



SAIL TRAINING IRELAND

SAIL, TRAIN, LEARN, LIVE ...

Basement, Offices Rear, 6 James's Terrace, Malahide, Co. Dublin, K36 Y97201
Tel: **(01) 845 4773** E. info@sailtrainingireland.com www.sailtrainingireland.com

Trainee Crew Information Pack



Contents

The Ships.....	2
The Role of Sail Training Ireland.....	2
THE SHIP'S STRAINNEES	3
Your Watch.....	4
Your Mentor.....	6
YOUR ADVENTURE.....	6
Personal and programme Log	7
WEATHER.....	9
ON JOINING THE SHIP	10
TRAINING	11
THE SHIP'S ROUTINE	12
KIT LIST	13
The waves.... Sea Sickness.....	16
GOING ASHORE	17
FOOD AND DRINK.....	18
FIRST AID AND MEDICAL CARE	19
ALCOHOL	19
CODE OF CONDUCT	20
GLOSSARY OF NAUTICAL TERMS	22

The Ships

The Ships we work with are all specialist sail training vessels. This means that they are well experienced at bringing people just like you to sea for the first time. Your sail training experience will take place in a friendly and supportive environment under the care of qualified professionals whose first priority is always the safety and welfare of the trainees and crew on board.

The Role of Sail Training Ireland

Please note:

Sail Training Ireland is available for your assistance and information but does not directly operate any vessels or voyages.

Sail Training Ireland acts as a referring organisation for the ship operators and as an administrator for various streams of funding. Once the referral has taken place Sail Training Ireland is not responsible for the running and operation of the resulting voyage that may take place thereafter. It is important to be aware that sail training is an adventure activity in an intense environment at sea, which, by its nature, can be

both mentally and physically challenging and carries with it some inherent risks. Sail Training Ireland can offer no warranty as to your suitability to the experience. Responsibility for all aspects of the voyage including safety lies solely with the vessel owner/operator and the ships master. If there are any medical, behavioural, or other details that are important for us to be aware of in terms of your safe participation in a voyage, it is your responsibility AND that of your parent/guardian/nominating organisation to declare this information to us. We will do our utmost to identify a ship that can accommodate your needs.

THE SHIP'S TRAINEES

Trainees are always under the care and supervision of the Tall Ship's Crew. We believe that sailing should be conducted in a safe, positive, and encouraging atmosphere and that everyone should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Your crew are there firstly to ensure the safe running of the ship. They will involve you in this process as much as is possible and will provide close supervision in order to support you in this role. They are on hand to assist you and to answer any questions you might have.

Your Watch....

All ships operate a watch-system of one kind or another. A watch is simply a group or team of people who are rostered to take on the running of the ship for a fixed period. This is known as keeping watch.

You will be allocated into a watch on arrival on your vessel. While a ship is at sea and most of the time in port the watch system will be in place.

Different vessels run different watch systems some choosing to do a 4hr watch system, others 6 and others do it differently again. Some ships have three watches, others four. Regardless of the system, all watches work on a rotation system so you will always do the same amount of time on watch as everyone else.

Sail training takes no passengers so participation in your watch is a mandatory requirement of your voyage.

When on watch you are responsible for the running of the ship. This includes course planning and navigation, climbing the mast, setting the sails, ship maintenance, cooking and cleaning and much more. As a trainee aboard a sail training vessel you, along with the rest of your watch, may be required to take on any and all tasks the ship and sea can throw at you. All trainees are asked to **give of their best and no more.**

By taking on this challenge, you are probably already stepping outside your comfort zone, and you are encouraged to continue doing this throughout your voyage. The role as trainee will mean that you are likely to take on challenges that are completely new to you. Everyone is encouraged to continually challenge themselves. No one will be expected to take on tasks against their will.

Your Mentor....

