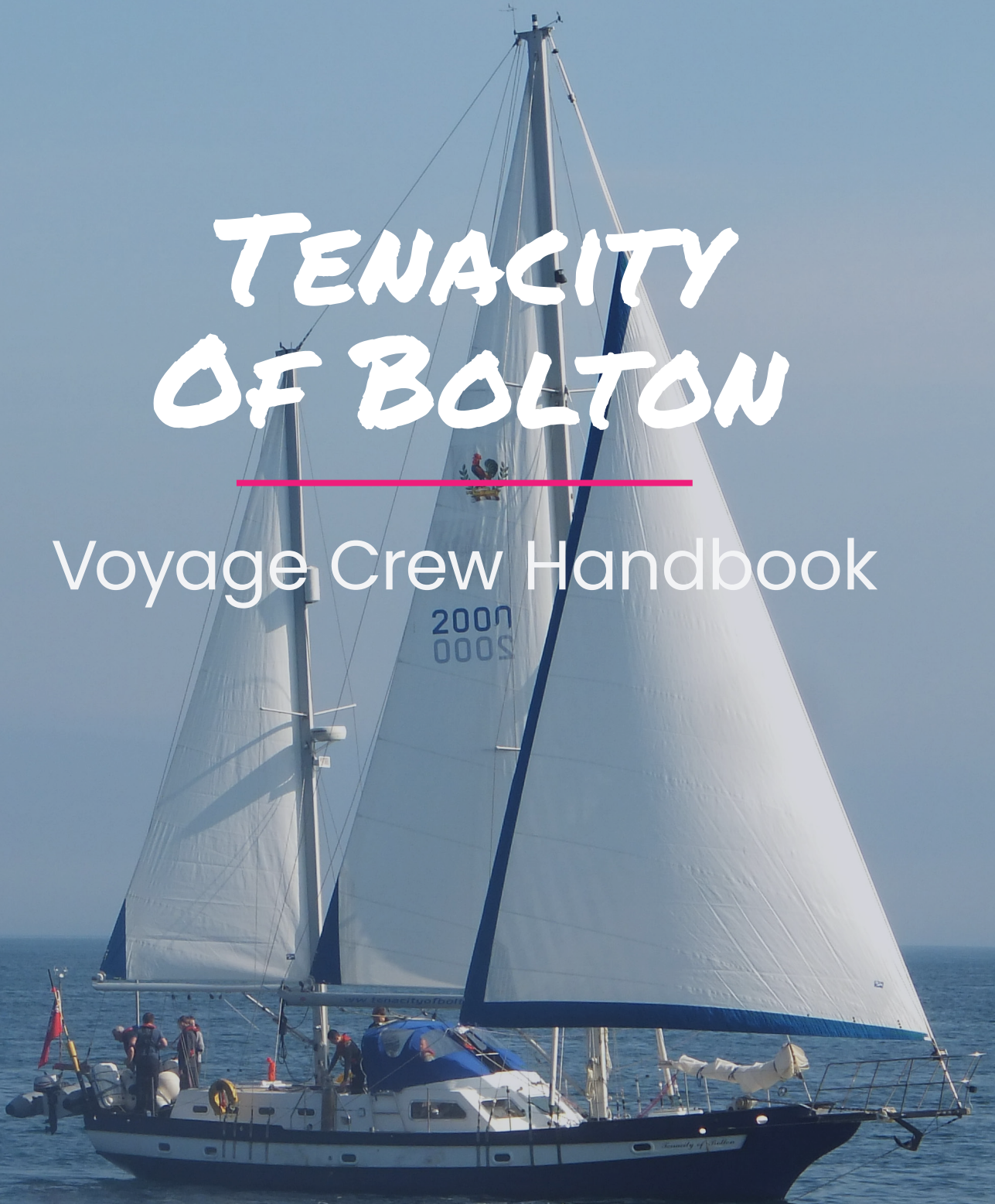


TENACITY OF BOLTON

Voyage Crew Handbook



Tall Ships
YOUTH TRUST

CONTENTS

Tall Ships Youth Trust	1
Your Adventure	2
<i>The Ketch's Crew</i>	
<i>Weather</i>	
<i>Further Information</i>	
Welcome on Board	3 - 6
<i>Kit List</i>	
<i>Personal Kit List</i>	
<i>Kit List Notes</i>	
<i>Ketch Layout</i>	
Life on Board	7 - 9
<i>Training</i>	
<i>Watches & Watch Keeping</i>	
<i>Going Ashore</i>	
<i>Smoking</i>	
<i>Food & Drink</i>	
<i>First Aid & Medical Care</i>	
<i>Sea Sickness</i>	
<i>Alcohol & Drugs</i>	
<i>Regulation & Accreditation</i>	
Code of Conduct	10
Customer Care Charter	11
Working with Young People	12
<i>Tall Ships Partners</i>	
<i>Supporting the Charity</i>	
Glossary of Nautical Terms	13 - 15



TALL SHIPS YOUTH TRUST

The Tall Ships Youth Trust, formerly the Sail Training Association, is a registered charity founded in 1956 and dedicated to the personal development of young people aged 12 to 25 through the crewing of its fleet of vessels. This mission is delivered through our Challenger Fleet of four 22 metre (72ft) ocean-going yachts and Tenacity of Bolton, our 14.6 metre (55ft) ketch. Over fifty years on, the Tall Ships Youth Trust remains a world leader in the field of personal development.

The vessels are operated under the banner of Tall Ships Adventures by one of the charity's subsidiary companies, Tall Ships Ltd. They carry some 3, 500 people a year. Although the charity's central mission is focused on young people, we also run voyages for those aged 18 to 80. These voyages are popular with all age and are a great way for the Trust to raise more funds to help subsidise youngsters who otherwise would not be able to afford a voyage themselves.

This Handbook contains essential general information about your Tall Ships Ketch Voyage. Specific Joining Instructions, such as where and when to join and leave your yacht, are sent separately before the start of your voyage. If you have any further queries, please contact our friendly Reservations Team:

Reservations Team

Tall Ships Adventures
2A The Hard
Portsmouth
Hampshire
PO1 3PT

Tel: +44 (0) 23 9283 2055
reservations@tallships.org
www.tallships.org

YOUR ADVENTURE

Your voyage will be a unique and highly memorable experience. For young people and adults alike, the challenge of crewing Tall Ships Ketch presents personal development opportunities that will prove invaluable in life.

