

SAILOR'S HANDBOOK

For

PACIFIC GRACE



Revised 2020

To the Sailor

The Sailor's Handbook is designed for all trainees who are planning a trip aboard the *Pacific Grace*. We feel that good preparation makes for a profitable voyage so we would urge you to look through this material and familiarize yourself with the contents. A 3-ring binder or duo-tang folder will help keep the sheets together and allow you to add any further information which may be supplied by the crew. Pay particular attention to the details of the sail plans and interior accommodation plan — this way you'll know the difference between the fore sail and the main topsail or the lazarette and the galley even before you step aboard.

Boarding Instructions



At the time of booking you will be given detailed directions as to the place and time to board the vessel.

Ship's protocol dictates that someone boarding a vessel for the first time waits for permission from the crew prior to boarding.

After all trainees are assembled aboard, the Captain will give a brief word of welcome, an introduction, and a safety orientation. You will be assigned a watch and a watch officer (who will be in charge of your watch).

Bunks

You will have the opportunity to choose a bunk with a number that will correspond to your PFD number and your mug number. Do not change bunks without permission from your watch officer. Ship bunks are not as spacious or as luxurious as your bed at home! They must be kept neat at all times and all your gear must be stowed on your bunk; hence, the necessity for soft duffle bags rather than hard suitcases and for keeping your gear to a minimum (in other words, leave the hair dryers and laptops at home!)

Cell Phones

For Group Trips, use of cell phones is NOT permitted during the voyage; however, you may be permitted to use the camera function ONLY depending on the group/school's policy.

For Summer Trips, cell phones may only be used prior to boarding and after disembarking. While on board they must be in "Airplane" mode. If you don't have a dedicated camera, you may use the camera function ONLY.

The Watch System

The word **watch** has several different meanings aboard a vessel, so it is important to understand the following definitions:

[A] When you come aboard you will be placed in a watch (or group) with several other trainees. There are three such groups on the *Pacific Grace* and each is known by a name or number:

No. 1	FORWARD WATCH
No. 2	PORT WATCH
No. 3	STARBOARD WATCH

In this case, the name simply identifies the group of trainees and does not have anything to do with a position on the vessel.

[B] The vessel operates on a 24-hour schedule and this schedule is broken down into watches as follows:

<u>TIME</u>	<u>NAME</u>
0000 hours — 0400 hours	MIDDLE
0400 hours — 0800 hours	MORNING
0800 hours — 1200 hours	FORENOON
1200 hours — 1600 hours	AFTERNOON
1600 hours — 1800 hours	FIRST DOG
1800 hours — 2000 hours	LAST DOG
2000 hours — 2400 hours	FIRST

[C] A schedule is posted for each trip, starting with day one, and describes how each group or watch in [A] relates to the time periods or watches in [B]. This schedule is called a "**Watch and Quarter Bill**". In this way you will know whether you are on duty (i.e. "on watch"), whether you are on first or second sitting for meals (very important!), or whether your watch does the dishes, has time off, etc.

The watch that is on duty is called the "**Duty Watch**". The watch which will next relieve the duty watch is called the "**Standby Watch**". If the ship is sailing, then the duty watch is responsible for handling her — the members of that group will be organized and rotated by the officer of the watch to trim sails, take the wheel, listen to the ship's radio and act as lookouts in the bow and stern. If the boat is at anchor, then the duty watch becomes the "**Anchor Watch**" and ensures that the anchor light remains lit and the anchor doesn't drag. On

anchor watch, the whole of the duty watch may not necessarily be needed at the same time, so the members of that group are usually rotated at the discretion of the watch officer.

In heavy weather or during large sail changes the officer of the watch may call upon the standby watch for assistance, so if your watch is the standby watch you should always be ready to give a hand at a moment's notice.

Shipboard Routine

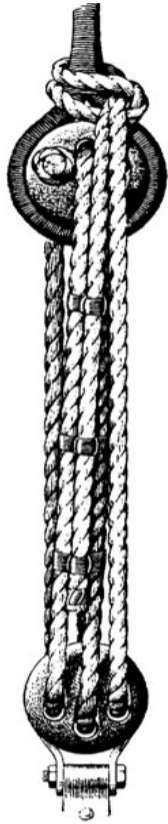
Within the watch system, life aboard the Pacific Grace falls into a regular pattern. Please note in particular:

- (a) **Meals:** usually two sittings. Grace is said or sung before each meal.
- (b) **Lights out:** specified time by the captain or mate. Absolutely no talking or horseplay after lights out.
- (c) **Boat Sunday:** a regular day except that shipboard practice calls for a brief Sunday service led by captain and crew.
- (d) **Chores:** shared by all trainees. A cheerful attitude and willingness to do even the unpleasant tasks will make life more enjoyable for you and your shipmates.
- (e) **Instruction:** classes are given by the crew to all trainees on chartwork, navigation, ropework, etc.



The Crew

The *Pacific Grace*'s professional crew consists of five to six members. During the summer months, they are assisted by volunteers who fill roles such as bosun's mate, cook's assistant and watch leader. The full-time positions are:



(a) **Captain:** The captain has supreme authority over all matters concerning the ship's handling, safety, itinerary, program, transactions and discipline. On commercial vessels the captain is often referred to as *the Master*. It is customary for trainees to refer to them as *Captain* or *Skipper*.

