



**Standard Operating Procedure For
Nomination And Voting Process
For Promotion of Skipper-candidate To OSC Skipper**
(Rev 3/5/19)

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

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.
 - a. I believe the candidate successfully fulfills this attribute because:
> _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute, because:
> _____

2. Leadership.
 - a. I believe the candidate successfully fulfills this attribute because:
> _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute because:
> _____

3. Judgment.
 - a. I believe the candidate successfully fulfills this attribute because:
 > _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute, because:
 > _____

4. Alertness.
 - a. I believe the candidate successfully fulfills this attribute because:
 > _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute because:
 > _____

5. Self - Control.
 - a. I believe the candidate successfully fulfills this attribute because:
 > _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute, because:
 > _____

6. Decisiveness.
 - a. I believe the candidate successfully fulfills this attribute because:
 > _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute because:
 > _____

7. Condition.
 - a. I believe the candidate successfully fulfills this attribute because:
 > _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute, because:
 > _____

8. Boating Skills.
 - a. I believe the candidate successfully fulfills this attribute because:
 > _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute because:
 > _____

9. Responsibility.
 - a. I believe the candidate successfully fulfills this attribute because:
 > _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute, because:

10. Consistency.
 - a. I believe the candidate successfully fulfills this attribute because:
 > _____
 - Or-
 - b. (If warranted) I believe the candidate does not fulfill this attribute 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 (Check) do or don’t do not vote to nominate

(Name of Skipper Candidate) _____ **for promotion
to OSC Skipper**

Name of SC Mentor Skipper:

Name of SC other Mentoring:

Date: