Mission Statement

The Los Angeles Maritime Institute serves to empower youth to discover their greater potential through extraordinary at-sea experiences. We envision a thriving community where every young person can look to the future with confidence.

Revised September 2013
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WELCOME

Thank you for joining our Volunteer Training Program. In the next few months you will be undergoing training ashore and afloat commencing with the Orientation which will be your introduction to the life of a volunteer crew member.

Orientation

During orientation you will be asked to fill out a volunteer application. Before you can fully participate as a volunteer you will need to be finger-printed and drug tested as follows:

- Finger Printing – costs $25.00, must be completed by the second volunteer training session.
- Drug Testing – costs $50.00, must be completed before taking part as a member of the volunteer crew.

Other items which will be covered in orientation are:

- Call the office to schedule training sessions aboard ship or on shore.
- All sessions must be completed before you achieve Volunteer Deckhand status.
- Understand that the calendar is posted on the website and that it changes constantly.
- Understand the roles of Captain, Mate, Volunteer Deckhands and Liveaboard Interns.
- Log your hours – keep a personal log.
- A blue crew shirt is available when you accumulate 40 hours of volunteer time.
- Please provide 48 hours’ notice of cancellation if you are scheduled to sail as a volunteer deckhand (we need time to replace you!).

Sail Training Logbook

You will be issued a Sail Training Logbook along with this manual. As you work through the three sessions (see pages 4-9) your progress will relate to items in the logbook. You may also work through other levels of the log book at your own speed and have your progress recorded and certified. Remember, you will need to complete all of Grade I, Parts A and B (Junior Level) plus all the asterisked (*) items in Grades II and III (Intermediate and Senior Levels) in order to achieve your volunteer deckhand status. You do not need to complete the entire log book - only the asterisked items.
SESSION ONE  – Vessel and Sailing Basics

LINE HANDLING – GRADE I – JUNIOR PART A 3) [Logbook page 8]
☐ Importance of callbacks;
☐ Fair leads;
☐ Proper belaying and coiling on a belaying pin;
☐ Proper belaying and coiling on a cleat;
☐ Sweating and tailing;
☐ Proper easing technique;
☐ Dangers in heavy wind and handling of lines under tension.

VESSEL FAMILIARITY – GRADE 1 – JUNIOR PART A 5) [Logbook page 8]
☐ Walk through compartments: Fo’c’s’le (A), Main Saloon (B), Aft Cabin (C);
☐ Location of emergency escape hatches in each compartment;
☐ Proper operation of heads;
☐ Location of grey and black water pumps.

SAFETY GEAR – GRADE 1 – JUNIOR PART A 4) [Logbook page 8]
☐ Location of fire extinguishers (A, B, C, Galley, Nav. House, and Con.);
☐ Location of life rings, life rafts, PFDs;
☐ Location of emergency flares;
☐ Location of First Aid kits.

CLIMBING SAFETY – GRADE I – JUNIOR PART A 7) [Logbook page 8]
☐ No shouting at those aloft;
☐ Directions on use and wearing safety harness;
☐ Proper foot and hand placements on shrouds or bowsprit rigging;
☐ Proper communication commands for “ALOFT” and “ON DECK”

SEA TERMS, SAILS AND RIGGING – GRADE 1 -JUNIOR B 3) [Logbook page 9]
☐ Logbook Appendices 1B and 1C pages 22,23;
☐ Understand different power of squaresails vs. fore and aft and how they affect the balance;
☐ Reefing.

MANŒUVERING – GRADE I B 3) [Logbook page 3]
☐ Appendix 1D [Logbook page23]

PIN RAIL - GRADE 1 JUNIOR B 1) [Logbook page 9]
☐ Memorize and understand the pin rail diagram (logbook p 16-17);
☐ Identify the gear for port and starboard square sails;
☐ Identify the difference between headsail and square sail sheets;
☐ Identify halyards for squares, stays’ls and jibs;
☐ Locate and identify braces both port and starboard;
☐ Identify fife rails;
☐ Identify spider band.
SESSION ONE – Vessel and Sailing Basics (continued)

ORGANIZING THE WATCH – GRADE II 3) and 4) [Logbook page 12]
- Clean-up – Grade II 4) [Logbook page 12]
  - Understand the importance of finishing all tasks prior to leaving vessel
  - Understand proper cleaning below (sweeping, heads, etc.)
  - Identify roles of doing a deck wash.
  - Understand proper use of hose (power etc.) for deck wash;
  - Understand ‘muster’ as the appropriate venue for discussing issues with the day’s sail.