(b) **Mate:** The mate is second in command and is responsible for assuming the captain's authority if anything should happen to the captain. He or she is specifically responsible for the overall maintenance and physical neatness of the vessel and for conveying the captain's orders to the rest of the crew. The mate is also one of the watch officers.

(c) **Bosun/Engineer:** The bosun/engineer has specific responsibilities related to the rigging, rope work and mechanical aspects of the vessel. The bosun is also one of the watch officers.

(d) **Watch Officer:** The watch officer is responsible for the supervision and welfare of his or her own watch and contributes to the general program aboard the ship. There may be two watch officers aboard.

(e) **Cook:** The cook is responsible for provisioning the vessel, planning all meals and supervising food preparation. The cook is the only member of the crew who is not required to stand night watch.

The following are volunteer positions and are usually only filled during the summer sailing season:

(a) **Watch Leader:** Watch leaders provide assistance to the watch officers and in some cases will run a watch on the officer's behalf. Watch leaders bunk in with the trainees and act as chaperones and leaders. They are specifically involved in the non-technical aspects of the program such as the evening musters and shore-side excursions.

(b) **Bosun's Mate:** The bosun's mate is usually a former trainee who shows above-average capabilities which enable him or her to assist the bosun with rope work and ship's maintenance.

(c) **Assistant Cook:** This job is usually filled by a former trainee who will assist the cook with food preparation and galley clean up at the end of the trip.

Vital Statistics - *Pacific Grace*

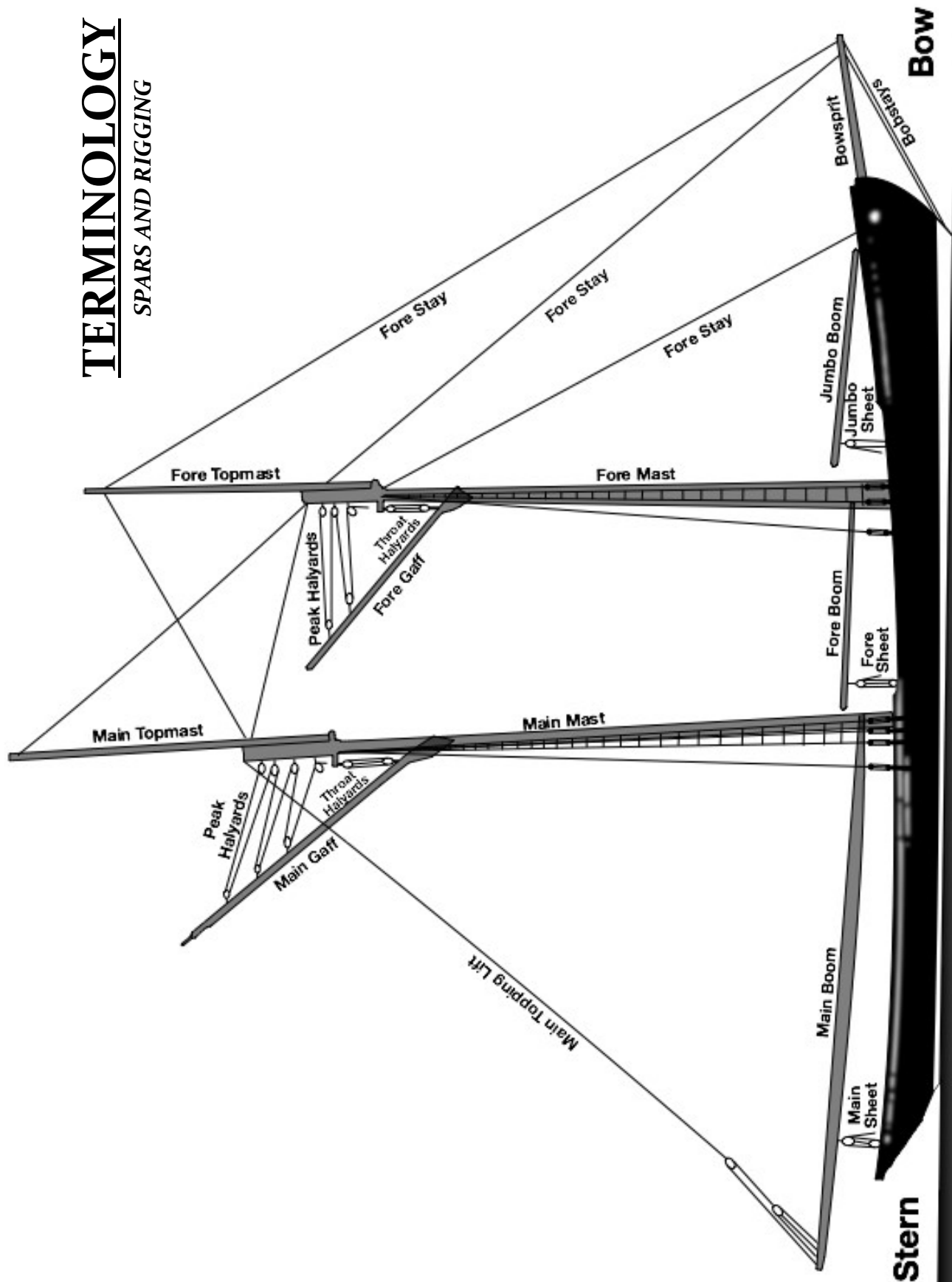
Launched in 1999 in Victoria, British Columbia, the *Pacific Grace* is a replica of SALTS' first sail training schooner, the *Robertson II*. This type of vessel is known as a Banks fishing schooner, similar to the famous *Bluenose* on every Canadian Dime.

