacht Owner's Meal



Diver Below



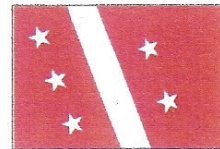
RBOC Flag



PICYA Burgee



PICYA Commodore



PICYA Vice Commodore



PICYA Rear Commodore



PICYA Staff Commodore



PICYA Director



PICYA Secretary/Treasurer



PICYA Centennial Burgee



Commodore



Vice Commodore



Rear Commodore



Past Commodore



Secretary



Treasurer



Port Captain



Fleet Captain



## Flying Flags at Clubs

A yacht club's flag mast is considered to be part of a vessel. Therefore, the flag etiquette for yacht club flag masts is similar to that of a vessel going to sea with gaff facing aft. The most common flags flown at yacht clubs are the U. S. Flag or Yacht Ensign, the Club Burgee, the Officer Flag of the senior officer present at the club, the State Flag, Yacht Club Association Flags, and Burgees of Visiting Clubs.

The following are the six most common mast configurations at yacht clubs and their suggested flag routines.

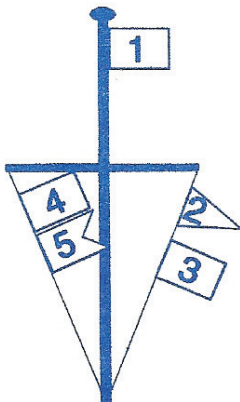
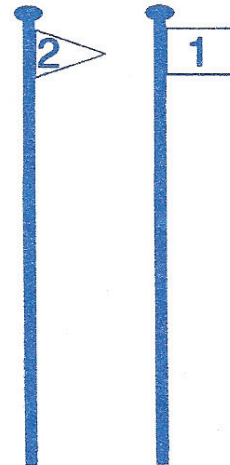
### Flags Ashore Legend:

1. National Ensign
2. Club Burgee
3. Officer Flag
4. State Flag
5. Organizations (PICYA))
6. Other Flags (Visiting Club)

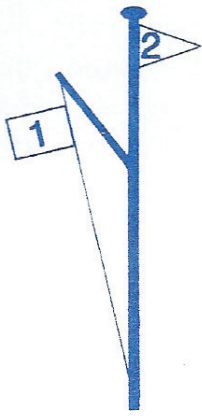


**Bare Masts:** If only one mast, the Ensign or the club burgee is flown at the masthead. It should be noted that some people advocate flying the Ensign and club burgee simultaneously on the masthead with the club burgee immediately below the Ensign.

**Two Masts:** The Ensign is flown from the tallest mast, or from the mast on the starboard (when facing the water) if the masts are the same height, and the club burgee from the shorter mast or the mast on the port.

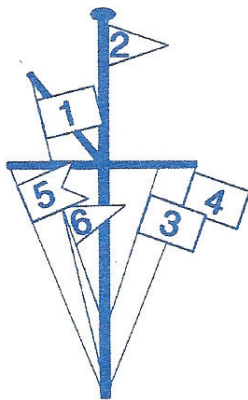
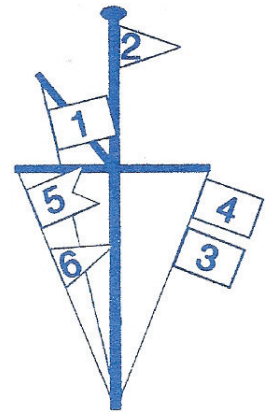


**Masts with Yard, No Gaff:** The Ensign is flown from the masthead, club burgee from the starboard halyard, and senior officer's flag from the starboard halyard underneath the club burgee. Yacht club association flags are flown from the port halyard; club burgees from clubs with visiting members are flown underneath the club association flags. Other flags are flown on the port halyard underneath the visiting club's burgee.



**Masts with Gaff, No Yard:** The Ensign is always flown from the gaff and the club burgee from the masthead.

**Mast with Gaff and Yard, No Inside Halyards:** The Ensign is flown from the gaff and the club burgee from the masthead. If the state flag is flown, it is from the starboard halyard. The senior officer flag is underneath the state flag or alone. Yacht club associations flags fly from the port halyard; club burgee of a visiting member is underneath the association flag. Other flags are flown on the port halyard underneath the association flag and visiting club flag.