You will get involved in all aspects of sailing the yacht. This will include stowing and handling sails, helming, working in the galley and cleaning the heads (toilets). You will be split into watches and then work together with this group of people to sail the yacht.

THE KETCH'S CREW

Tenacity of Bolton takes a crew of up to **12**. She is crewed by up to **3** experienced, skilled and knowledgeable seafarers – Skipper, Mate & on voyages for those aged 12 to 15 and 16 to 25 a Youth Mentor (a professionally qualified teacher or youth worker). Some of these positions are held by Salaried Crew and some by experienced Volunteers. From time to time, a berth might also be used for Training or PR purposes.

Then there are up to **8 Voyage Crew** (that's you). We are constantly looking to recruit more Tall Ships Volunteer Crew and at the end of the voyage you may be lucky enough to be recommended by the Skipper to join our family of supporters. The Skipper will tell you more about this process once you get on board.

WEATHER

Every effort will be made to put to sea, but in the event of bad weather the safety and comfort of the crew will not be compromised. The Skipper makes all the decisions concerning the safe operation of the vessel and the safety of everyone on board.

FURTHER INFORMATION

Visit the Tall Ships website at tallships.org where you'll find lots more information and if you have any specific questions, post them on the message board. You'll be surprised just how quickly previous crew members come back to offer you their help and advice.

WELCOME ON BOARD

On board the Ketch you will be assigned your berth, which is a snug, comfortable berth, and an area to store your kit. Berths are located in the two accommodation areas that each has four berths.

You only have a small space for personal kit so please pack carefully and only use a soft bag.



KIT LIST

On the next page is our recommended list of kit to bring – remember you only have a small space to stow your belongings. Think carefully and logically about what you will need for your voyage. Consider the weather, location and time of year and the type of voyage you are undertaking i.e. Solent or crossing the channel. You can spend a lot of money on specialist sailing gear, but don't worry; most people just bring what they have in their wardrobe. Remember it is generally colder at sea than on land.

