



Rona Sailing Project Crew Handbook

Rona Sailing Project is the working name of The Rona Trust, Registered Charity No. 1073048 and a Limited Company registered in England and Wales No. 3650377
Registered Office: Unit 1A, Universal Marina, Crableck Lane, Southampton SO31 7ZN

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WELCOME TO THE RONA SAILING PROJECT

This handbook has been prepared to give you a better idea about what to expect during your Sail Training Voyage with the Rona Sailing Project (RSP), and to help you get the best out of your trip.

Most of this information will be repeated when you arrive on board but do bring the handbook with you when you come as it may be a handy reference during the first day or two.

Please note that a Sail Training Voyage (STV) is not a holiday but an adventurous team activity during which you will be expected to get involved in all aspects of helping to run and live on a boat. It can be hard work, but you will also have fun!

We do not have lots of rules and regulations on board. However, in order to make sure that everyone has a safe and enjoyable voyage we all, including the Leaders running the Voyage (known as the Afterguard), agree to the following, both on and off the boat:

- We will treat others with respect and consideration
- We will follow all safety instructions
- We will not engage in criminal or anti-social behaviour
- We will cooperate and join in all activities
- We understand that the Skipper has the final say in all disputes

The Afterguard also agree that whatever enthusiasm and effort you put into the Voyage, they will match it and beat it!

We look forward to seeing you!



CONTACT DETAILS

Project address		Project telephone
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SAFEGUARDING

Designated Safeguarding Lead	Ann Bowers	07736 644 178
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Children and young person's safety and wellbeing

The Rona Sailing Project aims to assist the development of young people by providing sailing adventures. We are committed to operating according to best practice to prevent accidents and to safeguard young people's wellbeing in every aspect while aboard.

If you have any concerns about your, or anybody else's, wellbeing whether it is about things that have occurred during, or before, sailing, please speak to the Designated Safeguarding Lead.

BEFORE YOU COME

How do I get there?

Minibus: For each Sail Training Voyage, the RSP provides a free minibus from London on the Thursday, which returns the following Wednesday.

Car: If you are coming by car, please ensure that you arrive at the RSP office at Universal Marina at 11am. It is not a good idea to arrive too early as we will be finishing voyage preparations on the boat and with the Skipper. Directions for drivers are included in the Leaders/Parents Guidebook.

- Please try not to be late as we want to get on with the introductory briefings and go sailing!
- If the Trainee is going to miss the minibus, or is travelling independently and likely to be late, please contact the office
- Car parking: there is 30 minutes free car parking at the Marina, after which there is a charge of £1 an hour

What kit shall I bring?

The question everyone asks! How many pairs of trousers? do I need a sleeping bag? To help you make sure you have everything you need we have put together a handy kit list of all the essentials:

CLOTHING AND ESSENTIALS

- Boots or waterproof shoes. Trainers are great but make sure you have 2 pairs in case one of them gets wet
- Waterproof jacket
- Trousers/leggings/shorts (if the weather is good)
- T-shirts, fleeces, sweaters (layers are the way to go)



- Socks, underwear and suitable nightwear/pyjamas
- Hat or cap, scarf and gloves. Sailing gloves are good for rope pulling but not essential
- Swimming costume
- Bathroom toiletries (avoid big bottles). Hand towel and one for showering
- Sleeping bag and pillow if you can fit it in
- Pocket money (£25 - £30 is ample)
- Personal medication

EXTRAS

- Head torch (or small torch)
- Sun cream and sunglasses
- Hand sanitiser
- DofE book if applicable
- RYA Log book (if you have one. If not, you can purchase one from our office for £5)
- Passport or ID. If you are not a UK citizen you **must** bring a passport
- European Health Insurance Card (EHIC) if you are over 16. You can apply for one here <https://www.gov.uk/european-health-insurance-card>

We provide you with all the appropriate safety equipment and waterproofs. You will also receive a Rona Sailing Project Crew shirt to keep.

