

# OFFSHORE

*It's your adventure*



## Crew Handbook



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# ADVENTURES OFFSHORE

ADVENTURES OFFSHORE is a charity that was founded in 1964. We have been providing life-changing sailing adventures for over 50 years.

Our aim is simple to help young people discover their sense of adventure! Resilience, communication skills, teamwork, confidence and respect for others are just a few of the skills that are developed whilst sailing and living on board a yacht at sea.

This Handbook contains essential general information about your Adventures Offshore Voyage. Specific Joining Instructions, such as where and when to join and leave your yacht, are sent separately before the start of your voyage. If you have any further queries, please contact our friendly office team:

Email : [sailing@offshore.org.uk](mailto:sailing@offshore.org.uk)

Phone : 01206 385071



# The Adventure

Your voyage will be a unique and memorable experience. For young people, the challenge of crewing on our offshore yachts will provide you with valuable personal development opportunities.

You will get involved in all aspects of sailing. This will include hoisting, lowering and stowage of sails, helming (steering), working in the galley (kitchen) and cleaning the heads (toilets). On longer voyages you will be split into watches (groups) who work together to sail the yacht.

# The Crew

Each of our yachts takes a crew of up to 13. Each yacht is run by up to 3 experienced, qualified and knowledgeable sea staff - a Skipper, Mate, and 2nd Mate. All of our sea staff are volunteers who give up their time to make the voyages happen.

Then there are up to 10 Voyage Crew (that's you). For weekend voyages the maximum number of Voyage Crew will be 10 and for longer voyages it will be 9.

# Weather

Every effort will be made to put to sea, but in the event of bad weather the safety and comfort of the crew will always come first. The Skipper makes all the decisions concerning the safe operation of the vessel and the safety of everyone on board.

# Further Information

Visit the our website at [www.offshore.org.uk](http://www.offshore.org.uk) where you'll find lots more information. If you have any specific questions, give our office a call and we will do our best to answer them. We always like to chat with our Voyage Crew.

# Kit List

On the next page is a recommended list of kit to bring. Remember you only have a small space to store your kit. Think carefully about what you will need for the voyage. Think about the weather, location and time of year. Think about the type of voyage you are coming on i.e short day sails or longer offshore passages. You don't need to spend a lot of money on special sailing gear, most people just bring what they already have. Remember it is quite often colder at sea than on land.

## Top Tips

- ♦ **Holdalls**—bring your kit in a soft holdall or rucksack ( maximum size 75 litres). Do not bring hard suitcases, solid, framed or wheeled bags. Your bag needs to be able to be squashed into a small space.
- ♦ **Sleeping Bags**—we suggest that you bring a hollow-fibre sleeping bag. Cotton and duck down sleeping bags will not dry out if they get wet, so synthetic fibre is best.
- ♦ **Towels**—large cotton towels are difficult to get dry and can make your cubby hole damp. A light weight sports microfibre towel is best, as they dry quickly and take up little space.
- ♦ **Footwear**—it is quite likely that your feet will get wet while sailing. We recommend that you bring a spare pair of trainers that you don't mind getting wet. If you have sea boots please bring them but it is not necessary to purchase them. Please do not bring wellington boots.
- ♦ **Clothing**—when considering your clothing, please note that it can be very cold at sea, even on a sunny day. Warm clothing is essential and thermals are recommended. It is best to bring several thin layers, rather than one thick jumper.
- ♦ **Glasses**—Glasses' cords should be worn to secure glasses whenever on deck.
- ♦ **Sunscreen**— It is really important that you bring sunscreen. The effects of the sun tend to be greater when on the water and you can burn very quickly. We suggest you bring factor 30 sunscreen.

# Our Suggested Kit List

**CLOTHES** ( the suggestion is for a weekend voyage. For longer voyages just bring more as required).

- ◆ 2 jumpers or fleeces
- ◆ 2 pairs of trousers/shorts
- ◆ 2 t-shirts or mid layers
- ◆ Windproof layer—a light weight packa mac style waterproof is ideal
- ◆ Underwear
- ◆ Several pairs of warm socks
- ◆ Thermals
- ◆ Nightclothes
- ◆ Soft sole trainers or deck shoes (no flip flops while on board)
- ◆ Casual clothes for going ashore
- ◆ Towel (a micro fibre / sports towel is a good idea)
- ◆ Sun hat/Baseball Cap (plus string to tie on)
- ◆ Fleece hat and scarf (avoid wool)
- ◆ Gloves
- ◆ Toiletries and personal medication (we carry a small stock of sanitary products in case of emergency).
- ◆ Seasickness pills (Kwells or similar)
- ◆ Sleeping bag, pillow and pillowcase
- ◆ Sunscreen
- ◆ Drying Up Cloth

