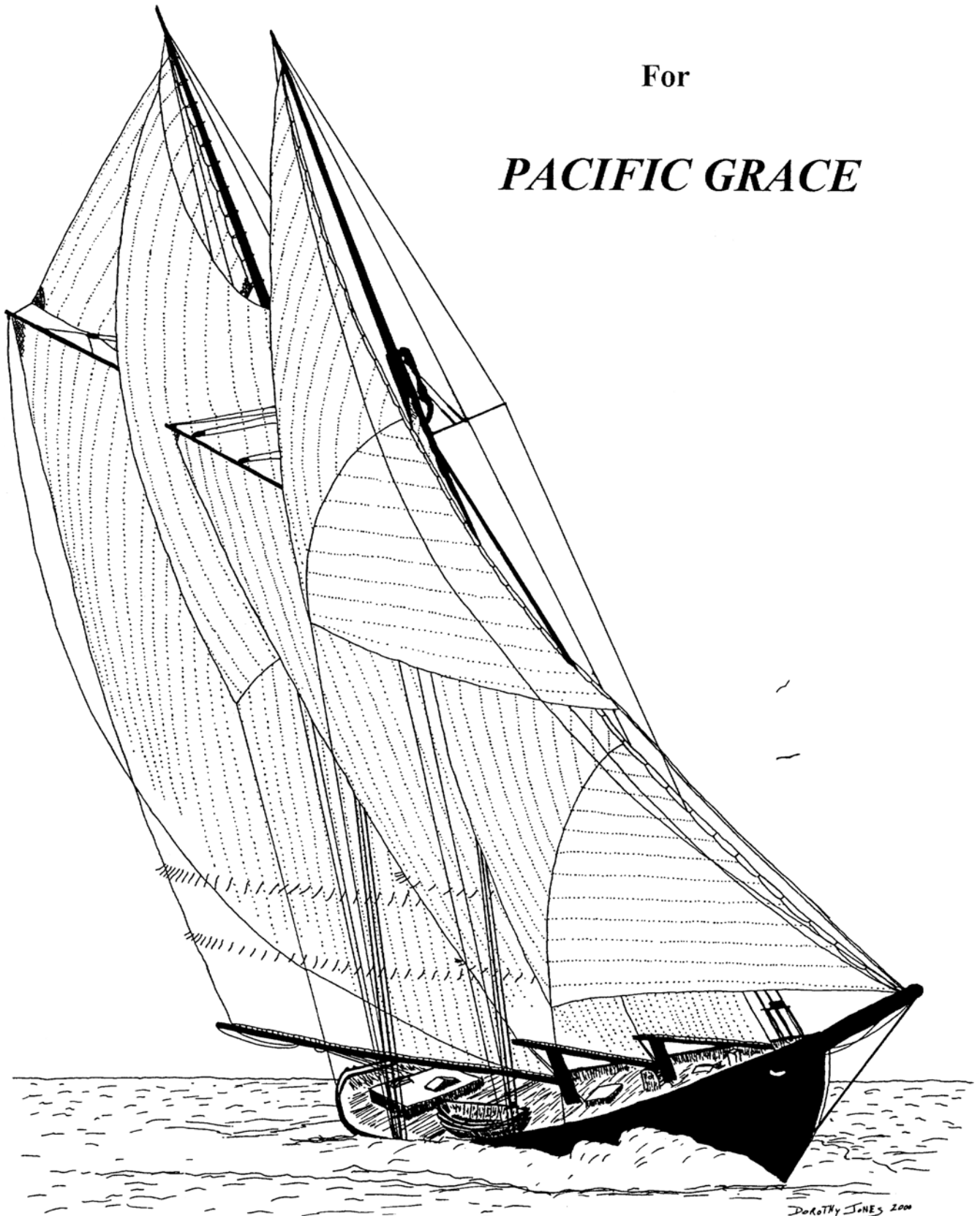


SAILOR'S HANDBOOK

For

PACIFIC GRACE



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 plan and interior accommodation plans – this way you'll know the difference between the jib and the jumbo or the lazarette and the galley even before you step aboard.