TOP TIPS

- **Holdalls** – Bring your kit in a soft holdall or rucksack (maximum size 75 litres). Do not bring hard suitcases, solid, framed or wheeled bags – it must be able to squash down into a small space.
- **Sleeping Bags** – we suggest 3-4 season hollow fibre sleeping bags, although it can get quite warm down below during the summer months. Cotton and duck down bags will not dry out if they get wet, so opt for a synthetic fibre. Bring a sheet to line your bunk as this keeps the canvas bunks clean.
- **Towels** – big cotton towels can take ages to dry, end up smelling and can make your cubbyhole damp. If you have one, bring a lightweight, sports microfibre towel as they dry quickly and are invaluable for an easy life on board.
- **Foot wear** – there is a chance that your feet will get wet while sailing. We recommend bringing a spare pair of trainers that you don't mind getting wet or invest in a pair of sailing wellies. The chance of getting wet feet will be higher on offshore voyages and during the winter months.
- **Pillow and Pillowcase**

We will provide:

- Waterproofs
- Safety Equipment
- Life Jackets

PERSONAL KIT LIST

This is our suggested kit list to use as a guide:

CLOTHES

- 2 jumpers or fleeces
- 2 pairs of trousers/shorts
- 2 t-shirts or mid layers
- Windproof layer
- Underwear
- Several pairs of warm socks
- Thermals
- Nightclothes
- Soft sole non-marking trainers or deck shoes (no flip flops while on board)
- Sailing Wellies (flat soles, no heels, essential for long and/or cold water voyages)
- Casual clothes for going ashore
- Towel (a micro fibre / sports towel is a good idea)
- Swim gear
- Sun hat/Baseball Cap (plus string to tie on)
- Fleece hat and scarf (avoid wool)
- Waterproof gloves
- Toiletries and personal medication
- Seasickness pills (Stugeron works best)
- Sleeping bag, sheet, pillow and pillowcase

GADGETS

- Ear plugs (a must!)
- Camera (plus spare batteries – there are no plugs for electric chargers)
- Sunglasses and cord
- Small torch
- Sun cream
- Sports water bottle

MEDICATION

- If you are on medication please bring plenty for your voyage with extra in case you suffer from sea sickness and have to take additional doses.
- Bring your own sea sickness medication (see page 8)

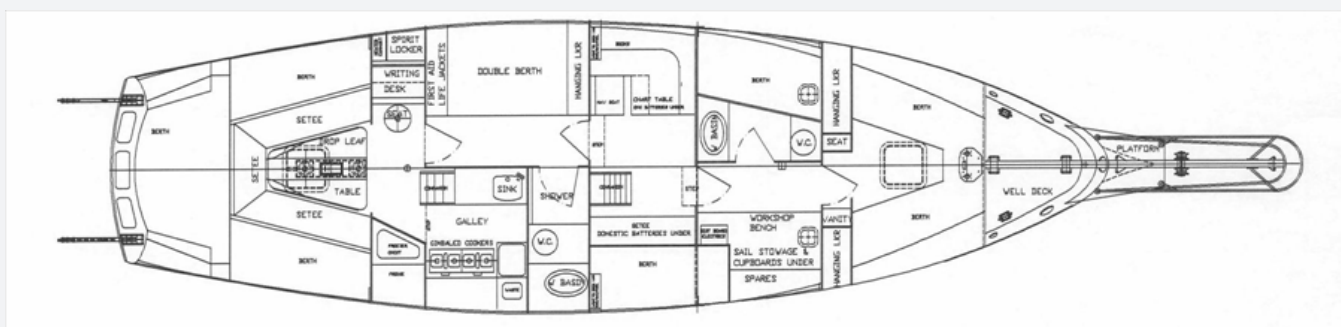
DOCUMENTATION

- A valid passport or necessary travel documentation
- Insurance Documentation
- Return rail/coach/air tickets, or sufficient funds to return home
- Duke of Edinburgh's Gold Award Book (if you have one)
- RYA Cruising Log (if you have one)
- Spending Money: GBP/Euros (if going abroad), credit/debit card in case of an overseas port visit
- On longer voyages (which may visit a foreign port) and voyages overseas you should have a European Health Insurance Card (EHIC) – information available from the Post Office or online at www.ehic.org.uk

