

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

Contents

| | |
|---|----------|
| WELCOME TO THE RONA SAILING PROJECT | 4 |
| CONTACT DETAILS..... | 5 |
| Children and young person's safety and wellbeing..... | 5 |
| BEFORE YOU COME..... | 5 |
| Arrival..... | 5 |
| Covid Update | 5 |
| WHAT KIT SHALL I BRING WITH ME? | 6 |
| WHAT HAPPENS DURING MY VOYAGE? | 7 |
| Who's who in the Afterguard? | 7 |
| Skipper..... | 7 |
| Mate | 7 |
| Watch Officer | 7 |
| Watch Leader | 7 |
| Who will the other Crew Members be?..... | 7 |
| Where will we go? | 8 |
| How do the Watches work? | 8 |
| What do we do?..... | 8 |
| What rules are there on board?..... | 8 |
| Alcohol..... | 8 |
| Behaviour | 8 |
| Drugs..... | 8 |
| Electronic Games / iPods | 8 |
| Kit..... | 8 |
| Medication | 9 |
| Mobile phones | 9 |
| Smoking | 9 |
| Hygiene..... | 9 |
| What other useful information can you give me?..... | 9 |
| Homesickness..... | 9 |
| Insurance | 9 |
| Lost belongings..... | 9 |

| | |
|---|-----------|
| Problems..... | 9 |
| Space..... | 9 |
| Seasickness..... | 9 |
| Wet clothes | 9 |
| HOW DO THINGS WORK? | 10 |
| Fresh water | 10 |
| Food..... | 10 |
| The heads | 10 |
| WHAT HAPPENS AT THE END OF MY VOYAGE | 11 |
| Feedback and awards | 11 |
| Tall Ships' Race | 11 |
| Can I become a volunteer with the Project? | 11 |
| QUALIFICATIONS..... | 12 |
| RYA Certificates | 12 |
| RYA Start Yachting | 12 |
| RYA Competent Crew Practical Course | 13 |
| THINGS TO HELP YOU BEFORE YOU SAIL | 15 |
| Knots | 15 |
| Sailing Terms | 16 |

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 at the marina and 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!

This will be a slightly different season to normal and we do have some procedures that you will need to follow before you arrive, before you step onto the boat and during the voyage. 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 (the Volunteer Crew) 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!



Donald Searle Ocean 75ft Ketch (20 people)

CONTACT DETAILS

| Project address | | Project telephone |
|--|--|---|
| Rona Sailing Project Unit 1A, Universal Marina, Crableck Lane, Southampton SO31 7ZN | | 01489 885 098 Mon - Thurs 0800-1700 Fri 0800-1300 |
| Email: | office@ronasailingproject.org.uk | |
| Website: | www.ronasailingproject.org.uk | |
| SAFEGUARDING | | |
| Designated Safeguarding Lead | Ann Bowers | 07736 644 178 |
| WELFARE | | |
| Welfare Officer | Ros Harpur | 07734 022 550 |

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

Arrival

We will be offering a pick up and drop off in our minibus from Southampton Parkway train station this season. If you require a seat on the minibus please let the office know as soon as possible as we have only 12 places available.

If you are arriving directly then directions to the Project are in the Parents Guide.

Timings are below

| | Arrival time | Departure time |
|---|----------------|-------------------------------|
| Pick up at Southampton Parkway train station | 10.45am | 3.30pm @ train station |
| Direct to the Project | 11am | 3pm |

Covid Update

We won't be asking people to test before a voyage in 2023 at this stage. If the situation changes then we will contact everyone. However, to keep people safe if you, or any close contact does test positive 5 days prior to their voyage please do advise the office. Infections can spread very easily with people living in close contact on a boat and we would ask that no one sails having tested positive or showing symptoms. We will do our best to accommodate you on an alternative voyage or offer a refund if we fill your space.

WHAT KIT SHALL I BRING WITH ME?

