



The Fair Jeanne Sailor's Handbook



You may be very excited about your Fair Jeanne voyage, but we also understand if you feel a little bit nervous or overwhelmed too. The aim of this *Sailor's Handbook* is to answer some of your questions and get you more prepared for your sail training experience.

We feel that good preparation makes for a more rewarding voyage, so we would urge you to familiarize yourself with the contents of this document. You do not need to memorize anything before you arrive...it is a summer adventure after all!

When you first arrive

As a part of your registration package, you will be told where and when to meet the Fair Jeanne, although this may change slightly as we get closer to your departure date. When you arrive, you will be asked to review the Bytown Brigantine ID card we give you and to check in any medication and/or valuables you may have. If you are taking medication you will complete a medication form which includes the dosage and time of day you take your medication. Your parent or guardian must sign this form. You will also be issued a chest harness and a duffel bag and will transfer your personal items to our duffel bag. Only bring aboard items found on the gear list (making special note of items you may not bring) and pack within the size restrictions.

The crew will also ask you for any ID (passport) and electronic device you plan to bring with you, including your cell phone. This will all be turned into the Captain, to be signed out for shore leave at the Captain's discretion. We store your cell phone for two reasons; so that you fully immerse yourself in your camp experience with all your new friends, and to ensure that you do not lose your device to the bottom of the river or lake!

After signing on, your adventure begins, and you are officially a Bytown Brigantine trainee! Say good bye to the person who dropped you off and get ready for your adventure. While the remainder of the group arrives, you will have a chance to meet some of your fellow trainees and crew and get to know them a little; after all, it is the first time on board for many of you!

Once everyone has arrived the entire ship's company will gather for a "muster" and the Captain will introduce him/herself, the Mate and the ship's officers. Everyone will be divided into "watches" (teams or groups) with a Watch Leader (one of the officers) and an Assistant Watch Leader (someone who has more experience than you) leading your watch.

During the first few hours on board, each watch will go through what is called "in-house". During this ship familiarization you will have a chance to learn how to safely don your harness and climb aloft. You will learn about the safety equipment on board and how it operates, how to set sails and secure a line (rope) to a pin. Everyone will be given a sound off number to ensure a quick way of confirming all hands are present. This is helpful in an emergency and also ensures that no one gets left behind. When it is your watch's turn to go below you will get a chance to see your bunk and unpack your gear (remember when you are packing that you only have a three-foot square area to stow all your gear including the bag you brought everything

in). You will learn the essentials like how to operate the heads (toilets) and shower so you don't flood the ship as well as how to operate some of the galley equipment. Always remember that there are no dumb questions! If you are not sure about something then ask, even if you think it is silly. The crew is there to help you learn and practice what you learn.

Following everyone's participation in a full in-house, the crew, which now means you too, will prepare the ship to get underway. Once the last line has been cast off from the dock, and it is safe to do so, the Captain will give the word to set sail. The entire crew will work side by side with the instruction of the officers and set what could be as much as 4500 square feet of sail!

The Watch System

Fair Jeanne operates 24-hours. You and all the members of your watch will rotate through a 6 hour on / 6 hour off or a 4 on / 8 off schedule. Being "on" watch means that you and your watch are responsible for maintaining the wellbeing of the vessel and handling all of her sails while underway.

A schedule will be posted for each trip, describing how each watch will rotate through each watch or time period. As you can see, the word "watch" has several different meanings aboard ship, so we will be sure you learn the above differences.

The best part of being in a watch is that you live in such close quarters that you get to know your new friends better than you ever thought possible. You spend so much time together on watch that often you will sing songs - whether you can carry a tune or not – and swap stories and jokes. If it's soaking wet and raining outside, you're all dealing with the cold wet weather together. You and your watch, including your officers, are in charge of what happens. You could be navigating through buoyed waters and plotting the direction on the chart or setting sails together. Everyone's likes and dislikes end up complimenting the others; there are people who like to go aloft and those who don't, people who like to navigate and plot, and those who don't, those who love working in the galley and those who think that is the worst place to be. By the end of a voyage on Fair Jeanne you will have sailed a tall ship, been through some incredible challenges with people you just met but who now you would do anything for. You are part of group: you face every challenge as a team, look out for the safety of your fellow crew members, navigate the ship through easy and difficult times and create lasting friendships and memories that come with being a part of a tall ship crew.

