CHANGE OF WATCH GUIDELINES

The Change of Watch dinner is an annual event where the old Staff Officers are relieved of duty and new Officers and staff take on the responsibility for the leadership of the Dos Rios Yacht Club. This is a special event and all efforts should be made to encourage a level of decorum and seriousness that this event warrants. Dress for this occasion is semi-formal. This is somewhat of a complicated program so the principal participants need to take the time and effort to prepare for the program. There are two sample agendas attached to this document. These samples can be copied, pasted and modified to meet your needs when preparing for the Change of Watch Dinner.

EVENT PLANNING

The Staff Commodore is responsible for the planning, coordination and hosting the Change of Watch (C.O.W.)

- The Change of Watch dinner occurs in the month of January.
- The Staff Commodore should select the site and make reservations as early as possible after the last C.O.W. dinner.
- The Staff Commodore should select the menu and date as early in the year as the venue will allow.
  - If the Contra Costa Country Club is selected as the venue, reservations for this location will need to be made through a Dos Rios member who is also a member of the Country Club.
  - When the Staff Commodore is selecting a venue for the dinner consider: geographically centralized location for the benefit of most members. The venue must be a sit down dinner type place, without any other people or noises to prevent a civil meeting, showing of slides, etc. Decide what all you need – microphone, projector, tables for dinner and for holding or displaying gifts or flags, lectern or presentation table.
  - When the Staff Commodore is setting the cost of the dinner, don’t forget to make certain that Entrée, Dessert, Salads, Taxes, and Tips are included in price.
• Any alcoholic drinks must not be included in the service or the bill. Drinking is permitted but must be paid for by the individual Yacht Club members.

  o About October or early November, the Commodore will need to insure that all the cruise pennants get turned into the Supply Officer for the addition of cruise stars. The pennants will be presented at the C.O.W.

  o About November, the Staff Commodore should produce an announcement and signup sheet. Remember to include a deadline in the signup sheet to give you enough time to get your entrée selections to the venue when they require.

  o About November, The Staff Commodore should arrange for Yacht Club’s gift for outgoing Commodore and spouse. The supply Officer will also need to purchase past Commodore flag and stars

    • Contact the Yacht Club Supply Officer who will purchase the Commodore’s gift from the Club, a set of silver Past Commodore stars and a Past Commodore’s pennant. The Supply Officer will bring the items to the dinner.  *(These Club gifts to the outgoing Commodore are a Yacht Club expense)*

    • Remind the incoming Commodore (Vice Commodore) they will need to fill the Club Committee positions. Most Committees will want to stay in place but this information and any changes to Committee members needs to be verified prior to the C.O.W.

  o At Least a week before the C.O.W. produce an agenda for the C.O.W.  *(See the attached sample agendas).*

    • Generally there will be two agendas. One agenda will list the basic order of events and will be used as a program to be printed and set at each place setting.

      • Insured the list of new Officers and Directors are included in the program.

      • Another more detailed agenda will be needed for the Staff Commodore, Commodore and the Secretary with any notes or reminders required for a smooth presentation of the event.

  o Early January, produce the program (basic agenda) for the C.O.W.
• There should be enough copies for each place setting at the dinner. (The creation of the program is a Yacht Club expense).

  o Just prior to the dinner arrange for the purchase of flowers or other gift for outgoing bridge spouses
    • Commodore, Vice Commodore, Rear Commodore, Secretary and Treasurer (male or female), There will be a total of five bunches of flowers or other gift. (flowers or other gift are a Yacht Club expense)

  o Just prior to the dinner reminded all officers to bring their stars and flags to dinner to pass down

**PROGRAM**

  o During the dinner the Staff Commodore will serve as the Master of Ceremonies for Pledge of Allegiance, Invocation, and the presentation of Pass Commodore’s portion of the agenda. Then dinner will be served.

  o After the dinner and before the start of the meeting ensure there is time for a restroom break.

  o This portion of the agenda is run by the outgoing Commodore
    • Minutes are given by the Secretary
    • Treasurer’s report
    • Audit Committee report
    • Director’s report
    • Membership Committee report
    • Rear Commodore’s report
    • Vice Commodore’s report
      • This is a presentation of the past year’s events. The presentation can be a slide show. Power Point or
other types of presentation that recaps the year’s activities.