The question everyone asks! What clothes do I need to pack? To help ensure you have everything you need we have put together a handy kit list of 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 (pillow if you want to)

If the weather is very hot when you are due to sail then we will ask you to bring a single sheet

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 pre-order one on the **Pre Voyage Covid Declaration**).

Log books can't be purchased on the day.

REALLY USEFUL THINGS

Single fitted sheet - for your bunk cushion

Bin bags to store dirty clothes

Tea towels. If you are happy for these to be disposed of at the end of the voyage then that is great so don't bring the really expensive ones!

Power Bank. There are limited places to charge your phone during the voyage so please consider one of these, fully charged before you leave home!

Everything on the kit list! We know this is obvious but we always have people turn up forgetting something and we are not going to be able to lend you a sleeping bag, boots, towel etc. If you have forgotten these items then you will need to go and purchase them before you are tested and can join the boat. So read it twice, pack it twice and then just check it again.

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.

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?

Firstly let us know you have arrived!

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. Also a set of oilskins on a hangar. Keep these in a pair and bring them back at the end on the hangar again.

You will be taken to the boat and there you will be made welcome by your Skipper and the other Leaders on our yachts. They are called the 'Afterguard'. 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.

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.



Merrilyn Ocean 62ft Schooner (16 people)

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. This season we will be sailing along the South Coast and potentially to the Channel Islands. There will be lots to enjoy whether sailing around the Isle of Wight and enjoying some of the coves and beaches along the Jurassic 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 over 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.

Electronic Games / 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 on arrival.

Mobile phones: please note that the use of mobile phones is restricted, particularly aboard the boat! Charging facilities are available but limited. 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.

Hygiene: we have ensured that there is hand sanitiser throughout the boat.

What other useful information can you give me?

Homesickness: being on board is a new and sometimes strange experience. After the past year it may seem very strange to be away with a group of people that you don't know. Please remember that almost everyone will be feeling the same. 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 get to know your fellow Crew Members. There is so much going on you will soon feel part of the team. However, please speak to any of the Afterguard if you are feeling unsettled and they will be able to support you. We also have a Welfare Officer available for you to speak to and their details are at the start of this handbook.

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. Any lost property deemed to be a contamination risk or having little value, will be disposed of. Please remember to pack everything at the end of the voyage.

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: We are running voyages with limited numbers this season and although there is enough space for everyone, it is limited. You will, however, have your own area to keep your kit, either on your bunk or in a locker, depending on the boat. Please respect others personal space when below decks.

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. Remember it only works if you start taking it before you travel to us! If you are taking travel sickness medication please let a member of the Afterguard know. If you start to 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 pasta bake, pasties and beans, soup, pizza, and roast dinners. And there are always plenty of cakes being prepared on board. 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 will 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. We will be asking that everyone clean the heads (including the taps and handles) after they use them. Make sure they are as clean as you would wish to find them.



Rona II Oyster 68ft Ketch (23 people)

WHAT HAPPENS AT THE END OF MY VOYAGE

Feedback and awards

Your Skipper will give you feedback at the end of the Voyage. If you came through an organisation, they will automatically get written copies. If you booked direct, you will need to request a copy from our Office. These will be emailed to you.

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 before the programme is opened up.

An **Amory Award** means you will have the opportunity to take part in the Tall Ships' Race/longer voyages.

Voyages 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. Also ensure that you have the relevant details for the reports to be submitted to the DoE organisation.

Tall Ships' Race

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

"Nothing can quite prepare you for the unforgettable atmosphere of racing in the Tall Ships Race. Picture yourself sailing on an RSP boat, way out at sea, with the waves crashing against the hull, no land in sight, the sun rising behind you, and your closest competitor hot on your heels".

Due to recent events and rising costs we have not been able to take part in this event but we have run longer voyages to new and exciting places and Amory Award holders will be given the opportunity to book one of these voyages before anyone else.