READYING THE VESSEL - GRADE II 3) [Logbook page 12]
- Locate the pre-departure checklists;
- Read and understand the duties on these lists;
- Physically carry out and have training on at least 2 of the duties below:
  - a) Engineering check/small boat
  - b) Steward
  - c) Rigging
  - d) Deck safety
  - e) Greeter

ORGANIZING THE WATCH – GRADE II 3) and 4) [Logbook page 12]
- Appendix IIA [Logbook page 25]
- Getting Underway
  - Identify docking stations and locations (dock lines and fenders);
  - Understand commands: hold, ease, check, etc.;
  - Those not involved in lines etc. positioned on other side of vessel;
  - Importance of communication;
  - Demonstrate a ‘sea gasket’ coil on a fender line;
  - Participate in undocking.

- Docking
  - Belay dock line 1 at the following stations
    - Kevel (Line 2 and Line 3)
    - Quarter Bitt (Line 4)
    - H-bitt (Line 1)
  - Correct placement of fenders;
  - Understand and perform proper dock line throwing technique;
  - Understand and perform proper heaving line technique;
  - Use of roving fender;
  - Participate in docking the vessel.

- Setting and Furling  Grade II 4) [Logbook page 12]
  - Participate in Setting and furling sail in at least one of these areas of the vessel:
    - Aloft on the Square Sails
    - On the bowsprit: inner and outer jib (jib topsail)
    - On deck: the fore staysail and main staysail
  - Know and demonstrate how to do a Daisy Chain
  - Understand the purpose of the sun skin in protecting the sail
  - Understand that neatness in furling is a point of personal and vessel pride and improvement in technique a goal.
SESSION TWO: Drill Day

SAFETY BASICS – GRADE II 6 [Logbook page 12]
- Understand emergency procedures. Inform and then react to the emergency;
- Understand Emergency Flare Kit procedure and execution;
- Understand Use and limitations of Adult and Child Life Vests;
- Understand responsibilities and execution of being a crew member aboard. Sharing of all duties aboard to insure safety in an emergency;
- Understand importance of and execution of ongoing communication throughout an emergency;
- Familiarization with the location and responsibilities of the Emergency Station Bill for MOB, Fire, Flood and Abandon Ship.

HELMSMANSHIP – GRADE IA 1) [Logbook page 8]
- Knowledge of officer’s explanation and demonstration of helmsmanship;
- Understanding of basic commands (hard over, rudder amidships, etc.);
- Steer by physical landmark;
- Steer by Magnetic compass;
- Understand use and limitations of the chart plotter;
- Manned the helm underway.

LOOKOUT – GRADE II 15) [Logbook page 13]
- Ability to recognize while underway other vessels, hazards to navigation and aids to navigation;
- Ability to take a bearing with a handheld bearing compass;
- Understanding of relative bearings;
- Knowledge of basic hand motions to convey information from the bow.

MAN OVERBOARD – GRADE I A 6) [Logbook page 8]
- Familiarization with VHF radios: location, use and important channels;
- Deployment of small boat;
- Understand placement and use of “Jacob’s ladder”;
- Location of life sling and back brace and understands how to rig each apparatus;
- Understand recovery of MOB victim to the vessel;
- Understand care of MOB victim until a certified professional arrives on scene.

FIRE – GRADE III 5) – [Logbook page 18]
- Duties and Responsibilities insure Extinguishers are on deck;
- Location and installation of vent covers;
- Locations of Fuel Shut-off and Fire Axe;
- Significance of Fire Triangle and different classes of fires (A,B,C,D)
- Proper deployment and use of Fire Extinguishers;
- Location and dangers of the “Fireboy”;
- Importance of positioning upwind of smoke in a fire;
- Participated in a Fire Drill.
SESSION TWO: Drill Day (continued)

FLOODING AND ABANDON SHIP – GRADE II 14) [Logbook page 13]

FLOODING
- Location and contents of Damage Control Locker;
- Location of bilge access and water level;
- Location and operation of Manual Bilge Pump;
- Location and use of Bilge Alarm Panel;
- Understand vigilance during flooding and need to be available for duty at any time.