Remember: Even in summer it can be cold on the water, especially at night, so bring suitable and sufficient clothes.



Merrilyn Ocean 62ft Schooner (16 people)

Kit bags

Pack your kit in a soft kitbag or holdall – no suitcases or framed rucksacks please as there is not much room to store them. Rolling clothes saves space and allows you to bring that extra jumper.

WHAT HAPPENS DURING MY VOYAGE?

On arrival please book in at the office. You will be issued with a lifejacket which you will be responsible for the care of during the week and asked to make sure that it is handed back at the end of the voyage.

When you go aboard, you will be made welcome by your Skipper and the other Leaders on our yachts. They are called the 'Afterguard'. They will introduce you to your Crewmates. You will be signed aboard and assigned to your Watch (team). You will also be allocated a bunk.

Please note that the yacht does not have individual cabins - but the accommodation layout is dormitory style with up to 12 Crew Members in one area.

Your skipper will give a safety briefing and then you will set out to sea and will begin learning how to sail the yacht. You do not need to have any prior sailing knowledge. On the first day at sea we will carry out a Man Overboard drill and an Emergency Stations drill.

Who's who in the Afterguard?

Your Afterguard will be sailing with you for your Voyage. They all have the necessary qualifications and are all volunteers. This Voyage is their holiday too, so they want to ensure everyone has fun in a safe environment.

Skipper: responsible for the running of the yacht and for the people on board during the Voyage

Mate: the second in command

Watch Officer: responsible for their own Watch (one Watch Officer per Watch)

Watch Leader: assists the Watch Officer in the management of the Watch. Their primary responsibility is to help, train and guide you in running the yacht (one Watch Leader per Watch)

Who will the other Crew Members be?

We take a wide range of individuals and groups to sea. You may be coming with a group, or a friend, or on your own. You will soon get to know your other Crewmates and very quickly form new friendships. It is not uncommon for these to survive beyond your week on board.



Where will we go?

The Skipper decides the itinerary at the time of the voyage, taking into account the weather conditions and the abilities and age of the Crew, etc. But if you are over 16 you could sail across to France and the Channel Islands. If you are under 16 you will sail along the South Coast.

How do the Watches work?

The Crew are divided into two teams called Watches. The Watch system allows the activities of the voyage to continue right through the day and night, although you will have times when you are on or off duty (on or off Watch). Exactly how the Watches are organised will be decided by your Skipper, according to your destination and the weather, but a typical system has Watches that are four hours long, with two two-hour Watches at the end of the afternoon as follows:

8am	-	12pm	Noon	8pm	-	12am	Midnight
12pm	-	4pm	PM	12am	-	4am	AM
4pm	-	6pm	PM	4am	-	8am	AM
6pm	-	8pm	PM				

What do we do?

You are important Members of the Crew and your participation in all activities is essential to the smooth running of the voyage. For example you will help to put the sails up and down and trim them by winding the winches. You will take a turn at steering the boat under supervision. You will be able to learn a bit about how we navigate the boat if you want to. You will help keep the boat clean and tidy and take your turn at cooking and washing up in Watches. Feel free to ask any questions and share any problems with your Watch Leader or other Member of the Afterguard. Above all sailing is a team adventure activity and we hope that you will have fun.



What rules are there on board?

Alcohol: occasionally the Skipper may permit the drinking of alcohol by those of a legal age on board when the vessel is not underway. Drinking ashore in moderation is only permitted if you are 18 or and if you are not going to sea later the same day.

Behaviour: you are expected to carry out the duties assigned to you by the Skipper and Afterguard. Any serious behavioural problems will result in immediate dismissal from the voyage. If this happens, your parents/ Leader will be informed and you will have to get home at your own expense.

Drugs: the RSP has a zero tolerance regarding the use of drugs. If the Skipper has reasonable suspicion that they are being used on board or ashore the person concerned will be sent home immediately or turned over to the appropriate authorities.

Game boys / iPods etc: please don't bring them!

Kit: your kit should be kept tidy and stowed at all times.