KIT LIST NOTES

1. When considering your clothing, please note that it can be very cold at sea, even on a sunny day. Warm clothing is essential and thermals are recommended.
2. The yacht will provide all crew members with waterproofs – but you are welcome to bring your own.
3. Most of our longer voyages visit a foreign port (even those starting and finishing in the UK). Please check if you need a passport for your particular voyage
4. There are no plug sockets on board. There may be access to plugs/electricity in marinas, but it's not guaranteed and will be infrequent.
5. Mobile phones may be used on board when in range but not when leaving or coming into port, as the signal may affect the yacht's navigation equipment. For your personal safety, phones may not be used during training. There are no charging facilities available on board, so take steps to conserve your battery power.
6. Personal stereos/MP3 players are allowed on board, although "non-personal" music systems are not permitted.
7. Small musical instruments may be brought, although we cannot guarantee their safe storage.
8. For your safety jewellery should not be worn on deck. We suggest that all finger, ear, lip, nose and eyebrow rings are removed or taped up.
9. Glasses' cords should be worn to secure glasses whenever on deck.
10. Baseball Caps have a habit of blowing off in the wind, so bring a cap lanyard.

KETCH LAYOUT



LIFE ON BOARD

Upon your arrival, you will be met by your Skipper. You will be shown on board, meet your crew and be allocated your “watch”, a berth and a storage area for your belongings. After the Skipper’s welcome your training begins.

TRAINING

You will be issued with a life jacket and waterproofs for the duration of your voyage. Your life jacket must be worn at all times as directed by the Skipper. You will receive training and safety instruction from Crew whilst the Ketch is tied up alongside. The Ketch will put to sea after your initial safety training and your training continues as part of the daily routine.

You will be expected to undertake the duties required for the Ketch’s operation. These tasks vary from helming, setting the sails and working in the cockpit to such essential jobs as cleaning the heads (toilets) and scrubbing the decks. The cleaning is affectionately known as ‘Happy Hour’ which takes place every day. Some of the work is physically demanding and you will soon appreciate what good teamwork can achieve.

WATCHES + WATCH KEEPING

The operation and maintenance of the yacht at sea is a 24 hour job. To manage this a system of watch keeping is used. Each Voyage Crew member is allocated a watch and has a watch number. Your watch number remains the same throughout the voyage. You will find out more about the watches and routines when you arrive and they will quickly become second nature.

GOING ASHORE

Each voyage has a start and finishing port. Where the Ketch sails in between is decided by the Skipper and the weather. Depending on the length of the voyage and the weather, the Skipper will try to visit an overseas port. For example, a seven-night Voyage from the UK’s west coast may head across the Irish Sea to Eire. Therefore you need your passport. We also recommend that British nationals obtain a European Health Insurance Card (EHIC), information available from the Post Office or online at www.ehic.org.uk.

The possibility of shore-leave in port is up to the Skipper. A curfew will be set and it may be necessary to mount harbour watches through the night for security. When you visit marinas you will be able to use the marinas facilities which may include showers and a laundry service.

SMOKING

Smoking is permitted, but only on the designated deck area. Never down below.

FOOD + DRINK

All meals on board are included in your voyage fee. We will endeavour to meet any special dietary requirements which have been noted on your Booking Form. When sailing, meals may be served in the saloon in two sittings, allowing one watch to be on duty at all times. Hot and cold drinks, biscuits and fruit are available in the saloon at all times on a self-service basis.

Everybody will take turns to help in the galley with general chores such as cooking, washing up, laying tables and serving meals.

FIRST AID + MEDICAL CARE

Our Skippers all have First Aid at Sea qualifications. On longer voyages, one Volunteer Crew member onboard may be a qualified medic. They will be on hand to provide emergency first aid should you need assistance. If you require personal medication, please bring enough with you to last the duration of the voyage plus some spare in case you are seasick.