Boarding Instructions



Unless told otherwise, you will board the vessel at Ship Point Wharf in Victoria's Inner Harbour (in front of the Empress Hotel and below the Tourist Bureau).

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

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



Bunks

Your bunk will have a number and initially this number will be used to identify you, so do not change bunks without permission from your watch officer. Ships' 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 curling irons at home!)

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 FORE WATCH
- No. 2 PORT WATCH
- No. 3 STARBOARD WATCH

The name simply identifies the group of trainees and does not in this case 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:

TIME	NAME
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 when you are on duty (i.e. “on watch”) or whether you are in first or second sitting for meals (very important!) or whether your watch does the dishes, prepares meals, 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 duty watch officer to trim sails, man the wheel, listen to the radio and be posted as lookouts in the bow and stern. If the boat is at anchor, then the duty watch becomes the “**Anchor Watch**” to ensure that the anchor doesn’t drag or the anchor light doesn’t go out. On anchor watch, the whole of the duty watch is not necessarily needed at one 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 duty watch officer may call upon the standby watch for assistance, so if your watch is the next to go on you should always be ready to give a hand at a moment’s notice.

The Crew

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

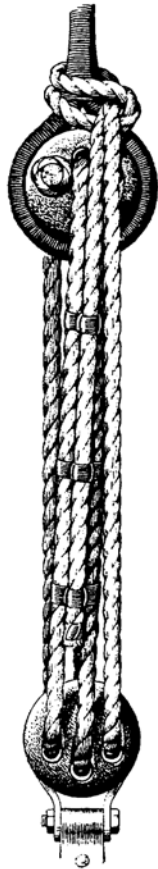
- (a) **Captain** – The captain has supreme authority over all matters concerning the ship’s handling, safety, itinerary, program, transactions and discipline. On commercial vessels the captain is often referred to as *the master*. It is customary for trainees to refer to him as *captain* or *skipper*.

- (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 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.
- (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 positions are usually only filled during the summer sailing season and are purely voluntary:

- (f) **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 counsellors. They are specifically involved in the non-technical side of the program such as the evening musters and shore-side excursions.
- (g) **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.
- (h) **Assistant Cook** – This job is usually filled by former trainees to assist the cook with food preparation and galley clean up at the end of the trip.





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) **Sundays** – a regular day except that shipboard practice calls for a brief Sunday service held by captain and crew.
- (d) **Chores** – shared by all trainees. A cheerful disposition and willingness to do even the unpleasant tasks will make life easier for you and your shipmates.
- (e) **Instruction** – classes are given by the crew in chartwork, navigation, ropework etc. for all trainees.