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 two weekends on the Solent, on the three yachts. The first weekend is in September or October and the second will be 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 | KNOWLEDGE OF: <ul style="list-style-type: none"> Sea terms; part of a boat; her rigging and sails | |
| 2 | Ropework | UNDERSTANDS: <ul style="list-style-type: none"> The bowline CAN: <ul style="list-style-type: none"> Tie the following knots: figure of eight, round turn and two half hitches Secure a rope to a cleat Use winches and jamming cleats | |
| 3 | Under Way | KNOWLEDGE OF: <ul style="list-style-type: none"> Sailing a yacht on all points of sail CAN: <ul style="list-style-type: none"> Steer a yacht under sail or power | |
| 4 | Rules of the Road | CAN: <ul style="list-style-type: none"> Keep an efficient lookout at sea | |
| 5 | Meteorology | UNDERSTANDS: <ul style="list-style-type: none"> Where to obtain a weather forecast | |
| 6 | Man Overboard Recovery | UNDERSTANDS: <ul style="list-style-type: none"> The action to be taken as crew to recover a man overboard The effects of cold-water shock on a casualty | |
| 7 | Clothing and Equipment | UNDERSTANDS: <ul style="list-style-type: none"> Good practice for the wearing of safety harnesses, life jackets and personal buoyancy aids | |
| 8 | Emergency Equipment and Precautions | UNDERSTANDS: <ul style="list-style-type: none"> Hazards on board a yacht Actions to be taken in the event of an emergency | |

RYA Competent Crew Practical Course

| Syllabus Number | SECTION | DETAILS | SIGNATURE OF SKIPPER |
|-----------------|--|--|----------------------|
| 1 | Sea Terms and Parts of Boat, her Rigging and Sails | UNDERSTANDS: <ul style="list-style-type: none"> Orders given concerning the sailing and day-to-day running of the boat | |
| 2 | Sail Handling | CAN: <ul style="list-style-type: none"> Bend on, set, reef and handle sails Use sheets and halyards and their associated winches | |
| 3 | Ropework | CAN: <ul style="list-style-type: none"> Use sheets and halyards and their associated winches Handle ropes, including coiling, stowing, securing to cleats and single and double bollards Handle warps Tie the following knots and knows their correct use: figure-of-eight; clove hitch; bowline; round turn and two half hitches; reef knot; rolling hitch; single and double sheet bend | |
| 4 | Safety on Board | UNDERSTANDS: <ul style="list-style-type: none"> Fire precautions and lighting What the particular hazards are, and actions to be taken to prevent and in the event of fire On-board alarms, including gas and carbon monoxide | |
| 5 | Personal Safety Equipment | UNDERSTANDS: <ul style="list-style-type: none"> How to comply with guidance for the wearing of safety harnesses, life jackets and personal buoyancy aids | |
| 6 | Man Overboard | UNDERSTANDS: <ul style="list-style-type: none"> The action to be taken to recover a man overboard How cold-water shock can affect a casualty in the water | |
| 7 | Emergency Equipment | UNDERSTANDS: <ul style="list-style-type: none"> How to launch and board a life raft Distress flares and knows when they should be used | |
| 8 | Manners and Customs | UNDERSTANDS: <ul style="list-style-type: none"> Accepted practice with regard to: use of burgees and ensigns; prevention of unnecessary noise or disturbance in harbour including courtesies to other berthed craft The responsibility of the boating community to protect the environment | |