Medication: you should have informed us on your berth booking form about any long-term medication or condition but if you are on any prescribed medication that you have not told us about, please tell the Skipper.

Mobile phones: please note that the use of mobile phones is restricted, particularly aboard the boat! Any damage will not be covered by the RSP.

Smoking: no smoking is allowed below decks. If you are on Watch please ask your Watch Officer if you can smoke. Please respect the safety rules and your non-smoking Crew Members and be considerate of their needs as well as your own.

What other useful information can you give me?

Homesickness: being on board is a new and sometimes strange experience. For some of you this is your first time away from home on your own. After the first day you will have started to get used to living on board and to your fellow Crew Members. There is so much going on you will soon feel part of the team.

Insurance: the RSP carries all the legal liability insurance that it is required to have, but does not carry Personal Accident cover. If such insurance is desired you should make your own arrangements to take out holiday cover suitable for Sailing.

Lost belongings: you are responsible for your own personal kit. If you forget something at the end of your voyage, please contact the office.

Problems: if you have any problems with anything, or anyone, don't keep it to yourself, talk to your Watch Leader or Watch Officer.

Space: yes it is a little crowded on board! You will be allocated a locker for your kit, but there is not a lot of room so you will need to keep it tidy. You will soon get used to the space.

Seasickness: even Nelson got seasick! If you know that you suffer from seasickness or travel sickness please bring your usual anti-travel sickness medication with you. If you suffer whilst on board please tell your Watch Leader. It will pass!

Wet clothes: be sensible! Keep your wet clothes separate from your dry clothes. There isn't a washing machine or tumble dryer on board!

How do things work?

Fresh water: fresh water is stored in holding tanks on board, therefore the supply is limited. Be careful only to use the minimum otherwise it will run out!

Food: The food is wholesome and there is plenty of it. You are the cooks, but if you have never cooked before don't worry. You cook in Watches and the Watch Leaders will support you and show you what to do. We eat things like Spaghetti Bolognese, pasties and beans, pizza, or roast dinner. Please make sure you tell us in advance if you are allergic to anything, are vegetarian or vegan, or can't eat certain foods for religious reasons.



The heads: the toilets that is! Sea toilets are flushed by seawater hand pumps and are different to the toilets you are used to ashore. You should be shown how to use the heads when you come aboard. Please remember that they can easily be blocked, so you should not use too much toilet paper and should not put anything else into them unless it has been eaten or drunk first! Remember, if you are not sure how to work them, or find that there is a problem with them, please ask your Watch Leader.



Rona II Oyster 68ft Ketch (23 people)

WHAT HAPPENS AT THE END OF MY VOYAGE?

Feedback and awards

Your Skipper will write a short report about you at the end of the voyage. A copy of this will be sent to your organisation, or yourself or a parent if asked for.

Our aim is to give the Project experience, on a one-off basis, to as many young people as possible. However, if your Afterguard decide that you have 'given of your best' during the voyage, you may be awarded either a Scott or Amory award. Crew Members aged 14 to 15 are eligible for Scott Awards and anyone aged 16 and over are eligible for an Amory Award.

A Scott Award means you will be invited back to sail the following season. An Amory Award means you will have the opportunity to take part in the Tall Ships' Race selection procedure.

A voyage can count as the residential section of your Gold Duke of Edinburgh's Award. Please contact the office before your voyage if you are intending to use this trip as a qualifying residential week.

Tall Ships' Race

Each year a boat is entered for a Tall Ships' Race and the Amory Award holders from the previous year are invited to a selection procedure to make up the Crews for these. The RSP has been entering this event for many years and each time the Crew come back having had an amazing time:

"The Tall Ships' Race is a festival of young people from all over the World coming together to compete, to experience and to learn. After the hard work of the race, we found that we all had another thing in common; we loved a good party".

Can I become a volunteer with the Project?

A young person who shows marked leadership ability can be recommended for Watch Leader training. The Watch Leader training is carried out over 2 weekends on the Solent, on the three yachts. The first weekend is in September / October and the second in the Spring.