## GADGETS

- ◆ Ear plugs
- ◆ Camera/phone
- ◆ Sunglasses and cord
- ◆ Small torch
- ◆ Sports water bottle



# Kit List Continued

## MEDICATION

- ♦ If you are on medication please bring plenty for your voyage with extra in case you suffer from sea sickness and have to take additional doses.
- ♦ Bring your own sea sickness medication

## DOCUMENTATION

- ♦ RYA Cruising Log. We have these on board if you wish to purchase one. The cost of a log book is £10.
- ♦ Spending Money: GBP/Euros (if going abroad)

## For voyages where you have been told they will be going abroad

- ♦ A valid passport
- ♦ Travel Insurance Documentation
- ♦ Global Health Insurance Card (GHIC) - information available online at [www.gov.uk/global-health-insurance-card](http://www.gov.uk/global-health-insurance-card)

## Adventures Offshore will provide:

- ♦ Waterproofs
- ♦ Safety Equipment
- ♦ Lifejackets.



# Kit Stowage

Space for personal kit stowage is limited, so please don't bring hard cases or wheeled luggage. Each bunk has a cubby hole for your personal kit. Sometimes, depending on weather, the cubby hole may be a bit damp so if your kit bag is not waterproof it is a good idea to put a black bin liner inside to keep your clothes nice and dry.



The Saloon



The Galley



A cosy bunk!



# Sleeping Arrangements

The accommodation provided by Adventures Offshore is within an Oyster 49 sailing yacht and there are some practical limitations to living on a boat. Sailing participants don't get their own cabin but they do get their own dedicated bunk space. There are 4 cabins, fore, aft, saloon and Skippers. This can be seen on the boat layout charts.

The Fore and Aft cabins have 4 berths in them. The skippers cabin, normally for the skipper and 1<sup>st</sup> mate. In the saloon (lounge) the 2<sup>nd</sup> mate normally sleeps in the pilot (side berth separated by a curtain) berth. This leaves the second pilot (again with curtain separation) and the final 2 berths the main benches on the saloon. The use of these final 2 berths depends on the nature of the voyage and are often used by group leaders on group bookings. This gives some flexibility as to whom has which berth, but some cooperation and compromise is occasionally needed.

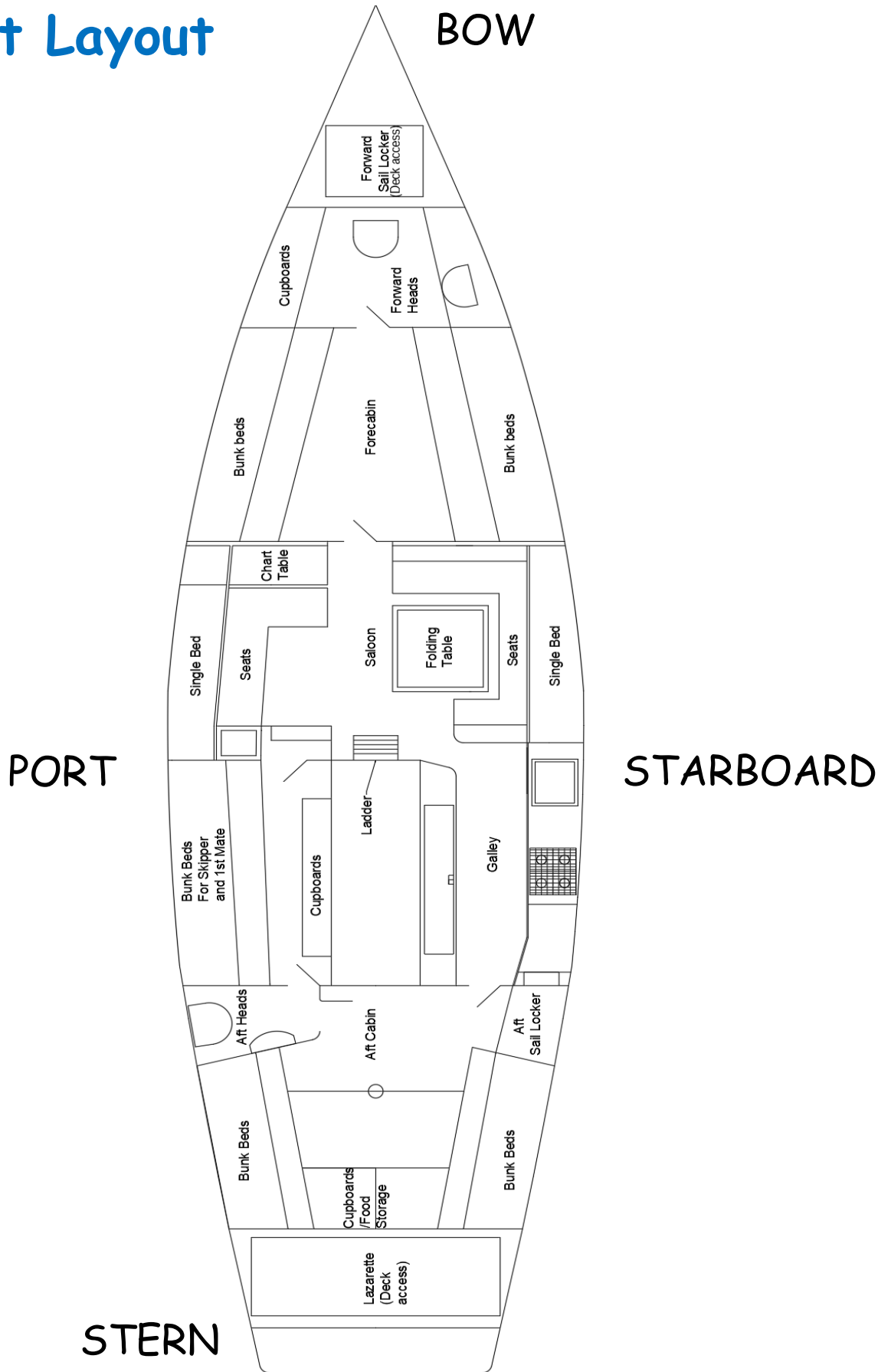
Depending on the makeup of the voyage crew we endeavour as far as possible to separate males and females, as well as over- and under-eighteens. This follows Scout Association guidance. There may be circumstances when this is not possible and the skipper will work with the crew to allocate the best combination if this becomes apparent.