ABANDON SHIP
- Knowledge of the alarm signal to abandon ship;
- Location and use of Life Rafts;
- Location of, contents of and uses for the Ditch Kit;
- Location and function of EPIRBs (Emergency Position Indicating Radio Beacon);
- Proper method of Abandoning Ship and procedure for mustering and disembarking participants;
- Location and proper use of Survival Suit or “Gumby Suit;
- Abandon Ship only declared by Captain or his designate and only by his orders;
- Personal calm must be maintained and if unable to do so participant will be relieved of Duty for safety reasons
- Participate in an Abandon Ship Drill.
SESSION THREE – Navigation and Program

INTRODUCTION TO CHARTS AND ‘RULES OF THE ROAD’ – GRADE IB 4)
[Logbook page 9]
☐ Location of Chart Locker aboard the vessel;
☐ Plot to find a position on the chart by latitude and longitude;
☐ Identify True and Magnetic North on chart;
☐ Identify depth of water on a chart and the measuring units used;
☐ Identify basic aids to navigation (e.g. Buoys, lights, geographic features etc.);
☐ Draw a track line and able to measure its course.

TEACHING – GRADE III 2 [Logbook page18]
☐ Has working knowledge of all four sessions sufficient to teach participants.
☐ Has participated in at least 2 of the education modules/kits:
  ☐ Speed over water;
  ☐ Knot Tying;
  ☐ Rules of the Road;
  ☐ Water Displacement/Bouyancy;
  ☐ Pinrail Tag;
  ☐ Plankton Net;
  ☐ Bottom Grabber – Cataloging Animals.

KNOTS – GRADE I 2) [Logbook page 8]
☐ Bowline
☐ Clove Hitch/Slippery Clove Hitch
☐ Rolling Hitch/Stopper Knot
☐ Sheet Bend
☐ Square Knot/Reef Knot
☐ Figure Eight/Stopper Knot
Useful Knots

**Bowline**
A most useful knot, the bowline will not slip or jam and become difficult to untie. Bowlines are used wherever a secure loop is needed in the end of the line, such as tying a boat to a ring in a wharf, securing a line to an anchor quickly, or securing two hawsers together.

**Clove Hitch**
Quick and easy to tie, the clove hitch is used for securing to any cylindrical object such as a post, bollard or spar and is commonly used in dock lines as a temporary mooring, or hitching vendors to a rail. It must not be considered a permanent fastening as it will loosen and slip if subject to intermittent pulls in different direction.

**Figure Eight Knot**
As its name implies, a figure eight shaped knot is formed in the bitter end of a line. This becomes a stopper knot, which prevents lines, such as sheets and halyards from running out accidentally through a block.

**Reef Knot**
One of the commonest knots, a reef knot is tied in lines of the same diameter. “Right over left and under; left over right and under” will prevent your tying the treacherous “granny knot” which looks like a reef but will jam more easily. Used in tying light lines, such as awning straps, reef nettles, cord on packages it is also known as the square knot.
Useful Knots cont’d

Sheet Bend
Used for tying two lines together, the sheet bend can be used for lines of different diameters. When connecting hawsers for towing, the free ends of the lines should be stopped down with twine for security. The sheet bend will not jam after being subjected to heavy strain and is tied just like the bowline, except it employs two different lines instead of one.

A Rolling Hitch
This knot is used to bend a line to a spar or rope. Make the turns as illustrated then push them together tightly and take the strain on the end with the arrow.

A Round Turn and Two Half Hitches
Used for making a line fast to a ring, stanchion, bollard etc. The knot is simply a round turn around the object and a clove hitch around the line itself.
Coiling and Belaying

- When "belaying" a line to a cleat, start by taking a round turn followed by several "S" turns about it. To "make fast" is to add a single hitch to the last turn. Some sailors use "belay" and "make fast" interchangeably but technically there is a difference as outlined above.

- Many sailors do not like to add the single hitch as there is a danger that the hitch will tighten and not release quickly. As a rule of thumb, do not "make fast" or hitch lines under tension - they will hold without it (e.g. sheets and halyards). Do hitch 'loose' lines such as dinghy painters, which may come loose if not under tension. (See Illustration.)

- When belaying to a pin, do not start with a round turn if the lead of the line is parallel to the pin (which is usually the case) but with a series of S-turns. This will reduce the risk of jamming. (See Illustration.)

- Coil most lines clockwise or they will kink or "hockle" since they are laid up "right handed"; i.e. strands running from left to right, top to bottom if the line is held horizontal.