Instruction and daily life

As we are a sail training organization, we do engage in official sail training. You will be issued a Bytown Brigantine logbook (which is yours to keep) where you find the requirements for all the levels or ranks aboard ship. On your first voyage you can usually achieve level one (Deckhand to Leading Seaman – depending on the length of voyage). This logbook ranges in items from knot tying, to navigation, to proper galley cleanup and more.

Through the course of a day there will be hands-on workshops to help cover the syllabus in the logbook, for example you will actually be shown and be able to plot a course. If you want to

learn more about a specific area of the ship i.e. navigation, engineering, rigging, etc. your officers will be more than happy to answer any of your questions or show you around.

If you are registered in a high school credit voyage, you will have formal classroom time with assignments and time for reflection. While we try and make everything we do a learning moment, so there is less sit-down class time, some of that is inevitable. Remember that you will be living and working with your teacher every day and you will never get that kind of learning support again (well, unless you come back again next year of course).

When formal and informal lessons are not taking place there is plenty of time for games, swimming, hanging out with your fellow trainees and crew members or exploring ports and activities ashore.

Meal Time

Every watch helps with galley duty when it is their turn; assisting the cook or completing clean up duties. There are usually two sittings for each meal. If your watch is next to go on duty, then you get to eat first. Special dietary requirements can be difficult for us to accommodate so if you have any dietary needs please make sure you are clear about this on your application form. The last dinner of each session is always a special one, so whenever possible, everyone eats together. It is here that everyone gets to say good bye and share his or her sea stories.

Ships Concert

One of the last nights you are on board, the entire Ships Company will gather together for a "ship's concert". Throughout the voyage, you and your watch mates will have been preparing for your part in the ship's concert. The songs that you were learning the entire voyage will be sung/acted out, the officers will have a skit or special talent and even the Captain will do his /her part. Each watch will present something whether it is a song, skit, or some sort of activity. One year we even had a group of dancing bananas; you figure it out! If you have any special talents i.e. play a small instrument, juggle, or sing, the ships concert is the place to do it. Let us know if you would like to bring a small instrument aboard...sorry, no pianos allowed.

Code of Conduct

While the ship looks large, it really is a confined space, especially on foul weather days. It is thus imperative that you respect not only your senior officers, but all the people around you. You are expected to behave in a respectful manner to everyone, regardless of sexual identity, race, religion or culture. While the Standing Orders are long (and perhaps a little boring) we ask you to read and abide by them.

You will have a unique and wonderful experience and we look forward to welcoming you aboard!

Appendix 1: The Crew

Fair Jeanne crew consists of the following positions:

The Captain

Has complete responsibility for the safe and effective operation of the ship, and the safety and well-being of the entire ship's company. The Captain has significant formal training and may run a watch. They are a wealth of information if you are interested in a marine career.

Trainees should address the Captain as "Captain (surname)," or simply Captain.

Executive Officer or First Mate

The Executive Officer (XO) is the second in command and is responsible for assuming the Captain's authority in the event that something should happen to prevent them from exercising his/her normal duties. The XO is specifically responsible for the overall neatness and physical appearance of the vessel, for moral conduct, for conveying the Captain's orders to the rest of ship's company and as required, running a watch.

Trainees should address the Executive Office as "XO, or Mr. /Ms. (surname).

Watch Leader

A Watch Leader will stand watch in either the Captain's or the Executive Officer's watch. They have completed level III in the BBI Logbook, or have received through other experiences, the equivalent amount of training. While on duty, the Watch Leader oversees the required navigational watch keeping duties assigned to the Assistant Watch Leaders and Trainees.

Trainees should address a Watch Officer as "Mr. /Ms. (surname).