**Mast with Gaff and Yard and Inside Halyards:** The Ensign is flown from the gaff. The club burgee is at the masthead. If a state flag is flown, it is from the outside starboard halyard and the senior officer flag is on the inside starboard halyard. If the state flag is not flown, the senior officer flag is flown from the outside starboard halyard. The yacht club association flag is flown from the outside port halyard. The club burgee of a visiting club is flown from the inside port halyard. Other flags are flown underneath the visiting club flag on the inside port halyard.

**Hoisting and Lowering Flags at Clubs:** All flags are hoisted at 0800 and lowered at sunset. The order for raising the flags is (1) U. S. Flag or Yacht Ensign, (2) Club Burgee, (3) Senior Officer Flag, (4) Other Flags. The order of lowering flags is exactly opposite.

A nice ceremonial lowering of the flags on masts with gaff and yards is done as follows: The club burgee is lowered first until it reaches the level of the Ensign, at which point the lowering of the Ensign starts also; when the club burgee and the Ensign are at the same level as the flags on the yard halyards, all flags start to come down making sure that the Ensign is a little higher than all the other flags to the very end of the lowering.



## Table Flags at Clubs

In many clubs, when past or present officers are dining in the club, a small version of the officer's rank is placed on the table in front of that person. A flag should be placed for each ranking person at the table. This is a wonderful way for the members to get to know the officers in the club.

## Flying Flags at Half Mast

Flying flags at half-mast indicates a state of mourning and respect. If not previously hoisted, the flag should be first raised to the top before it is lowered to half-mast position. The flag should again be raised to the top of the mast before lowering. The national flag is only flown at half-mast during occasions of national mourning.

**Important Note:** Half-mast in flag etiquette does not mean that the flag flies half way down the mast. A third down from the masthead is a good rule, making sure that the flags do not interfere with one another and also that no flag will touch the ground.

**Death of a Club Member:** When mourning is ordered for the death of a club member, other member's yachts at the club marina and the club shore station(s) should half-mast the club burgee only.

**Memorial Day:** The national flag should be half-masted until 1200 (noon) and then flown at the top of the mast until colors are struck at sunset.

## Sizing of Flags

On all flags, the vertical dimension is the hoist and the horizontal length is the fly. The hoist, on most flags encountered on a yacht, is two thirds of the fly. For example, if the vertical height (the hoist) is 16", the horizontal length (the fly) is 24". The rules of thumb for sizing to ensure adequate visibility of the flags are:

**Ensign** – 1" on the fly for each foot of boat. Alternative for sailboats – 1" on the fly for each foot of height of the truck above the water. For shore stations - 3" for each foot of height of the mast.

**Burgees** – 1/2" on the fly for each foot of boat or for sailboats 1/2 " on the fly for each foot of height of the truck above the water. For shore stations – half the size of the ensign.

**All Other Flags** – 1/2" on the fly for each foot of boat or for sailboats 1/2" on the fly for each foot of height of the truck above the water. For shore stations – half the size of the burgee.

## Where and How to Display Flags Afloat

Since the early days of sail, flags have been used to identify a vessel to others afloat and ashore. Typically, the flags communicate the vessel's nationality, the fleet of the vessel, the master of the vessel, and activities and organizations of the master. It is impossible to come up with a standard Vessel Flag Code because of (a) the numerous organizations that the master may belong to, (b) the multitude of vessel configurations, (c) conflicting organizations' rules, and (d) the definition of a flag staff.

In view of these problems, most authorities agree that there are five basic positions on board a vessel where flags may be displayed:

- |               |   |
|---------------|---|
| (1) Aft       | Nationality of the vessel,                                  |
| (2) Forward   | Fleet of the vessel,  |
| (3) Masthead  | Officer/Owner of the vessel,                                |
| (4) Starboard | Officer/Owner of the vessel, and                            |
| (5) Port      | Organizations, Guests, Activities of Owner and Other Flags. |

The Vessel Flag Code depicts which flags normally are flown at these five positions. Because of vessel configurations, it may not be practical for all to follow this code. In such cases, it is suggested that the skipper develop a logical and practical solution to flags flown on his vessel and to adhere to this code as nearly as possible.