- Always start your coil next to the pin, hold the coil in your left hand, with your right hand pull the bight of the standing part through the coil, twist it to the left (against the lay) and slip it over the top of the pin or cleat. (See Illustration.)

- Preparing a line to run free: A series of coils thrown down on deck will likely tangle. Two common methods to prevent fouling are:
  1. **Faking:** Also called "faking down" is to lay a line on the deck in a series of figure-eights. (See Illustration.)
  2. **Flaking** (often confused with faking) is to lay the line out on deck in parallel lines. This is the least likely to tangle but needs more space than faking.
Coiling and Belaying Cont’d

Start with a round turn

Belayed (good for sheets and halyards)

Made Fast (with a hitch)

Belaying to a pin

Coiling and Securing

Faking

Flaking
Points of Sail

Your Guide to the Tall Ships

From the tall to the small, sailing vessels can be identified by their sail plan. This guide shows some of the most common tall ship rigs.
Directional Terms

Below you will see the outline of a ship as if we were looking down on her. Note the terms BOW (forward) and STERN (aft). When facing the BOW we look forward and facing the STERN we look aft. PORT is left (facing forward) and STARBOARD right.

To remember: Port is a shorter word than Starboard as “left” is shorter than “right”.

When one object is closer to the stern than another we say it is ABAFT the second. (Not “abaft of”.)

You need to memorize the directional terms since they are essential for reporting accurately any object – another ship, a rock, a swimmer etc. – as it relates to your ship. You will also need to give your best estimate for distance off to the Captain or whomever is on duty. For example, you report that “there is a small sailing dinghy broad on the starboard bow about half a mile off”. This is helpful because it identifies object, direction and distance which the captain needs to know to make the right decision.

The “point” system, as illustrated, is an old one and sometimes confusing. It may help to note that each point is eleven and a quarter degrees; hence four points is 45° and thirty-two points make a circle.
Tacking and Jibing

Tacking / Coming About
(Bringing the bow of the ship through the eye of the wind.)

Jibing / Wearing Ship
(Bringing the stern of the ship through the eye of the wind.)
Sail Plan

ANATOMY OF A BRIGANTINE

SPECIFICATIONS
Length Overall: 90 feet
Spared length: 111 feet
Beam: 21 feet
Draft: 11 feet
Displacement: 130 long tons
Rig Height: 87.6 feet
Sail Area: 5032 sq. ft.
Lifts and Braces
Gaff Mainsail, Gaff Topsail, Staysail
Square Sails

![Diagram of square sails](image-url)
Square Sails

Foresail Set

Foresail "In Its Gear"

Leechlines hauled taut, buntlines not yet hauled taut.
Managing a Ship Under Sail - Terminology

Close-hauled: Sailing as close to the wind with advantage with sails trimmed more nearly fore-and-aft than on any other point of sailing.

Reaching: Sailing with the wind abeam or just forward or aft of the beam

Close Reach: A reach with the wind just ahead of the beam but not so far forward as to be close-hauled.

Broad Reach: A reach with the wind abaft the beam but not so far aft was to be running.

Running: Sailing with the wind directly or nearly directly astern. To sail before the wind.

Tacking: Bringing the ship through the eye of the wind so that she falls off on a new tack; hence, a ship tacks to windward by altering course from one tack to another. A ship can also tack downwind, which may be of advantage in some fore-and-aft rigged vessel which do not wish to sustain the risk of an accidental gybe and/or will reach their destination faster on a series of broad reaches than by running.

Coming About: Bringing the bow of the ship through the eye of the wind.

Missing Stays: When a vessel fails to come about and falls back on the old tack.

In Irons: When a vessel attempts to come about and remains head to wind, refusing to pay off on either tack.

Pinching: Sailing too close to the wind.

Backing (a sail): When in danger of missing stays, a headsail may be sheeted to windward to force the bow off on the desired tack

![Backiing a Headsail](image-url)
Pinrail Diagram Foremast
Pinrail Diagram Mainmast
Emergency Procedures

As a volunteer crew member, you’ll need to know the safety basics right away. Please remember that the captain and/or mate probably has his or her own way of handling emergencies. If so, those procedures take precedence over these. In general, however:

Man Overboard

If a person falls overboard, do the following:

1. Above all act with common sense and calmness. The excitement of the moment will probably quicken your motions without your awareness, preparing the way for further accidents. Try to keep yourself slow and deliberate. Breathe deeply. Remember the adage, Make haste slowly.