Sail Training Ireland place a number of watch mentors on each voyage. Mentors will not necessarily have any more time at sea than you, so they are not there to offer technical support. Instead, their role is to support you and the rest of your watch over the course of your voyage. They will be familiar with the Sail Training Ireland voyage programme and will be on hand to offer advice on your input e.g., filling in logbooks, diaries, watch debriefs. They will also communicate any needs or concerns that your watch or individuals within it has to the captain and crew and act as a mediator within the watch at times when there are differences of opinion

YOUR ADVENTURE.....

Your voyage will be a unique and highly memorable experience, the experience of a lifetime. The challenge of crewing a Ship under Sail provides for personal development and learning opportunities that will stay with you long after the voyage has ended and will stand to you

throughout your life in ways that you cannot yet foresee.

You will be involved in all aspects of running a ship at sea from the sails at the top of the masts to the engine room and from the navigation table to the sewage pumps. But you will not take on these challenges alone. You will share these experiences with everyone else on board and will take them on with the other members of your watch. You will live, work, and play with the same people aboard a ship at sea and will share all that life on a ship has to offer.

The more you put into this experience the more you will get out of it.

Personal and programme Log Books.....

Every trainee is encouraged to keep a personal log while on board and to add to this as often as they can. You will experience a lot in a very short period of time and the challenge of living and working with other people on a ship can give you the opportunity to learn a great deal about

yourself. Keeping a log will allow you to look back on the voyage and also make it easier to keep track of what happened and when. The watch system means that your normal daily routine and sleep patterns are going to be different from what you are used to so keeping track of time can be difficult. “What day is it?” is a common question at sea.

As many of our voyages are partially or fully funded by third parties there is often a requirement for trainees to contribute to other logbooks too. These may change depending on the theme of the voyage. Watch logs and trainee logs are part of many programmes and are often a mandatory part of the funding requirements, so it is important that these are given the attention they require. Trainees are encouraged to be as creative as they can be in documenting their experiences and what they have learned so if writing isn't your thing, then don't worry. Songs, videos, plays, pictures, and paintings have all been used in the past.

Documenting your voyage should be a creative and collective process and above all fun.

One of your mentor's roles will be to support you in this process and logbooks are designed to make this process as easy as possible.

Any logbooks or documents will be issued when on board.

WEATHER.....

There is no such thing as bad weather.... Just bad clothing.

Weather is as much a part of sailing as the water that the boat floats on. Some weather conditions mean we get to rest and play while a slight change can mean we need to work and focus.

Weather considerations are a key part of passage planning and as we get closer to departure the weather forecast will have the final say on the voyage route. In deciding this, the captain of the ship takes the welfare of the ship, the crew, and the trainees above all other factors to try to avoid adverse conditions but trainees need to be aware that life at sea can and may well involve challenging conditions.

The final decisions as to how and when the ship goes to sea lies entirely with the captain. While maximising the trainees time at sea is a major consideration, everyone's safety is always paramount, and this means that there may well be times that the captain decides not to put to sea. This may also mean that the voyage plan can change throughout the voyage.

ON JOINING THE SHIP

Upon your arrival, you will be met by your mentors. Each voyage is different depending on duration, group make-up, vessel etc. but soon after joining the vessel you can expect to be assigned a bunk, be given an orientation of the ship and a safety drill. You will be given a voyage briefing and the general rules on board that will make for a happy ship. You will also be given an opportunity to get to know everyone else on board and may begin the process of developing a group contract between the trainees and the watches.

Regardless of the ship you sail on, there will be a limited amount of space and resources on board. While the ships rules will cover all the essential topics such as safety, basic behaviour etc., they will not dictate the finer points of living as a group at sea. Some vessels can cater for up to 60 trainees plus crew so the need to have group rules is essential to make for a smooth voyage.

A group contract is usually the best way to work out these details and can be amended as the week continues. This process will be facilitated by the mentors or crew depending on your voyage.

TRAINING

Your watch will receive safety & induction training from the crew whilst the ship is tied up alongside, but this will continue throughout your voyage. Training is not necessarily all sailing specific. Everyday tasks at sea can be more challenging than on land and require a different process to achieve the same results. This can be anything from how to cook in a moving galley

(That is the kitchen!) to how to dispose of waste when there are no bin collections. You will be exposed to new information constantly so do not be afraid to ask questions and make the most of the crew around you. They are there for your support at all times.