**National Ensign** (position 1 flag) – Always flown in the place of honor, aft, at the stern staff or peak of the aftermost gaff. Always flown in international or foreign waters. Should never be flown from any position other than aft.

**Yacht Ensign** (position 1 flag) – Most yachtsmen prefer to fly the Yacht Ensign in place of the National Ensign. While this choice is acceptable, the Yacht Ensign should never be flown in foreign or international waters. When the National Ensign is flown at the aft position, the Yacht Ensign could be flown as a decoration from the port position.

**Union Jack** (position 2 flag) – Flown at the bow or jack staff only on festive occasions, Sundays, and holidays while the vessel is at anchor. It is never flown when underway.

**Yacht Club Burgee** (position 2 flag) – Flown from the bowstaff/forward masthead. It is noted that many sailboats, because of aids and electronics on the main mast, prefer to fly the club burgee from the starboard spreader.

**Yacht Club Officers' Flag** (position 3 or 4 flag) – Flown from the masthead or starboard (main) spreader when the club burgee is flown forward. To avoid confusion, an officer should not fly his flag when he is a guest at another club's activity unless he is participating as an authorized representative of his home club.

**PICYA Burgee** (position 3, 4, or 5 flag) – Can be flown by all members of affiliated yacht clubs. In the affiliated yacht club's home waters, the PICYA burgee may be flown from the starboard (main) spreader as a second yachting organization. However, during PICYA activities the PICYA burgee should be flown at the bowstaff/forward masthead and the affiliated yacht club burgee may be flown at the starboard (main) spreader.

**PICYA Officers' Flag** (position 4 flag) – Flown from the starboard (main) spreader when the PICYA burgee is flown from the bowstaff/forward masthead.

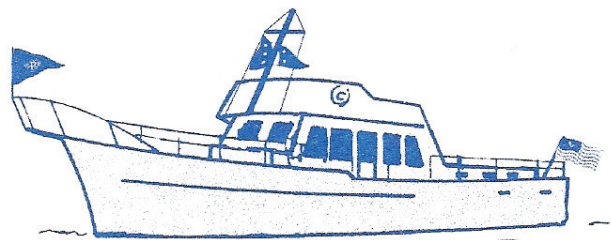
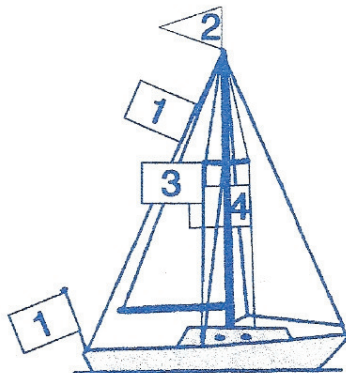
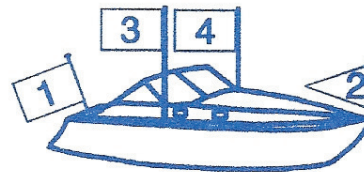
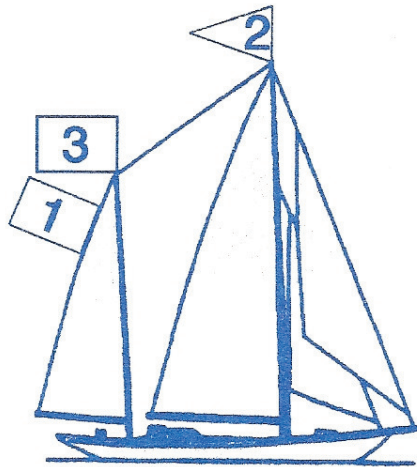
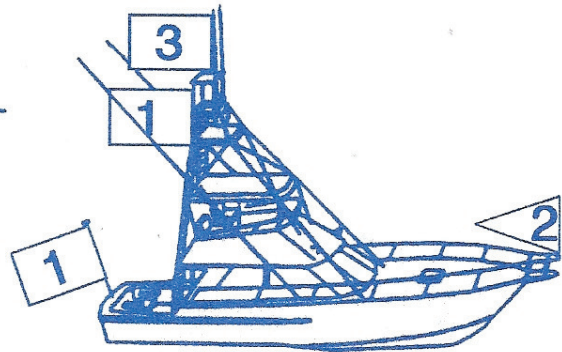
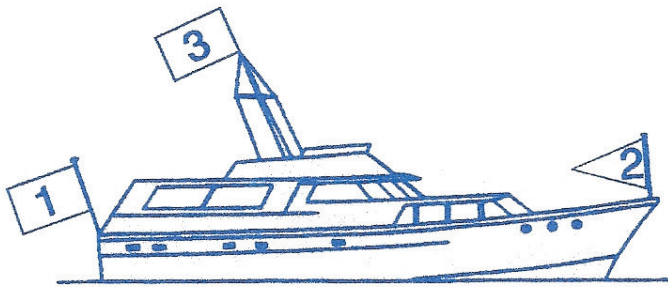
**Foreign Courtesy Flag** (position 4 flag) – Flown from the starboard position when entering foreign waters and until the vessel returns to its U. S. homeport. To continue flying the foreign flag months after a voyage is completed is frowned upon. It would be proper to fly a foreign flag as a Guest Flag, if a guest from that country were aboard.