Sparred Length.	138'7"
Length on Deck	108'7"
Beam	22'
Draft	11'6"
Displacement	185 tons
Rig	Gaff schooner
Sail Area	5,686 square feet
Accommodation	38 berths
Engine	twin Caterpillar diesels, 125 hp each



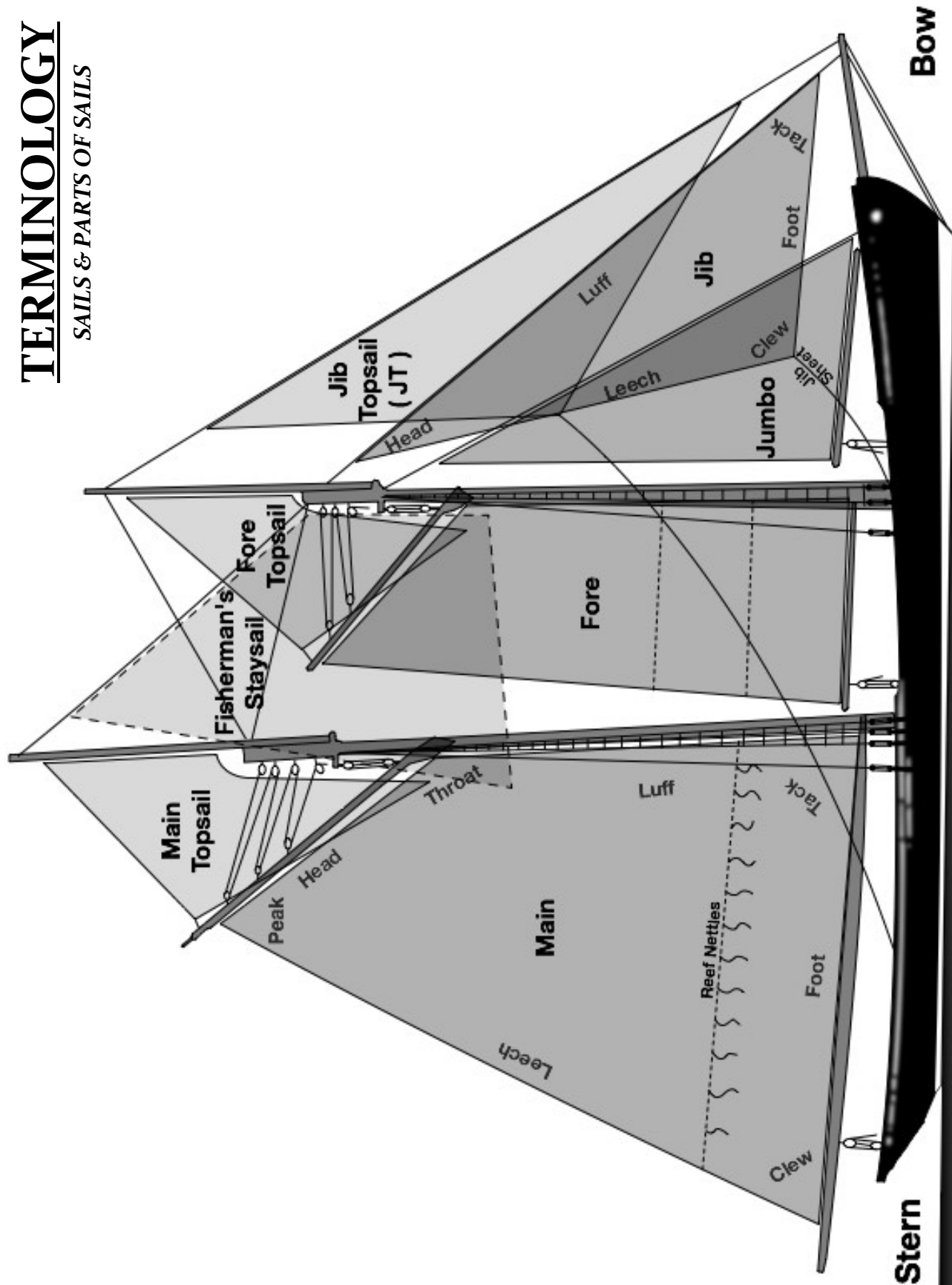
TERMINOLOGY

SPARS AND RIGGING



TERMINOLOGY

SAILS & PARTS OF SAILS



Pacific Grace

INTERIOR ACCOMMODATION