There are two sets of heads (toilets) on the boat, one accessed from each of the forward and aft cabins. These are also used as privacy spaces where people can change or deal with any personal requirements.

We always do our best to accommodate all participants needs and understand their maybe situations where we need to vary this, such as to accommodate carers etc.

When participant and their parents, carers or groups leaders arrive we will work with the group to allocate accommodation in a way that works best.

# Yacht Layout



# Life on Board

## Before you come

If you fancy do a some pre voyage learning, knots are very useful. Have a go at learning Reef knot, Clove Hitch and Bowline. The website <https://www.animatedknots.com/> is great for learning.

## On arrival

Upon your arrival, you will be met by our Sea Staff. You will be shown on board, meet your crew. You will be allocated a berth and shown where to store your belongings.

## Safety Briefing

You will be issued a life jacket and waterproofs which you must look after for the duration of the voyage. Your lifejacket must be worn at all times as instructed by the Skipper. Whilst the yacht is tied up alongside, you will receive safety instruction on equipment and procedures above and below decks. It is important that these instructions are listened to carefully, and followed at all times.

## Your Role

As a crew member you will be asked to carry out all the tasks required for running the yacht. These tasks vary from helming (steering), setting the sails, and working in the cockpit. You will also be asked to carry out domestic tasks such as cooking, washing up, and cleaning the heads (toilets). But don't worry, you will be given instruction and help with anything you may not have done before.

## Watches and Watch Keeping

The Skipper will divide the crew up into watches. A watch is usually three crew members and a member of the sea staff. The watches are used to make sure that all the tasks are shared equally, and on longer offshore passages to make sure that there are crew to sail the boat while other watches are getting rest or preparing meals.



## Going Ashore.

The Skipper will plan the voyage so that the yacht will be moored overnight. The mooring will usually be in a marina or harbour, but you may be anchored or tied to a mooring buoy. When mooring is in a marina there will be opportunity for the crew to go ashore. The marina will have showers and toilets that the crew can use.

## Smoking

Smoking, the use of E cigarettes and vaping are not permitted for young people. Adults may be permitted to smoke, vape, or use E cigarettes, but only with the express permission of the Skipper. Smoking, vaping or use of E cigarettes is not permitted down below.

## Food and Drink

All meals on board are included in your voyage fee. We will endeavour to meet any special dietary requirements which have been noted on your personal details form. Hot and cold drinks, biscuits and fruit are available in the saloon at all times. Everybody will take turns to help in the galley with general chores such as cooking, washing up, laying tables and serving meals.

## First Aid and Medical Care

Our Sea Staff all have First Aid at Sea qualifications. They will be on hand to provide emergency first aid should you need assistance. If you require personal medication, please bring enough with you to last the duration of the voyage plus some spare in case you are seasick.

## Sea Sickness

Activity is a great help in preventing seasickness. If you do find that you are feeling seasick, then tell the Sea Staff. They will find a suitable on deck activity to take your mind off feeling ill.