SEA SICKNESS

Seasickness has the potential to spoil your voyage. You are advised to bring your own seasickness medication if you are at all concerned. Most of the anti-seasickness products which can be purchased from a chemist must be taken at least two hours before sailing to be effective. Once you are feeling sick, it is too late to take anything. For advice, consult your pharmacist or doctor and they will be able to discuss suitable seasickness medication. Please follow carefully any advice given by your doctor, chemist or the manufacturers on their packets and leaflets.

ALCOHOL + DRUGS

On Youth Voyages, no alcohol may be consumed on board at any time by any member of the Voyage Crew. Any alcohol found will be confiscated until the end of the voyage. Voyage Crew under the age of 18 **cannot** consume alcohol at any time whilst ashore in the care of Tall Ships Adventures.

On Adult Voyages, no alcohol may be consumed on board, unless the ship is tied up alongside or at a safe anchorage.

Non-prescription, illegal drugs (as specified by British law) are not permitted on board. Anyone found in possession of such drugs will be put ashore at the earliest opportunity and the Police informed.

REGULATION + ACCREDITATION

We operate our vessels (Ketch and Challengers) to the highest international standards and are regulated by the Maritime and Coastguard Agency. Our work with young people is supported by the Department for Education and regulated by Ofsted.

Our Code of Conduct explains how we operate the Fleet on a day to day basis and the Skipper is responsible for ensuring that this Code is implemented. As a signed up member of the Voyage Crew, you will be expected to adhere to this Code and anyone failing to do so is likely to be put ashore.

CODE OF CONDUCT

We want everyone to have a safe and enjoyable voyage in an atmosphere to learn and have an adventure therefore we all agree to the following – both on the boat and when we go ashore:

- Tall Ships Youth Trust values every individual's contribution, irrespective of their, ethnic origin, religion, gender, sexual orientation, or social background.
- Treat others with respect and consideration.
- No bullying, threats, or violence.
- Always abide by safety instructions.
- Think "green" and do not throw rubbish overboard at any time.
- Please respect the Yacht's safety equipment and use only your designated life jacket and harness.
- Only authorised prescribed drugs are allowed on the vessel. Use or possession of illegal drugs or legal highs are forbidden aboard or ashore.
- Take responsibility for yourself and lookout for the welfare of others.
- Crew are not allowed to bring alcohol on board or drink alcohol on board. When ashore excessive drinking and under-age drinking will not be tolerated.
- Smoking may be allowed aboard, but only in the approved area.
- Under no circumstances is any form of physical or sexual behaviour between any crew acceptable either aboard or ashore.
- **Have fun!**

CUSTOMER CARE CHARTER

Our Customer Care Charter is our commitment to you, our Customer, to deliver an excellent level of service throughout your Tall Ships Adventure.

We understand how important your voyage is to you.

As the UK's leading sail training organisation, we are committed to providing you with an enjoyable sail training experience on board our fleet.

To do this we will:

- Provide you with professional training and guidance in all appropriate safety and sailing matters.
- Ensure our Salaried Crew and Volunteer Crew act in a responsible and respectful manner at all times.
- Operate our vessels to the highest levels of safety following the strict laws and codes of practice determined by the Maritime and Coastguard Agency.
- Ensure our crews are on hand throughout your voyage to ensure everything runs smoothly.
- Expect our crews to adhere to our Code of Conduct.

We work hard to meet and exceed the expectations of our customers. We will be approachable and will listen to your views. Please raise any issue with your Captain/Skipper during your voyage. If it is within their ability, they will do their utmost to resolve it.



Alastair Floyd
Chief Executive Officer

WORKING WITH YOUNG PEOPLE

The Tall Ships Youth Trust is a youth charity dedicated to the personal development of young people aged 12 to 25 through crewing on our sailing vessels. Through this unique sailing experience, the Trust introduces young people to life in a small maritime community, living in close proximity to others, sharing facilities, carrying out vessel's routines and learning as a team to sail the Challengers and live on board. This form of adventure training offers a wealth of opportunity for personal development by providing:

- An unusual physical environment which requires an individual to adapt their conventional patterns of behaviour
- A physical challenge
- A psychological challenge
- The need for teamwork
- An awareness of the skills and roles that contribute to a successful team
- An awareness and understanding of others which often leads to lasting friendship and respect
- A sense of achievement and increased self-confidence through the acquisition of new skills, both sailing and social

The Tall Ships Youth Trust seeks to recruit a mixture of crew members from a wide cross-section of society, including the economically and socially disadvantaged, ethnic minorities and those with special needs. The Trust's Adult Voyages give 18 to 80 year olds a chance to experience the same fun, excitement and personal development opportunities. These are scheduled when young people are not available and help to keep youth afloat by ensuring the full utilisation of the vessels.