## FLAG CODE: Ashore and Afloat

Type of Flag	Yacht Club Mast	Aboard a Vessel
National Flag	<ul style="list-style-type: none"> <li>• Gaff, if present on Mast</li> <li>• Top of Masthead</li> <li>• Tallest or Starboard Mast, if more than one</li> </ul>	<ul style="list-style-type: none"> <li>• Stern Staff</li> <li>• Peak of aftermost Gaf</li> </ul>
Yacht Ensign	Not Applicable	<ul style="list-style-type: none"> <li>• Stern Staff</li> <li>• Peak of aftermost Gaff</li> </ul>
Yacht Club Burgee	<ul style="list-style-type: none"> <li>• Top of Masthead, if National Flag is flying from Gaff</li> <li>• Under National Flag on Masthead without Gaff</li> </ul>	<ul style="list-style-type: none"> <li>• Bow Staff</li> <li>• Forward Masthead</li> <li>• Starboard Spreader</li> <li>• Starboard Antenna</li> </ul>
Officer/Owner of Vessel Officer Flag Private Signal Flag	<ul style="list-style-type: none"> <li>• Officer Flags on Starboard Halyard (Inside Halyard, if State Flag on Outside Halyard)</li> </ul>	<ul style="list-style-type: none"> <li>• Masthead</li> <li>• Starboard Spreader</li> <li>• Starboard Antenna</li> </ul>
State Flag	<ul style="list-style-type: none"> <li>• Top of Starboard Halyard (Outside Halyard, if Mast has Inside Halyards also)</li> </ul>	<ul style="list-style-type: none"> <li>• Starboard Spreader above Officer/Owner Flag(s)</li> <li>• Starboard Antenna above Officer/Owner Flag(s)</li> </ul>
PICYA Burgee	<ul style="list-style-type: none"> <li>• Port Halyard (Outside Halyard, if Mast has Inside Halyards also)</li> </ul>	<ul style="list-style-type: none"> <li>• <u>For PICYA Event:</u> In place of Club Burgee (see above), Club Burgee moves to Starboard Spreader or Antenna</li> <li>• <u>Non-PICYA Event Within PICYA Area:</u> Starboard Spreader Starboard Antenna</li> </ul>
PICYA Officers Flag	<ul style="list-style-type: none"> <li>• Port Halyard (Inside Halyard, if Mast has Outside Halyards also)</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Officer/Owner of Vessel:</u> Masthead, Starboard Spreader</li> <li>• <u>Guest:</u> Port Spreader/ Antenna</li> </ul>
Organizations of Vessel Owner (IOBG, USCGA, USPS)	Not Applicable	<ul style="list-style-type: none"> <li>• Starboard Spreader</li> <li>• Starboard Antenna (if not at the Stern Staff)</li> </ul>
Other Affiliations & Activities of Owner	Not Applicable	<ul style="list-style-type: none"> <li>• Port Spreader</li> <li>• Port Antenna</li> </ul>
Club Affiliations, Organizations (IOBG, PLRA, NCPA, YRA, USS)	<ul style="list-style-type: none"> <li>• Port Halyard (Outside Halyard, if Mast has Inside Halyards also)</li> </ul>	Not Applicable
Guests, Activity Flags, Others	<ul style="list-style-type: none"> <li>• Port Halyard (Inside Halyard, if Mast has Outside Halyards also)</li> </ul>	<ul style="list-style-type: none"> <li>• Port Spreader</li> <li>• Port Antenna</li> </ul>
Foreign Courtesy Flag	Not Applicable	<u>When in Foreign Waters:</u> <ul style="list-style-type: none"> <li>• Starboard Spreader</li> <li>• Starboard Antenna</li> </ul>