As a precaution, you are advised to bring your own sea sickness medication. Most of the anti-seasickness products which can be purchased from a chemist must be taken at least two hours before sailing to be effective. Once you are feeling sick, it is too late to take anything. Please follow carefully any advice given on their packets and leaflets.

## RYA Qualifications

It is possible for crew to gain RYA qualifications while on our voyages. On a weekend voyage it is possible to gain the RYA Start Yachting certificate, and on voyages of 5 days or more the RYA Competent Crew Certificate can be achieved. If you would like to gain a certificate, please inform the office, so we can make the Skipper aware. There is a charge of £8 to cover the RYA log book and certificate.

## Alcohol and Drugs

On Youth Voyages, no alcohol may be consumed on board at any time by any member of the Voyage Crew. Any alcohol found will be confiscated until the end of the voyage. Voyage Crew under the age of 18 **cannot** consume alcohol at any time whilst ashore in the care of Adventures Offshore.

Non-prescription, illegal drugs (as specified by British law) are not permitted on board. Anyone found in possession of such drugs will be put ashore at the earliest opportunity and the Police informed.

## And Finally

All our staff and volunteers are here to ensure you have a fun and fulfilling experience. Please feel free to ask questions and give feedback.

## How to track our boats.

If you would like to see how our boats are getting on, scan the QR code or click on the link.

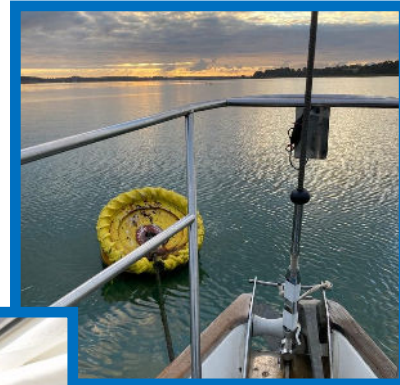


[Ocean Scout Tracker](#)



[Offshore Scout Tracker](#)

## Have a great Voyage





## Appendix A—Code of Conduct

We want everyone to have a safe and enjoyable voyage in an atmosphere to learn and have an adventure therefore we all agree to the following - both on the boat and when we go ashore:

- Adventures Offshore value every individual's contribution, irrespective of their ethnic origin, religion, gender, sexual orientation, or social background.
- Treat others with respect and consideration.
- No bullying, threats, or violence.
- Always abide by safety instructions.
- Think "green" and do not throw rubbish overboard at any time.
- Please respect the Yacht's safety equipment and use only your designated lifejacket and harness.
- Only authorised prescribed drugs are allowed on the vessel. Use or possession of illegal drugs or legal highs are forbidden aboard or ashore.
- Take responsibility for yourself and lookout for the welfare of others.
- Alcohol may not be consumed on board if any crew are under 18.

When ashore excessive drinking and under-age drinking will not be tolerated.

- Adults may be permitted to smoke, vape, or use E cigarettes, but only with the express permission of the Skipper. .
- Under no circumstances is any form of physical or sexual behaviour between any crew acceptable either aboard or ashore.

## Appendix B—Some words you may hear on board

**ABEAM** At right angles to the boat, but not on the boat.

**ABOARD** On or within the boat.

**ABOVE DECK** On the deck (not over it - see **ALOFT**)

**AFT** Toward the stern of the boat.

**AGROUND** Touching or fast to the bottom.

**AHEAD** In a forward direction.

**ANCHORAGE** A place suitable for anchoring.

**ASTERN** In a backward direction.

**BEAM** The greatest width of the boat.

**BEARING** The direction of an object expressed either as a true bearing as shown on the chart, or as a bearing relative to the heading of the boat.

**BELOW** Beneath the deck.

**BOAT** A fairly indefinite term. A waterborne vehicle smaller than a ship. One definition is a small craft carried aboard a ship.

**BOW** The forward part of a boat.

**BOW LINE** A docking line leading from the bow.

**BUOY** An anchored float used for marking a position on the water or a hazard or a shoal and for mooring.

**CABIN** A compartment for passengers or crew.

**CHART** A map for use by navigators.

**CLEAT** A fitting to which lines are made fast. The classic cleat to which lines are belayed is approximately anvil-shaped.

**COCKPIT** An opening in the deck from which the boat is handled.

**COURSE** The direction in which a boat is steered.

**DECK** A permanent covering over a compartment, hull or any part thereof.

**DRAFT** The depth of water a boat draws.

**EBB** When the tide is falling.

**FENDER** A cushion, placed between boats, or between a boat and a pier, to prevent damage.

**FLOOD** When the tide is rising.

**LINE** A rope that secures the boat to the dock.

**MIDSHIPS** In or toward the centre of the boat.

**STERN** The rear part of the boat.

**STERN LINE** A mooring line leading from the stern.

**SPRING** A mooring line that prevents forward or backward movement.