2. Shout “Man overboard,” if that hasn’t been done already, loudly enough to be heard throughout the boat.

3. Keep your eyes on the victim and point at him. The helmsman will probably rely on your pointing to guide the boat closer. Under no circumstances should you look away from the victim unless others on deck have him in view and point at him. Then you may attend to other matters, such as:

4. Throw any or all liferings overboard, as close to the victim as possible, to provide buoyancy and mark the position. Also throw the man overboard pole if you happen to be near it.

5. Throw anything else overboard that can be used as a flotation device.

6. If you have been assigned a spot on the Station Bill (more on this below) report there and prepare to do the job assigned for this emergency.
Fire

If you spot a fire, do the following:

1. Shout “fire” so it can be heard throughout the boat.
2. Grab any fire extinguisher available and report to the deck.
3. Follow the directions of the captain or mate.
4. If you are listed on the Station Bill (see below) report there and prepare to do the job assigned for this emergency.

Abandon Ship

1. Don your life jacket or survival suit
2. Lower the ship’s inflatable, to be ready for rescue operations
3. Manually deploy the ship’s life raft and prepare to enter
4. Enter the life rafts at the word of the captain or surviving senior officer
5. Follow the directions listed for you on the Station Bill (see below)

The Station Bill

Before every sail, learn your place on the Station Bill. This is a document filled out by the mate or captain which lists every crucial job to be done in an emergency, together with the name of the crewmember doing that particular job. This document usually changes with every sail, as the crew makeup usually changes with every sail. On Irving and Exy, you will find this document under the Plexiglas sheet overlying the chart table.
## Station Bill (sample)

<table>
<thead>
<tr>
<th>Position</th>
<th>Person</th>
<th>Abandon Ship</th>
<th>Flooding/Collision</th>
<th>Fire</th>
<th>Man Overboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPTAIN</td>
<td></td>
<td>At con.</td>
<td>At con.</td>
<td>At con.</td>
<td>At con.</td>
</tr>
<tr>
<td>1ST MATE</td>
<td></td>
<td>At con.</td>
<td>At con.</td>
<td>At con.</td>
<td>At con.</td>
</tr>
<tr>
<td>DECK 3</td>
<td></td>
<td>1. Grab handheld VHF, followed by prolonged blast.</td>
<td>In command of Raft #1</td>
<td>In command of Raft #2</td>
<td>In command of Raft #1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Grab EPBB, hand-held VHF, hand-held GPS, Log.</td>
<td>Grab EPBB, hand-held VHF, hand-held GPS</td>
<td>Grab EPBB, hand-held VHF, hand-held GPS</td>
<td>Grab EPBB, hand-held VHF, hand-held GPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Deck handling</td>
<td>Deck handling</td>
<td>Deck handling</td>
<td>Deck handling</td>
</tr>
<tr>
<td>DECK 5</td>
<td></td>
<td>1. Accompany made to check bilges and assess damage.</td>
<td>Accompany made to check bilges and assess damage.</td>
<td>Accompany made to check bilges and assess damage.</td>
<td>Accompany made to check bilges and assess damage.</td>
</tr>
<tr>
<td>DECK 6</td>
<td></td>
<td>1. Messenger between Mate and Captain</td>
<td>Messenger between Mate and Captain</td>
<td>Messenger between Mate and Captain</td>
<td>Messenger between Mate and Captain</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Grab VHF, maintain bow watch for Captain</td>
<td>Grab VHF, maintain bow watch for Captain</td>
<td>Grab VHF, maintain bow watch for Captain</td>
<td>Grab VHF, maintain bow watch for Captain</td>
</tr>
<tr>
<td>DECK 7</td>
<td></td>
<td>1. Grab medical kit/blanket</td>
<td>Grab medical kit/blanket</td>
<td>Grab medical kit/blanket</td>
<td>Grab medical kit/blanket</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Head Count</td>
<td>Head Count</td>
<td>Head Count</td>
<td>Head Count</td>
</tr>
<tr>
<td>DECK 8</td>
<td></td>
<td>1. Nearest crew members closest all hatches and vents.</td>
<td>Nearest crew members closest all hatches and vents.</td>
<td>Nearest crew members closest all hatches and vents.</td>
<td>Nearest crew members closest all hatches and vents.</td>
</tr>
<tr>
<td>ALL CREW</td>
<td></td>
<td>1. First Aid/CPR (Assign 2 on day sail, 4 on voyage)</td>
<td>First Aid/CPR (Assign 2 on day sail, 4 on voyage)</td>
<td>First Aid/CPR (Assign 2 on day sail, 4 on voyage)</td>
<td>First Aid/CPR (Assign 2 on day sail, 4 on voyage)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. VHF 7A to be used for shipboard emergency communication</td>
<td>VHF 7A to be used for shipboard emergency communication</td>
<td>VHF 7A to be used for shipboard emergency communication</td>
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**NOTES:**
1. First Aid/CPR (Assign 2 on day sail, 4 on voyage)
2. VHF 7A to be used for shipboard emergency communication
Sample Vessel Preparation Check List