## Flag Position Afloat



### Flags Afloat Legend:

1. National Ensign (Yacht Ensign)
2. Club Burgee (Fleet)
3. Officer Flag (Private Signal)
4. Organizations (PICYA), Guests, Activities of Owner, and Other Flags



## **Reciprocal Privileges**

A yacht club is no different from a person's home with respect to guests. A club is owned and financed by its members primarily for their own use. Both federal and state tax codes and liquor laws reinforce this. There is nothing automatic about reciprocal privileges despite the fact that uninformed individuals and organizations pass this word along.

Most yacht clubs in Northern California that reciprocate with other yacht clubs in the area will do so on a formal basis. This is typically done through an exchange of reciprocal cards that are approved and issued on an annual basis. This activity is between two specific clubs who wish to offer the mutual exchange use of their facilities. These reciprocal privileges are not intended to entitle guests unlimited use of the other's facility.

Under no circumstances should a yachtsman assume that all yacht clubs are reciprocal and before requesting entrance to another club should check with his club to insure a reciprocal agreement exists.

## **Visiting Protocol and Courtesies**

A prudent yachtsperson will make his/her visit to another club more enjoyable if he/she follows the simple rules of courtesy as follows:

1. Verify you have reciprocal privileges.
2. Call ahead so:
  - a. The club can insure space is available.
  - b. Your visit will not conflict with other club functions.
  - c. The club can plan all other arrangements necessary.
  - d. Make arrangements early in the year for a club cruise.
3. When planning cruise-type visits make arrangements early in the year with the appropriate officials.
4. When making arrangements ask about club and marina rules such as: do they allow pets, parties, electrical service, etc.
5. Always sign the guest register.
6. Always have a current membership card from your club, and be prepared to show it courteously to staff and members of the club you are visiting.
7. Wear a nametag from your club above your right pocket.
8. Ask for a copy, or location, of club rules and observe them as the members of the club must; you are their guest.

9. Patronize the facilities of the club. They may have brought in extra staff and provisions just for your visit.
10. Under no circumstances board or make fast to any vessel without permission. Do not use equipment, hoses, lines or other materials left on the dock by the skipper who is temporarily away.
11. Always follow good environmental practice consistent with the concerns for proper trash disposal and discharges from your vessel into the water; leave a clean wake.
12. Write a thank-you note and mention any members or employees who were particularly helpful.
13. If you have been invited to participate in a regatta or race, you and your crew are guests just as much as on any other visit to the Host Club and must conduct yourself as a guest.
14. Fly your club burgee.
15. Fly the PICYA burgee.

Most clubs want you to enjoy your visit at their facility. Traditional yachting protocol, courtesy, and a thank-you will help them achieve this goal.

### **Guidelines for Memorial Services**

The wishes of the family of a departed club member should be paramount in the manner of conduct of memorial services or burial at sea. When a family has selected clergy to handle services, this person should direct the service in accordance with the normal religion of the deceased.

In the absence of clergy and specified instructions from the family of the deceased, the following outline may be followed:

**Memorial Service** – prepared text, poems, or writings which the surviving family deem appropriate may be read. Should next of kin not be available, the club's chaplain should develop a suitable service to bid farewell to a deceased member. Whenever possible, friends of the deceased should participate when requested. At many clubs the members of the Past Commodores Club, The International Order of the Blue Gavel, are prepared to handle both memorial and burial at sea services. Following is a simple reading and poem from their service which could be used in your club:

"A member of \_\_\_\_\_ Yacht Club has embarked on his/her last voyage. The tides of life have ebbed for a shipmate, and we, his/her fellow members, have gathered to honor his/her memory. \_\_\_\_\_ was a valued member, he/she gave abundantly of his/her time, talent, and knowledge to further the interest of his/her shipmates in the promotion of good seamanship and sportsmanship upon the waters.