A Watch Leader with our organization may be young (16-24 years old) but they have completed the Transport Canada required certifications and/or exams to fill one of the following roles:

Transport Canada Deckhand: completed a Marine Emergency Duties course and Marine Basic First Aid, these crew members are required crew aboard a vessel of our size and will lead, under the Captain's direction, your duties in the unlikely case of an emergency. It is important that you know and accept your role under their direction.

Small Vessel Machinery Operator: is like the engineer. While on duty the SVMO oversees all engine room duties and engagement of Assistant Watch Leaders and trainees in this department.

Assistant Watch Leader

Assistant Watch Leaders may be your age or in some cases, even younger than you. Despite that we ask you to respect and learn from their experience and training: they have passed our chart work, collision regulations, tides and currents and buoyage exams and hold their PCOC, Standard First Aid, Food Handler's Certificate and the VHF radio license.

Trainees should address a Watch Leader as "Mr. /Ms. (surname)."

Boatswain ("Bosun")

A Bosun has specific responsibilities related to the rigging and physical maintenance of the ship and her boats. The Bosun may be a former trainee or volunteer with the appropriate training.

Trainees should address the Bosun as "Mr. /Ms. (surname)."

Cook/Medical Officer

The Cook is responsible for the provisioning, menu planning and food preparation. From time to time the trainees will be asked to assist the Cook in the galley with meal preparations or cleanup. The Cook is the only member of the ship's company who does not stand watch.

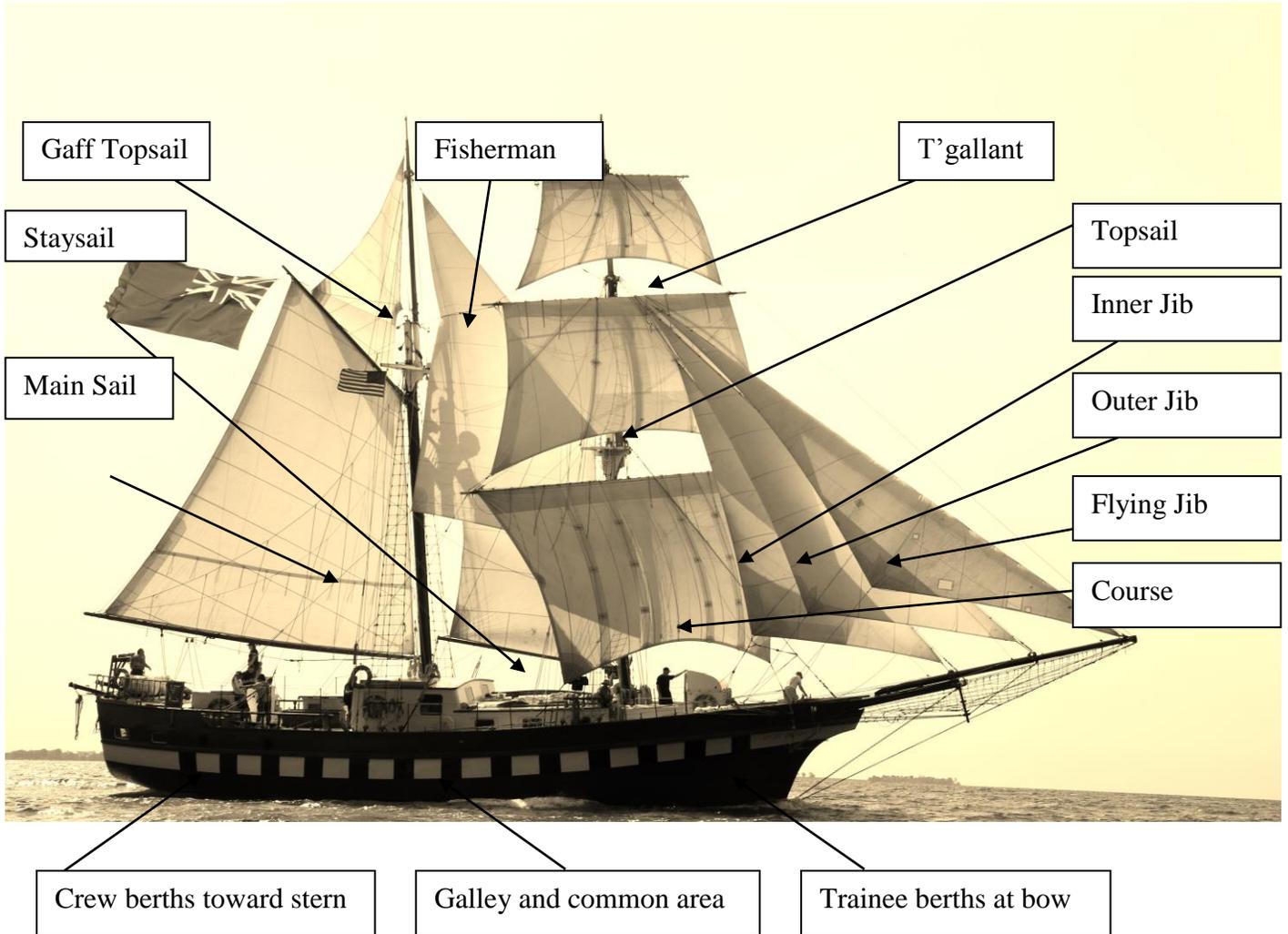
Trainees should address the Cook as "Mr. /Ms. (surname)."