If you are chosen as a Watch Leader you are invited to join the RSP. You will then be in a position of responsibility and will be expected (with help, and after training) to lead a group of young people and help run the yacht.

If you continue with the Project you should have the opportunity to further your skills and move up through the ranks and progress towards being Watch Officer, Mate and even Skipper. Over forty of our sixty Skippers started in the Project as Crew Members.

We hope that this handbook helps you to prepare for your Voyage. Remember, you will get out of this Sail Training Voyage as much as you put into it. Good luck and have fun!

QUALIFICATIONS

RYA Certificates

The following pages outline the syllabus for the RYA Start Yachting and RYA Competent Crew (first level) which you might be able to get signed off during your STV.

RYA Start Yachting

Syllabus Number	SECTION	DETAILS	SIGNATURE OF SKIPPER
1	The Yacht	Basic knowledge of sea terms, parts of a boat, her rigging and sails.	
2	Ropework	Ability to tie the following knots: figure of eight, round turn and two half hitches, bowline. Securing a rope to a cleat. Use of winches and jamming cleats.	
3	Underway	Has experienced sailing a yacht on all points of sail. Can steer a yacht under sail or power.	
4	Rules of the Road	Can keep an efficient lookout at sea.	
5	Meteorology	Knows where to obtain a weather forecast.	
6	Man Overboard	Understands the action to be taken to recover a man overboard.	
7	Clothing and Equipment	Understands and complies with the rules for the wearing of safety harnesses, lifejackets and personal buoyancy aids.	
8	Emergency Equipment and Precautions	Is aware of hazards on board a yacht. Knows the action to be taken in the event of an emergency.	

RYA Competent Crew Practical Course

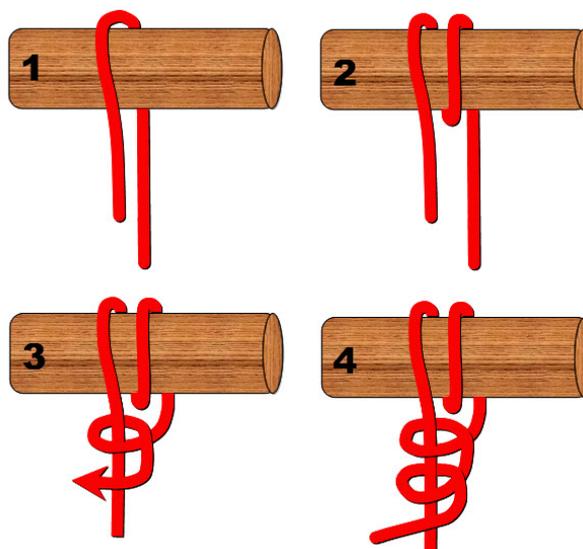
Syllabus Number	SECTION	DETAILS	SIGNATURE OF SKIPPER
1	Knowledge of Sea Terms and parts of a boat, her rigging and sails	Sufficient knowledge to understand orders given concerning the sailing and day-to-day running of the boat.	
2	Sail Handling	Bending on sails. Use of sheets and halyards and their associated winches.	
3	Ropework	Handling ropes, including coiling, stowing securing to cleats and single and double bollards. Ability to tie the following knots and to know correct use: figure of eight, clove hitch, rolling hitch, bowline, round turn and two half hitches, single and double sheet bend, reef knot.	
4	Fire Precautions	Awareness of the hazards of fire and the precautions necessary to prevent fire. Knowledge of the action to be taken in event of fire.	
5	Personal Safety	Understands and complies with rules for the wearing of safety harnesses, lifejackets and personal buoyancy aids.	
6	Man Overboard	Understands the action to be taken to recover a man overboard.	
7	Emergency Equipment	Can operate distress flares and knows when they should be used. Understands how to launch and board a liferaft.	
8	Manners and Customs	Understands accepted practice with regard to use of burgees and engines, prevention of unnecessary noise or disturbance in harbour including courtesies to other craft berthed alongside. Aware of the responsibility of yacht Skippers to protect the environment.	
9	Rules of the Road	Is able to keep an efficient lookout at sea.	
10	Dinghies	Understands and complies with the loading rules. Is able to handle a dinghy under oars.	
11	Meteorology	Awareness of forecasting services and knowledge of the Beaufort scale.	
12	Seasickness	Working is: Unaffected / partially affected / affected by seasickness. (Delete as applicable).	
13	Helming and Sailing	Understands the basic principles of sailing and can steer and trim sails on all points of sailing. Can steer a compass course, under sail and power.	
14	General Duties	Has carried out general duties satisfactorily on deck and below decks in connection with the daily routine of the vessel.	