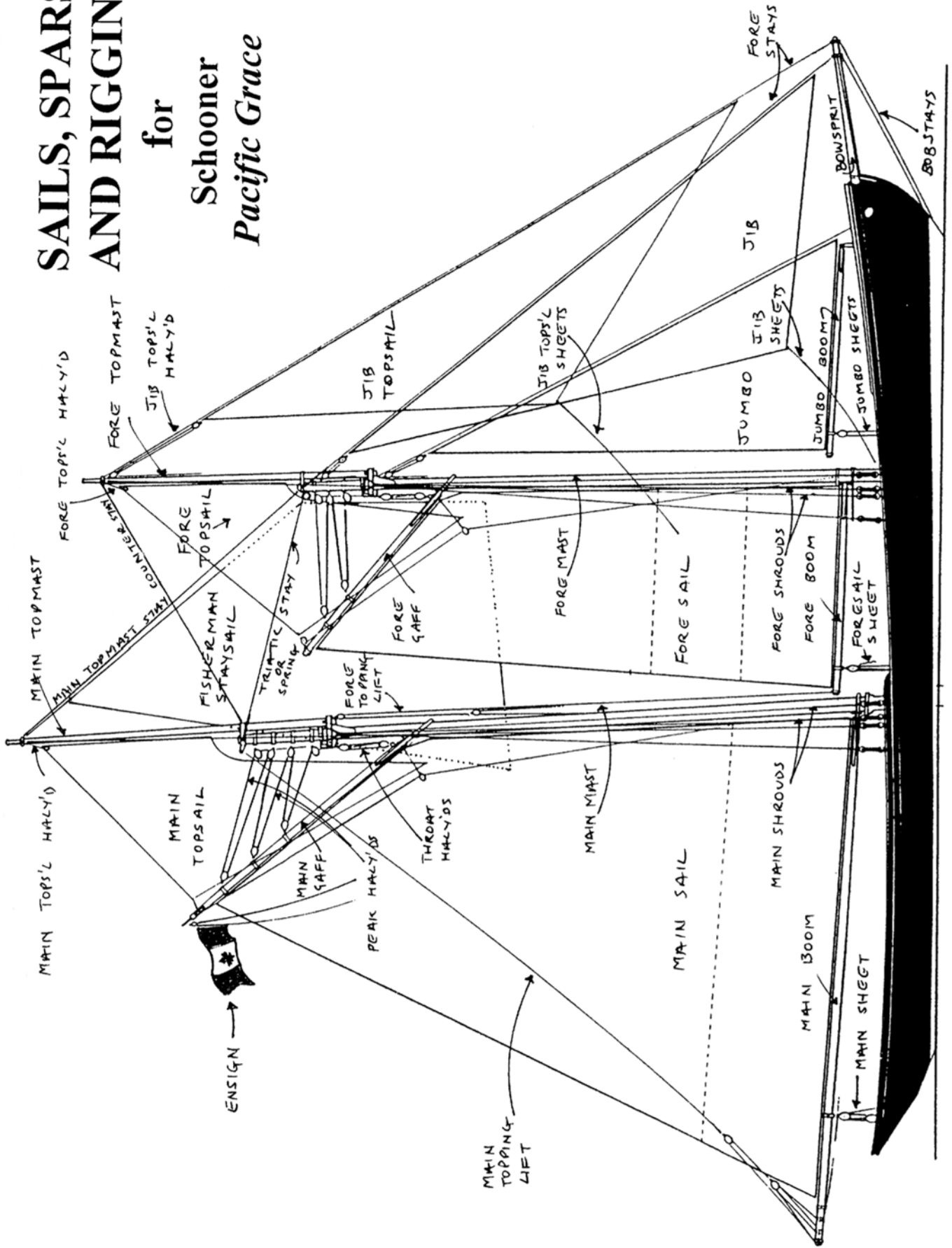
Pacific Grace – Vital Statistics

Launched in 1999 in Victoria, British Columbia, the *Pacific Grace* is a replica of S.A.L.T.S.' 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:	175 tons
Rig:	Gaff Schooner
Sail Area:	5,686 square feet
Accommodation:	38 berths
Coastal Complement:	5 crew, 30 trainees
Offshore Complement:	6 crew, 24 trainees
Engines:	twin Caterpillar diesels 125 hp each