You will be expected to undertake the duties required for the ship's operation. These vary from the exhilaration of going aloft to set sails (although no one is forced to go aloft) to jobs like cleaning the heads (toilets) and scrubbing the decks, helming (that one means steering!), rope work, setting courses and keeping look-out. Some of the work is physically demanding so you will soon appreciate what good teamwork can achieve and the importance of it.

THE SHIP'S ROUTINE

The finer details of a ship's routine differs from vessel to vessel but most will orientate around mealtimes: breakfast, lunch and dinner (there's usually snacks throughout the day too). As a watch system runs over the meal timetable there will always be some trainees on watch, off watch

and in bed for any meal. Food will be put aside for those who are asleep except for dinner time.

Dinner is the one meal per day where we get everyone together and you are required to attend. This is not to ensure you eat but to allow for a common time that we all get together as a group once each day. Following this there will be time for a trainee meeting as well as Happy Hour (a 1hr daily cleaning of the ship by ALL, usually more fun than it sounds).

KIT LIST

See individual kit list sent for your voyage

Below is our recommended list of kit to bring - remember you only have a small space to stow your belongings. Consider the weather, location, and time of year. Do not over pack; this is very common. After a couple of days at sea most people begin to sacrifice image for comfort so keep this in mind. Bring your most comfortable clothes not your nicest ones.

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

Holdalls – Bring your kit in a soft, squishable holdall or rucksack. (Do not bring hard suitcases, solid, framed, or wheeled bags – it must be able to squash down into a small space.)

Warm and wind-tight clothing (preferably that you can layer such as 2-3 thermals, 2-3 t-shirts and 2-3 fleeces)

2-3 pairs of trousers

Rain clothing, rubber boots (Wellies) or watertight shoes. **Waterproof jacket and trousers are essential. Hillwalking boots or similar are also recommended.**

Something to keep your head warm such as a fleece hat and a scarf.

A second pair of comfortable shoes with not too slippery soles.

Sandals or flip-flops

Socks (lots!), underwear (enough for voyage), night clothes, gloves.

Swimwear (Don't bring a wet suit. You are unlikely to be in the water enough to justify the space it takes and the hassle of drying it)

Towels – bring a few small towels instead of one large one.

A Sleeping Bag (opt for a synthetic fibre if you have the choice)

Toiletries

Documents

Passport or ID card

Copy of insurances like Traveling Insurance or medical Insurance.

Obvious holiday stuff Camera,
mobile phone. Sunglasses (on a
piece of string). Sunscreen
Small backpack for in-port.
Music instruments.

Cash

Coffee, tea and milk are all included. Other drinks need to be paid for at the end of the voyage. Ships are not equipped for e-money or credit cards.

PLEASE NOTE, IF YOU DO NOT HAVE SOMETHING ON THE LIST, PLEASE DO NOT

SPEND A LOT OF MONEY ON THE ITEM/S,
TRY TO BORROW THEM OR CONTACT US
AS THERE MAY BE SPARES ON BOARD.

The waves.... Sea Sickness

Seasickness is one of the most common concerns that first time trainees have before going on a voyage. Everyone worries about it before they go but not everyone will experience it. Obviously the rougher the sea is, the more likely it is to affect you but there are a few things that can be done to reduce the likelihood of it occurring. Seasickness is most likely to affect you if you are hungry or tired so make sure you rest properly and eat frequently. Caffeine and nicotine also agitate the condition so avoid them and don't smoke around anyone who isn't feeling great. Also being too hot or too cold can also have an impact so like all other personal care you should be proactive. This is most relevant with **anti-seasickness tablets which should be taken well in advance of the conditions changing**. Ask your pharmacy for advice.