THINGS TO HELP YOU BEFORE YOU SAIL

Knots

If you want to practise one thing before you come sailing which will be useful right from the start of the Voyage, it is worth learning how to tie a few knots:

Round turn and two half hitches: used for attaching a rope to a bar, post or ring. You could practise tying it round different things. We use it mainly for tying fenders on the boat.



Bowline: used to make a loop that will not slip. Practise tying it with the loop going round or through something. We use it on board for attaching sheets to the headsail or on the end of mooring lines to make a loop.

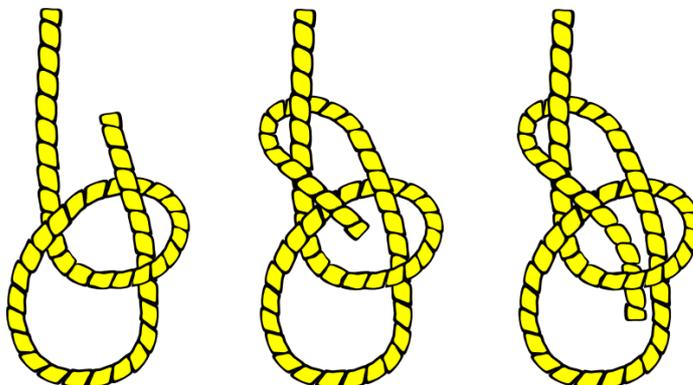
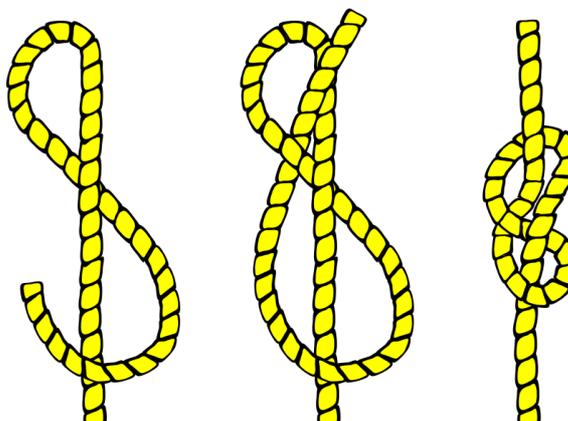


Figure of eight: this knot is quick and easy to learn and makes an effective end stop for many types of rope. It prevents the line from running through a guide or opening. As easy as tying a granny knot but much easier to undo!



Sailing terms

You will learn a whole new language when you get aboard. Here are some of the most common terms. You don't need to learn them by heart but it will be useful if you can read through the list and look at the diagrams:

- **Fender:** an inflated object hung to protect the side of the boat when alongside
- **Halyard:** a rope attached to the top of the sail for hoisting it
- **Reef:** makes the sail smaller in stronger winds
- **Sheet:** a rope attached to a bottom corner of the sail to adjust the angle
- **Shrouds/stays:** the wires which support the mast
- **Stanchions:** the 'fence posts' around the side of the boat
- **Tack:** to turn the boat so the bow goes in a different direction
- **Gybe:** to turn the boat so the stern goes in a different direction
- **Winches:** a drum for adjusting the tension of sheets and halyards