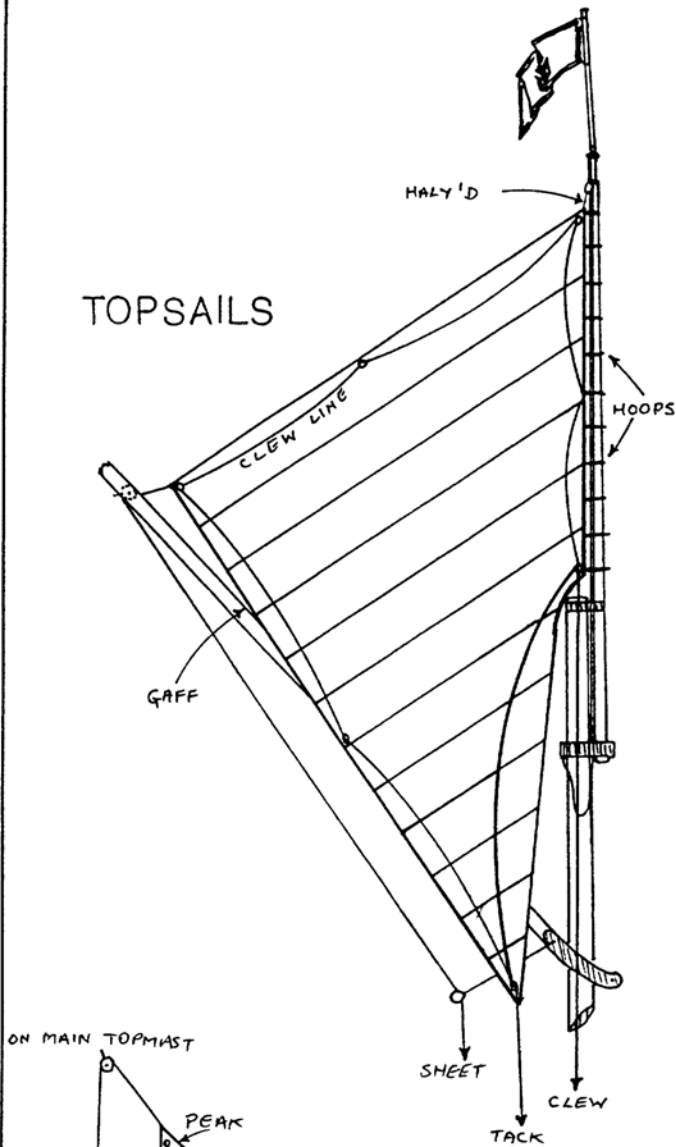
SAILS, SPARS AND RIGGING

for
Schooner
Pacific Grace

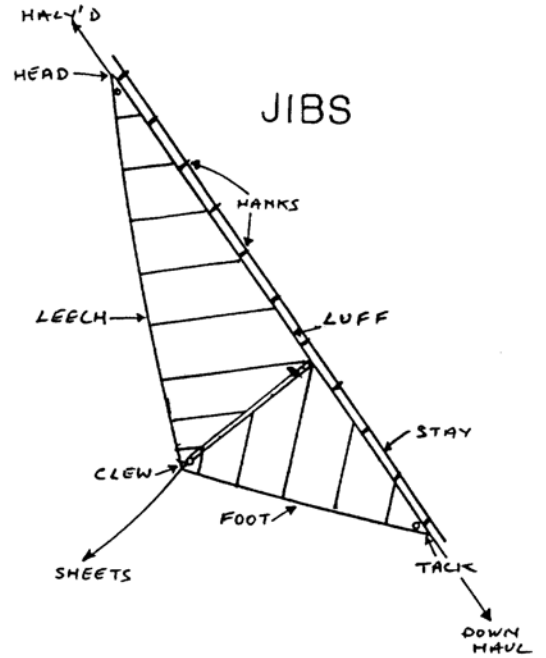


SAILS

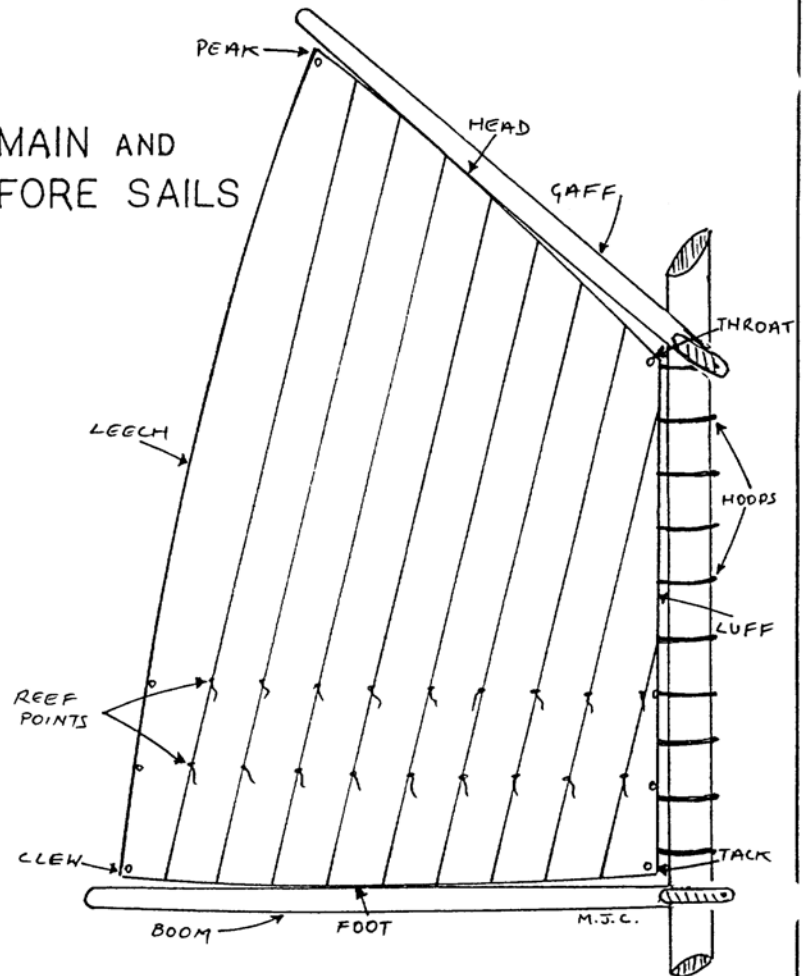