Even in the event someone is sick it is not a big deal. Although seasickness can be very

debilitating and unpleasant the crew will be very experienced in dealing with it and will give you the best advice in the circumstances. Fortunately lying down and resting is one of the best cures, so you are most likely to get a few extra hours in bed. And in general, seasickness passes after a time, and you will be back to your duties!

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.

Also bring a copy of your prescription in case you need to replace any medication at any point.

If you need any assistance with your medication, it is important that you tell us early so we can insure you have the appropriate support aboard.

GOING ASHORE

It is important to recognise that the responsibility of the ship to the trainees does not end when the trainees are ashore. The ship and the captain

has a responsibility to the trainees and crew even when they are not on board. This is even more important in international ports.

As such, shore leave is organised and managed carefully. All ships have their own procedures, but they all usually involve simple group rules and curfews. All participants are expected to respect these rules and all shore leave is at the discretion of the captain.

FOOD AND DRINK

All meals on board are included in your voyage fee. The ship will endeavour to meet any special dietary requirements noted on your booking form but there are limits to what can be provided for. To increase the likelihood of your requirement being accommodated get in touch early and be as specific as possible.

Along with your watch you will be required to assist in the galley with the preparation of meals. Meals follow the normal daily routine and snacks, and fruit are available most of the day and night.

FIRST AID AND MEDICAL CARE

The ship will have an assigned person on board should you need assistance. If you require personal medication, please bring enough with you to last the duration of the voyage.

ALCOHOL

Alcohol may only be consumed by adult trainees alongside in port or ashore when they have the express permission of the crew. It is your responsibility to ensure that you are fit for duty. This may change from ship to ship and is always the decision of the crew.

The consumption of alcohol at sea is forbidden and goes against Sail Training Ireland policy. If this is witnessed, it should be reported.

The age limit for the consumption of alcohol is 18 regardless of the nationality of the ship you are sailing on or the port you are visiting.

CODE OF CONDUCT

The following Code of Conduct applies to all persons on board: -

1. You are expected to be always considerate towards your shipmates and recognise that a working ship means that while some people work or play, others may be sleeping.
2. Clothing should be always stowed away and your bunk is your only personal space (some boats may have lockers). It should be kept tidy and unclean clothes etc. should be stowed away in the interest of hygiene and cleanliness.
3. Please respect the ships safety equipment and policies. These are there to ensure everyone's safety so misuse or breaking of equipment can be a serious issue.
4. Kindly think "green" and do not throw rubbish overboard at any time.

5. Sail Training Ireland trainees are asked not to bring alcohol on board or drink alcohol without express permission of the crew. This will only happen in port. When ashore, excessive drinking, and underage drinking will not be tolerated, and every effort will be made to ensure age appropriate activities are available.

6. Smoking is allowed on board some vessels, but only in the approved area. Some vessels have an outright ban or may only allow e-cigarettes. It is best to check in advance. Please don't throw your butts over board.

8. Sail Training Ireland values what diversity amongst its trainees brings to a voyage and we make a conscious effort to make sail training accessible to as wide a cross section of society as possible. Respect and tolerance for those around you are essential and any form of behaviour that aims to isolate, bully or intimidate anyone on board will not be tolerated.

GLOSSARY OF NAUTICAL TERMS

Abeam the direction that is 90° from the *bow on* either side of the ship

Aft the back of the ship, towards the back of the ship

Amidships in the middle

Astern at the back or behind

Athwart across

Athwart ships at 90° to the *fore* and *aft* line

Avast order to STOP

Backstay *standing rigging* leading from the mast to the ship's sides *astern* of that *mast*

Belay to secure a *line*

Bend to tie a rope, a knot which joins two ropes together

Block pulley device to lead a rope

Boom horizontal *spar* pivoted at one end, usually to support the bottom of a *fore* and *aft* rigged sail

Bow front of ship

Bowsprit *spar* extending forward from the *bow* of the vessel

Boxhauling 3-point turn under sail

Braced square yards are braced square when they are 90° to the *fore* and *aft line* of the *ship*

Braces are used to move the *yards fore* and *aft*

Bracing moving the *yards fore* and *aft* as required to maneuver, stop or trim sails