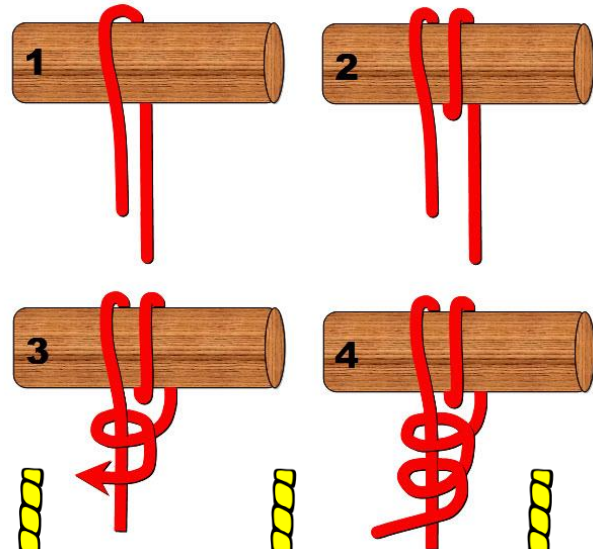
| | | | |
|----|--------------------------|---|--|
| 9 | Rules of the Road | CAN: <ul style="list-style-type: none"> Keep an efficient lookout at sea | |
| 10 | Tender Usage | UNDERSTANDS: <ul style="list-style-type: none"> The loading rules and complies with them The use and importance of a kill cord Safety equipment for tenders CAN: <ul style="list-style-type: none"> Handle a dinghy under oars | |
| 11 | Meteorology | KNOWLEDGE OF: <ul style="list-style-type: none"> The Beaufort Scale UNDERSTANDS: <ul style="list-style-type: none"> The forecasting services and where to obtain a forecast | |
| 12 | Seasickness | <ul style="list-style-type: none"> Working efficiency is unaffected / partially affected / severely affected by seasickness (<i>delete as applicable</i>) UNDERSTANDS: <ul style="list-style-type: none"> How to reduce the effects of seasickness (e.g. steer, look at the horizon, take anti-sickness tablets before going afloat) | |
| 13 | Helmsmanship and Sailing | UNDERSTANDS: <ul style="list-style-type: none"> The basic principles of sailing CAN: <ul style="list-style-type: none"> Steer and trim sails on all points of sailing Steer a compass course, under sail and power | |
| 14 | General Duties | CAN:- <ul style="list-style-type: none"> Carry 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.

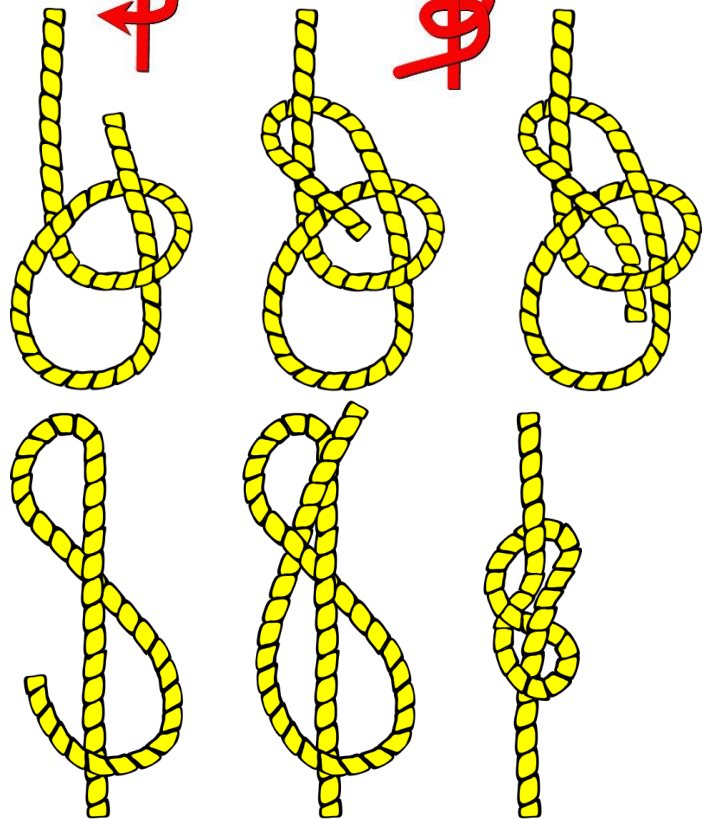


Figure of eight: this knot is quick and easy to learn and makes an effective end stop for many types of rope. It prevents the line from running through a guide or opening. As easy as tying a granny knot but much easier to undo!

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