He/she has set lofty goals for others, who must take his/her place. His/her accomplishments are permanently inscribed in the archives of this club. Now the supreme commander of the universe has called our shipmate to sail with him, in eternal calm waters, forever free from the tempests of mortal life.

We honor and cherish the memory of our shipmate, but we do not mourn for him/her for he/she has found refuge in the great harbor of eternal peace. Rather it is for ourselves we mourn; for a good friend has slipped his/her mooring in the night and is no longer among us. We will miss his/her hand on the helm. We will miss his/her shoulder next to ours. We will miss his/her encouragement and counsel as we meet the storm and strife of life."

We of the \_\_\_\_\_ Yacht Club mourn our loss, but we are consoled by the abiding faith that when the final watch changes for us and we, too, cross the bar, our shipmate will be waiting to guide us to safe anchorage."

"When sailing nears its ending  
When our course is all but run,  
When this sense of past endeavor  
Crowd upon us one by one,  
When we see in true perspective  
Knowing wrong and knowing right,  
May we say like Saul of Tarsus  
"I have fought a noble fight."  
May we find our life long courses  
Have not been steered in vain,  
Lest the bearings we have plotted  
Must be reckoned out again,  
When we leave our earthly bodies  
Buried deep in sea or sod,  
May our endeavors be our glory  
When we sail to meet our God."

### **Burial at Sea – Arrangements**

1. The law requires the deceased must be cremated.
2. A convenient time should be selected for the service. In most cases, it is likely a Saturday morning will permit the best membership participation.
3. The family should, if possible, arrange for clergy. If clergy is not available, the club chaplain, a current club officer, or a Past Commodore should be asked to read the burial service. The recommended reading is from Psalm 107:23–31. See Memorial Service.
4. The club or friends should provide a wreath. The florist should make the floral arrangement so that the wreath will float without floatation devices. Additional flowers, not wreathed, may also be provided participants.
5. A boat should be chosen from which to carry out the burial service. It should be large enough to conveniently and safely handle those in the burial party. If the deceased member's vessel meets these requirements it can be used.

6. Written information on the burial at sea ceremony and text should be pre-distributed to all participants, including other vessels, prior to leaving the mooring.
7. If possible arrange for at least three additional boats to accompany the burial party. A total of four boats provides the best tight formation for the ceremony. In special cases more large boats, or a larger number of smaller boats, could participate with some increase in distance between boats.
8. A public address system and competent bugler should be considered for the burial party boat.

### **Burial at Sea – Ceremony**

1. All boats participating gather at the deceased member's yacht club docks, take aboard those attending, and leave at the designated time.
2. Those aboard the burial party boat are;
  - a. Family of the deceased.
  - b. Clergy.
  - c. A present or past officer of the club.
  - d. Those needed to operate the vessel.
  - e. Special friends of the deceased.
3. The burial party boat leads the column of boats from the club to a designated and legal distance off shore, and comes to a full stop, signaling the other boats when it is about to do so. The other boats take formation for the burial at sea. A "diamond" formation of boats provides best viewing, and if the boats close up, to a safe distance, those aboard can hear the ceremony as broadcast on the PA system.
4. Burial at sea ceremony:
  - a. On signal a ship's bell or bugler sounds "attention."
  - b. Members in uniform uncover.
  - c. Clergy or officer conducts service.
  - d. Ashes are spread upon water.
  - e. Wreath and other flowers are dropped upon water.
  - f. Taps are sounded or eight bells struck to end burial.
  - g. Replace covers and formation returns to port.

### **Eight Bells Ceremony**

The ringing of eight bells is a short ceremony to memorialize the life of a departed member. The eight bells signify the end of the person's watch on earth. The audience is asked to rise and observe a minute of silence in honor of the departed member. During the silence, eight bells are rung.

For the benefit of those who are not familiar with the use of bells aboard ship, the day consists of six watches of four hours each. Time is told by the number of bells. One bell at the end of the first half hour, two bells at the end of one hour, three bells at 1 1/2 hours. One bell is added each half hour until eight bells at the end of four hours denoting the end of the watch. The bells are rung in pairs, such as, ding ding (pause) ding ding (pause) ding, to indicate 2 1/2 hours. Aboard ship the bell is rung in a crisp and brisk manor. It is suggested that the bell be rung slower and softer for this ceremony.