Trainee (that's you!)

While on duty, a trainee is expected to perform various tasks associated with the safe and effective operation of a ship. These tasks are assigned by their Watch Leader, or other members of the ship's Crew as required. Trainees will experience personal challenges and learn teamwork in a supportive environment while aboard ship.

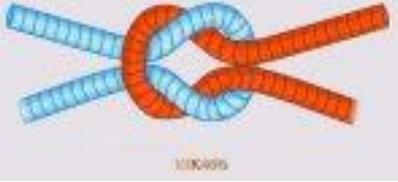
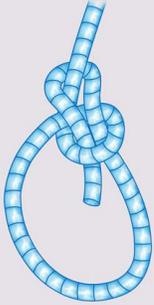
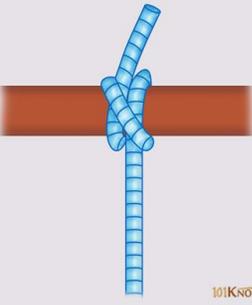
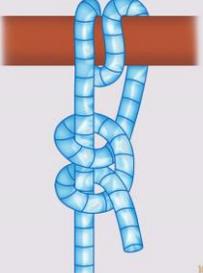
Trainees are addressed by their surname by the ship's Crew and their peers.

Appendix II: The Ship



Appendix III: Useful Knots

We anticipate that some of you like to know things in advance so here are some common knots used aboard ship. Don't be nervous if you don't know these knots or have trouble learning them; the crew will teach you while you are aboard.

<p>Square (Reef) Knot</p>  <p>101KNOTS</p>	<p>One of the most common knots, a reef knot is tied in lines of the same diameter. "Right over left and under; left over right and under" will prevent your tying the treacherous "granny knot" which looks like a reef but will jam more easily. Used in tying light lines, such as awning straps, tying lines to shorten a sail, and cords and bows on packages.</p>
<p>Bowline Knot</p>  <p>101KNOTS</p>	<p>A most useful know, the bowline will not slip or jam and become difficult to untie. Bowlines are used wherever a secure loop is needed in the end of the line, such as tying a boat to a ring in a wharf, securing a line to an anchor quickly or securing two thick lines together.</p>
<p>Clove Hitch</p>  <p>101KNOTS</p>	<p>Quick and easy to tie, the clove hitch is used for securing to any cylindrical object such as a post, bollard or spar and is commonly used in dock likes as a temporary mooring, or hitching fenders to a rail. It must not be considered a permanent fastening as it will loosen and slip if subject to intermittent pulls in different directions.</p>
<p>Round Turn and Two Half Hitches</p>  <p>101KNOTS</p>	<p>This knot is used for making a line fast to a ring, post, bollard, etc. It is used to tie the fenders onto posts before we head into port. It is a round turn around the object and a clove hitch around the line itself.</p>