TALL SHIPS YOUTH TRUST PARTNERSHIPS

In striving to fulfil its mission, the Trust works with partners like the Royal Yachting Association and the Duke of Edinburgh's Award Scheme. Those on a 5 night voyage may be able to gain the RYA Competent Crew Certificate as part of their training. Voyages of four or more nights are accredited for the residential section of the Duke of Edinburgh's Gold Residential Award. The Trust's own Development Programme for Young People is recognised by the Department for Education and is regulated by Ofsted.

SUPPORTING THE CHARITY

As a registered youth charity the Tall Ships Youth Trust relies on donations to keep its vessels operating and to subsidise young people who otherwise would not be able to afford a voyage. To continue to do this work, we need your support and there are many ways in which you can do this. Here are just a few:

- Recommend a voyage to someone else
- Make a donation towards vessel running costs or to sponsor a young person
- Become a Member of the Tall Ships Youth Trust
- Get involved with one of our Volunteer Support Groups across the UK.
- Sponsor a Berth

Ask the Skipper for information or ring our Fundraising Team on 023 9283 2055.

GLOSSARY OF NAUTICAL TERMS

ABEAM	At right angles to the keel of the boat, but not on the boat.
ABOARD	On or within the boat.
ABOVE DECK	On the deck (not over it – see ALOFT)
AFT	Toward the stern of the boat.
AGROUND	Touching or fast to the bottom.
AHEAD	In a forward direction.
ALEE	Away from the direction of the wind. Opposite of windward.
ALOFT	Above the deck of the boat.
AMIDSHIPS	In or toward the center of the boat.
ANCHORAGE	A place suitable for anchoring in relation to the wind, seas and bottom.
ASTERN	In back of the boat, opposite of ahead.
ATHWARTSHIPS	At right angles to the centerline of the boat; rowboat seats are generally athwart ships.
BATTEN DOWN	Secure hatches and loose objects both within the hull and on deck.
BEAM	The greatest width of the boat.
BEARING	The direction of an object expressed either as a true bearing as shown on the chart, or as a bearing relative to the heading of the boat.
BELAY	Securing a line in a cleat fitting; order to ignore the previous order
BELOW	Beneath the deck.
BOAT	A fairly indefinite term. A waterborne vehicle smaller than a ship. One definition is a small craft carried aboard a ship.
BOW	The forward part of a boat.
BOW LINE	A docking line leading from the bow.
BULKHEAD	A vertical partition separating compartments.
BULWARK	The sides of a ship above the decks.
BUOY	An anchored float used for marking a position on the water or a hazard or a shoal and for mooring.
CABIN	A compartment for passengers or crew.
CAPSIZE	To turn over.
CAST OFF	To let go.
CHART	A map for use by navigators.
CLEAT	A fitting to which lines are made fast. The classic cleat to which lines are belayed is approximately anvil-shaped.
COAMING	A vertical piece around the edge of a cockpit, hatch, etc. to prevent water on deck from running below.
COCKPIT	An opening in the deck from which the boat is handled.
COURSE	The direction in which a boat is steered.
CUDDY	A small shelter cabin in a boat.
CURRENT	The horizontal movement of water.
DEAD AHEAD	Directly ahead.
DEAD ASTERN	Directly aft.
DECK	A permanent covering over a compartment, hull or any part thereof.
DISPLACEMENT	The weight of water displaced by a floating vessel, thus, a boat's weight.
DOCK	A protected water area in which vessels are moored. The term is often used to denote a pier or a wharf.
DRAFT	The depth of water a boat draws.
EBB	A receding current.
FATHOM	Six feet.
FENDER	A cushion, placed between boats, or between a boat and a pier, to prevent damage.
FLOOD	A incoming current.