- The Vice Commodore will need to be collecting data, photos or other content throughout the year for this report.

- Presentation of Cruise pennants.

- Commodores Acknowledgements

  - This is the portion of the program where the outgoing Commodore thanks the members of their staff for their work. Traditionally, but not required, the Commodores have, at their own expense, presented a small gift to the staff.

  o New Business

    - The Staff Commodore will present the outgoing Commodore and spouse with the Club’s thank you gifts, such as a monogrammed jacket. The outgoing Commodore will also be presented with their Past Commodore silver stars and pennant.

  o Change of watch portion of the agenda.

    - The new Staff Commodore takes over the presentation and introduces the new Commodore and presents them with the Commodore flag and stars.

  o New Commodore takes over the presentation and meeting with remarks. (Plans for the year goals etc.)

  o New Commodore introduces the new Vice Commodore, Rear Commodore, Secretary, Treasurer, Directors, and committees.

  o New Commodore presides over the exchange of flags and stars to the new Vice Commodore and Rear Commodore

  o New Vice Commodore’s report.

    - Presentation of next year’s cruise schedule.

    - This is the cruise schedule that the New Vice Commodore has been working on while serving as the Rear Commodore.
This should be the final version of dates and cruise locations.

- New Rear Commodore’s report.
  - Generally no report is given
- New Commodore adjourns the meeting.

**POST EVENT**

- The Staff Commodore makes sure that the bill is paid.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Person</th>
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<tbody>
<tr>
<td>1800</td>
<td>SOCIAL HOUR</td>
<td>Name of Person</td>
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<tr>
<td>1855</td>
<td>PLEDGE OF ALLEGIANCE</td>
<td>Name of Person</td>
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<td></td>
<td>INVOCATION</td>
<td>Name of Person</td>
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<td></td>
<td>PAST COMMODORES PRESENT</td>
<td>Name of Person</td>
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<td></td>
<td>(RECOGNIZES THE PAST COMMODORES IN ATTENDANCE)</td>
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<tr>
<td>1900</td>
<td>DINNER IS SERVED</td>
<td>Staff Commodore</td>
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<tr>
<td>1955</td>
<td>BREAK</td>
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<td>2000</td>
<td>MEETING IS CALLED TO ORDER</td>
<td>Commodore</td>
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<td>CONDUCTS THE MEETING</td>
<td>Secretary</td>
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<td>MINUTES</td>
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<td>TREASURER REPORT</td>
<td>Treasurer</td>
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<td></td>
<td>AUDIT COMMITTEE</td>
<td>Committee Chair Person</td>
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<td>DIRECTORS REPORT</td>
<td>Director Representative</td>
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<td>MEMBERSHIP COMMITTEE</td>
<td>Committee Chair</td>
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<td>REAR COMMODORE’S REPORT</td>
<td>Rear Commodore</td>
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<td>VICE COMMODORE’S REPORT</td>
<td>Vice Commodore</td>
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<td></td>
<td>CRUISE PENNANT PRESENTATION</td>
<td>Commodore</td>
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<td></td>
<td>ACKNOWLEDGEMENTS</td>
<td>Commodore</td>
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<td>NEW BUSINESS</td>
<td>Commodore</td>
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<td>INTRODUCTION OF NEW STAFF COMMODORE</td>
<td>Old Staff Commodore</td>
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<td>PRESENTATION OF SILVER STARS</td>
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<td>CHANGE OF WATCH</td>
<td>New Staff Commodore</td>
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<td>EXCHANGE OF FLAGS AND STARS TO NEW OFFICERS</td>
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<td>NEW COMMODORE’S REMARKS</td>
<td>New Commodore</td>
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<td>INTRODUCTION OF THE NEW OFFICERS &amp; COMMITTEES</td>
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<td>NEW VICE COMMODORE’S REPORT</td>
<td>New Vice Commodore</td>
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<td>NEW YEARS CRUISE SCHEDULE</td>
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<td>NEW REAR COMMODORE’S REPORT</td>
<td>New Rear Commodore</td>
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<td>ADJOURN MEETING</td>
<td>New Commodore</td>
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SAMPLE
DOS YACHT CLUB
DATE CHANGE OF WATCH
EXPANDED AGENDA