Brig *two masted sailing vessel square rigged on both masts*

Clear away lay out/prepare ropes, coils or other equipment so that it will function freely upon use

Close hauled sailing as close as possible to the wind. In a *square rigged ship* this condition is achieved when her *yards* are braced as near to the *fore* and *aft* line as possible so that the wind coming over the bow fills the sails and drives the ship forward. Due to *yard* geometry this is usually no closer than 65° off the wind

Course lowest *square-rigged sail* on each *mast*

Crosstrees *upper platforms on masts*

Downhaul any line which pulls down a sail, spar or other moveable object

Ease pay out slowly with care thus reducing strain on line

Foot the bottom of a sail

Footrope wire ropes under a yard to stand on when handling sails

Fore, forward front

Fore and aft in the direction of the *ship, i.e. bow to stern*

Full and by sailing as close to the wind as possible with all sail drawing efficiently (slightly further off the wind than close hauled)

Halyard line used for hoisting sails and *yards*

Hand over hand to haul on a line slowly using one hand after the other

Handsomely slowly and carefully

Haul to pull in, usually on a rope

Head top of a sail

Helms' lee informative order to indicate that the ship is about to tack

Helms' a weather informative order to indicate that the ship is about to wear

Jackstay Metal bar along the top of a *yard* to which the *square sail* is attached

Leeward Away from the direction of the wind

Leech The *after* edge of a *fore* and *aft* sail or the lee (*after*) edge of a *square sail*

Let go and haul order to *brace* the *yards* of the fore mast onto the opposite *tack* when maneuvering

Luff the forward edge of a *fore* and *aft* sail, the *weather* (*forward*) side of a *square sail*

Mainsail haul order to *brace* the *yards* of the main mast to the opposite *tack* when maneuvering

Outhaul any line used to pull a sail or piece of equipment outwards

OOW Officer of the Watch – Officer in charge of the conduct of the vessel

Pinch to sail too close to the wind so that the *luffs* of sails flap

Port left when looking towards the *bow*

Ratlines, ratbars lines or bars attached to the *shrouds* which provide the rungs of the ladders when going aloft

Rig all *spars* and supporting lines

Running rigging moveable lines and *blocks* used for handling sails and spars

Safety line any line to which safety harnesses should be attached. A full brief on safety lines will be given on joining

Ship traditionally any vessel with at least three masts and *square rigged* on each mast, now used to describe any large vessel

Square rig traditional sailing ship *rig*, where main driving sails are attached to *yards* which lie *square* to the mast

Square sail sails which come down from the *yards*

Square at right angles to the *fore and aft* line

Standing rigging fixed lines (usually wire) used to support the *spars*

Stern back of ship

Sheet line attached to the clew of a sail which transfers the power of the wind to the ship

Shroud lines from the side of the mast supporting the mast from the side

Spanker aftermost *fore and aft* sail

Spar a general term for any wood, metal or other material solid support used in the rigging of a ship – it embraces *masts, yards, boom* etc.

Stopper a short length of line used to take the strain off a line while it is being *belayed*

Tack

1. Lines leading forward from the *clew* of the *courses*
2. The *windward (forward)* edge of a *square sail*
3. *Forward* lower corner of a *fore and aft* sail
4. To turn the vessel such that its *bow* passes through the wind

5. A vessel is on either the port or starboard tack depending on which side the wind is coming from

Top lower platform on mast

Trim

1. To adjust the sails so that they are operating efficiently
2. The angle of the deck off horizontal, e.g. a trim by the stern – the stern is lower than the bow

Waist the middle part of the upper deck forward of the bridge

Wear to turn a vessel so that the *stern* passes through the wind, the equivalent of a gybe in a *fore and aft* sailing vessel

Weather the direction from which the wind is coming

Well command to STOP

Windward towards the wind

Yard a *spar* rigged horizontally across a mast supported at its midpoint, to which the *square sails* are attached

Yardarm the outer end of the *yard*