FLOORBOARDS	The surface of the cockpit on which the crew stand.
FOLLOWING SEA	An overtaking sea that comes from astern.
FORE-AND-AFT	In a line parallel to the keel.
FOREPEAK	A compartment in the bow of a small boat.
FORWARD	Toward the bow of the boat.
FOULED	Any piece of equipment that is jammed or entangled, or dirtied.
FREEBOARD	The minimum vertical distance from the surface of the water to the gunwale.
GALLEY	The kitchen area of a boat.
GANGWAY	The area of a ship's side where people board and disembark.
GEAR	A general term for ropes, blocks, tackle and other equipment.
GUNWALE	The upper edge of a boat's sides.
HATCH	An opening in a boat's deck fitted with a watertight cover.
HEAD	A marine toilet. Also the upper corner of a triangular sail.
HEADING	The direction in which a vessel's bow points at any given time.
HEADWAY	The forward motion of a boat. Opposite of sternway.
HELM	The wheel or tiller controlling the rudder.
HELMSPERSON	The person who steers the boat.
HOLD	A compartment below deck in a large vessel, used solely for carrying cargo.
HULL	The main body of a vessel.
KEEL	The centerline of a boat running fore and aft; the backbone of a vessel.
KNOT	A measure of speed equal to one nautical mile (6076 feet) per hour.
LATITUDE	The distance north or south of the equator measured and expressed in degrees.
LAZARETTE	A storage space in a boat's stern area.
LEE	The side sheltered from the wind.
LEEWARD	The direction away from the wind. Opposite of windward.
LEEWAY	The sideways movement of the boat caused by either wind or current.
LINE	Rope and cordage used aboard a vessel.
LOG	A record of courses or operation. Also, a device to measure speed.
LONGITUDE	The distance in degrees east or west of the meridian at Greenwich, England.
MIDSHIP	Approximately in the location equally distant from the bow and stern.
MOORING	An arrangement for securing a boat to a mooring buoy or a pier.
PILOTING	Navigation by use of visible references, the depth of the water, etc.
PORT	The left side of a boat looking forward. A harbour.
QUARTER	The sides of a boat aft of amidships.
RUDDER	A vertical plate or board for steering a boat.
RUN	To allow a line to feed freely.
RUNNING LIGHTS	Lights required to be shown on boats underway between sundown and sunup.
SCUPPERS	Drain holes on deck, in the toe rail, or in bulwarks or (with drain pipes) in the deck itself.
SEAMANSHIP	All the arts and skills of boat handling, ranging from maintenance and repairs to piloting, sail handling, marlinespike work, and rigging.
SEA ROOM	A safe distance from the shore or other hazards.

SEAWORTHY	A boat or a boat's gear able to meet the usual sea conditions.
SECURE	To make fast.
SET	Direction toward which the current is flowing.
SHIP	A larger vessel usually thought of as being used for ocean travel. A vessel able to carry a "boat" on board.
SOLE	Cabin or saloon floor. Timber extensions on the bottom of the rudder. Also the moulded fibreglass deck of a cockpit.
SPRING LINE	A pivot line used in docking, undocking, or to prevent the boat from moving forward or astern while made fast to a dock.
SQUALL	A sudden, violent wind often accompanied by rain.
STARBOARD	The right side of a boat when looking forward.
STEM	The forward most part of the bow.
STERN	The after part of the boat.
STERN LINE	A docking line leading from the stern.
STOW	To put an item in its proper place.
THWARTSHIPS	At right angles to the centreline of the boat.
TIDE	The periodic rise and fall of water level in the oceans.
TOPSIDES	The sides of a vessel between the waterline and the deck; sometimes referring to onto or above the deck.
TRANSOM	The stern cross-section of a square sterned boat.
TRIM	Fore and aft balance of a boat.
UNDERWAY	Vessel in motion, i.e., when not moored, at anchor, or aground.
WAKE	Moving waves, track or path that a boat leaves behind it, when moving across the waters.
WAY	Movement of a vessel through the water such as headway, sternway or leeway.
WINDWARD	Toward the direction from which the wind is coming.



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