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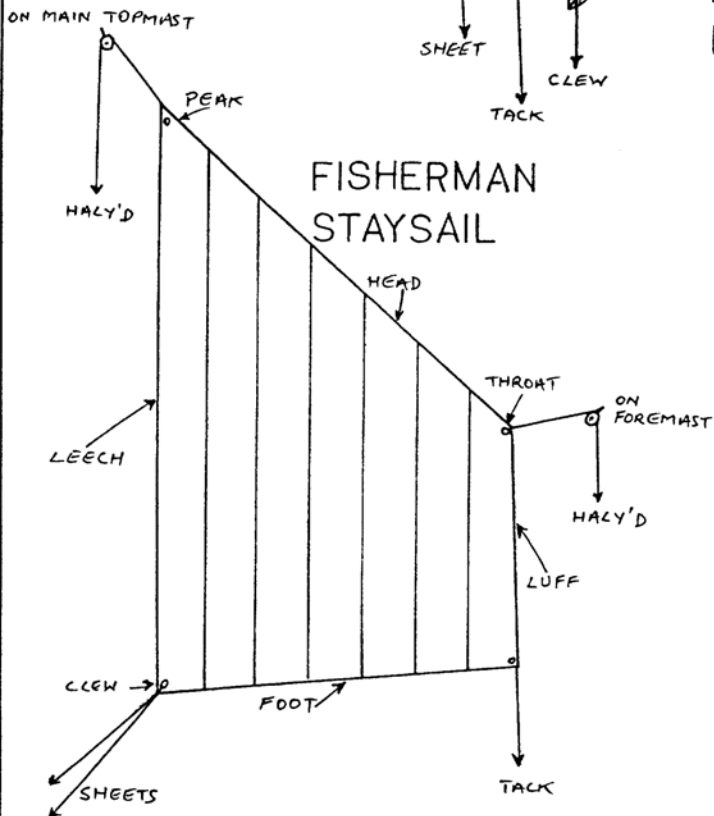
JIBS



MAIN AND FORE SAILS



FISHERMAN STAYSAIL



PACIFIC GRACE – GENERAL LAYOUT