1st Mate:
Before the sail –

- Start Deck Log and maintain properly throughout day sail.
- Complete crew count and assign crewmembers to Vessel Preparation Checklists
- Remove the covers from the NAV equipment and power them on.
- Collect all checklists and ensure that they are completed correctly.
- Visually check the watertight doors.
- Double check that the Manifest reflects all people on board the vessel and have a copy made at the office.

After the sail –

- Ensure that the vessel is properly secured and the crew is debriefed
- Complete “Blue folder” and return the folder to the office.

Engineering:
Before the sail –

- Check wet packing gland and adjust as instructed by Captain
- Check dry packing gland and lubricate as necessary.
- Check bilge levels under shaft and report levels to Mate or Captain.
- Fill out the engine check log completely and then report to the Mate
- Inspect drip pan and bilge for evidence of petroleum leaks. Remove and replace oil absorption pads (diapers) as necessary
- Secure all equipment in the engine room and store all tools for going to sea.
- Properly power down the breaker panel and disconnect shore power cables.
- Secure the engine room’s watertight door.

After the sail –

- Connect shore power cables and safely power them on.

Steward:
Before the sail –

- Empty and reline all head trash containers. Located under the sinks.
- Check the cleanliness of the toilets and clean them as needed.
- Pump out all gray water tanks (A, B, and C)
- Secure the watertight door between A and B compartment.

After the sail –

- Clean the heads in A and B (including the toilets, sinks and commonly touched surfaces.
- Sweep/vacuum the soles and the steps of the companionways as needed.
- If you notice any supplies missing or running low please report them to the Mate.
- Take any full trash bags to the dumpsters.
Rigging:
Before the sail –
  • Raise the flags (American flag, the pennant, etc.)
  • Unfurl the sails specified by the Mate
  • Ready dock lines at each station
  • Flake out the headsail and mainsail sheets
  • Take a lap of the deck and make sure that lines are coiled correctly and the deck is clear of objects
After the sail –
  • Coil and hang the mainsail sheets
  • Ensure that all lines are coiled and are neat
  • Ensure that the yards are squared

Greeter:
Before the sail –
  • Make nametags for all crewmembers per Manifest
  • Make sure you have the Manifest, labels for nametags, a pen, a marker and a clipboard
  • Meet the students and their leader at the top of the dock
  • Explain who you are and remind the students and adults to use the Shore Head while they can, find out what time they must return, and if there are any special needs that should be addressed
  • Have the manifest filled out by the adult in charge. We must have first and last names of all the students and chaperones coming on the sail
  • Ensure that they brought permission slips for all of the students they are bringing
  • Give each student a Nametag with their first name and their Watch number on it
  • Remind them to walk to the boat and while on the boat. No running
  • Give the manifest to the Mate along with a verbal report including time of return, total numbers and any special concerns or needs of the group
  • Assist/Lead the group in the proper stowing of their bags and other gear
After the sail –
  • Help stow and clean the vessel wherever needed

Deck Safety:
Before the Sail –
  • Inspect Man Overboard Equipment (MOB pole, life rings, etc.)
  • Pull 3 PFD’s at random and check them look at the condition of the reflectors and the straps, make sure there is a whistle attached and if there is a light attached make sure that it works (either turn it on or check the expiration date)
  • Inspect the steering system/gear and lubricate as necessary
  • Grab sponges and chamois (shammies) and wipe up the dew or wipe off any dirt on the rails, tables and benches
After the sail –
  • Help stow and clean the vessel wherever needed.