1800 SOCIAL HOUR
1855 PLEDGE OF ALLEGIANCE NAME
INVOCATION NAME
PAST COMMODORES PRESENT (OUT GOING) STAFF COMMODORE NAME
1900 DINNER IS SERVED
1955 BREAK
2000 MEETING CALLED TO ORDER (OUT GOING) STAFF COMMODORE NAME
CONDUCTS MEETING (OUT GOING) COMMODORE NAME
MINUTES (OUT GOING) SECRETARY NAME
AUDIT COMMITTEE REPORT (OUT GOING) TREASURER NAME
DIRECTORS REPORT CHAIRPERSON NAME
MEMBERSHIP COMMITTEE REPORT CHAIRPERSON NAME
REAR COMMODORE’S REPORT (OUT GOING) REAR COMMODORE NAME
VICE COMMODORE’S REPORT (OUT GOING) VICE COMMODORE NAME
YEAR END REPORT (SLIDE SHOW, POWER POINT ETC., PERSONAL NOTES AND REMINDERS FOR PRESENTATION)
CRUISE PENNANT PRESENTATION (OUT GOING) COMMODORE NAME
NOTE EXAMPLE- FOR THANK YOU FOR PARTICIPATION THIS LAST YEAR. CRUISING IS THE PURPOSE OF THE CLUB. AND THIS IS WHAT WE’RE ALL ABOUT. THANK FOR PARTICIPATION. GET PHOTO OF GROUP
COMMODORE’S ACKNOWLEDGEMENTS (OUT GOING) COMMODORE NAME
NOTES FOR THE COMMODORES REMARKS TO BE PRESENTED IN THIS PORTION OF THE PROGRAM. GET PHOTOS. NOTES ON THE PRESENTATION OF CUSTOMARY GIFTS THAT MAY BE PRESENTED TO THE STAFF AND OR DIRECTORS FOR WORK THEY DID OVER THE YEAR
NEW BUSINESS (OUT GOING) COMMODORE NAME
INTRODUCTION OF NEXT YEARS DATE STAFF COMMODORE NAME
PRESENTATION OF FLAG AND SILVER STARS TO NEW STAFF COMMODORE NAME
CHANGE OF WATCH (INCOMING) STAFF COMMODORE NAME
EXCHANGE OF FLAGS AND STARS TO NEW OFFICERS
NOTES- BRING UP THE NEW COMMODORE, VICE COMMODORE AND REAR COMMODORE FOR THE EXCHANGE OF FLAGS.

(INCOMING) COMMODORE’S COMMENTS (INCOMING) COMMODORE NAME
NOTES FOR THE COMMODORE FOR COMMENTS REGARDING HIS PLANS FOR NEXT YEAR
INTRODUCTION OF NEW OFFICERS AND COMMITTEES
NOTES AND NAMES AND ANY SPECIAL WORDS FOR THE INTRODUCTION OF NEXT YEARS OFFICERS AND COMMITTEES

(INCOMING) VICE COMMODORE’S REPORT (INCOMING) VICE COMMODORE NAME
PRESENTATIONS OF NEXT YEARS CRUISE SCHEDULE
(INCOMING) REAR COMMODORE’S REPORT (INCOMING) REAR COMMODORE NAME
NOTE- USUALLY NOT REPORT

ADJOURN MEETING (INCOMING) COMMODORE NAME