



The Black Jack Sailor's Handbook



You may be very excited about your Black Jack adventure camp, 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 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

Unless otherwise communicated, you will meet the Black Jack and her crew at Tall Ships Landing Marina located at 15 St. Andrew's Street in Brockville, Ontario. This beautiful pier is at the base of Tall Ships Landing (the tallest building in town), next to a marine discovery centre called the Aquatarium.

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.



Last photo with dad before saying bye

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 St. Lawrence River!

After signing on, your adventure begins, and you are officially a trainee. Meet some of your fellow trainees and crew members and get to know them a little as they arrive. After all, it is the first time on board for most of you and you are all in the same boat (hee hee).



Getting on board

Once everyone has arrived and signed in, the entire ship's company will gather for a "muster" and the Captain will introduce his/her ship along with the ship's officers. The trainee to officer ratio is 10:4.

The Captain will go over what is expected of everyone. Once all the dry bags are packed, you will learn how to stow them onboard ship, along with any provisions.

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) 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.

The Watch System

Black Jack operates on a watch system. Your watch (group) will remain the same for the entire camp. You and all the members of your watch will rotate through activities and duties and by the end of your voyage you will have stood watch at least once. This is a great, and challenging experience for all trainees. It builds team work and leadership skills as well as building trust for other members of the Black Jack crew.

The watch system also works in terms of galley duties. While one watch has galley duty one day, they are relieved of this duty the next day and their duties are replaced by the following watch. Each watch has a watch leader and/or an assistant watch leader to show

you what to do and how the daily routine is followed. As you can see, the word "watch" has several different meanings aboard ship, so we will be sure you learn the above differences.

Mug ups and Meal Times

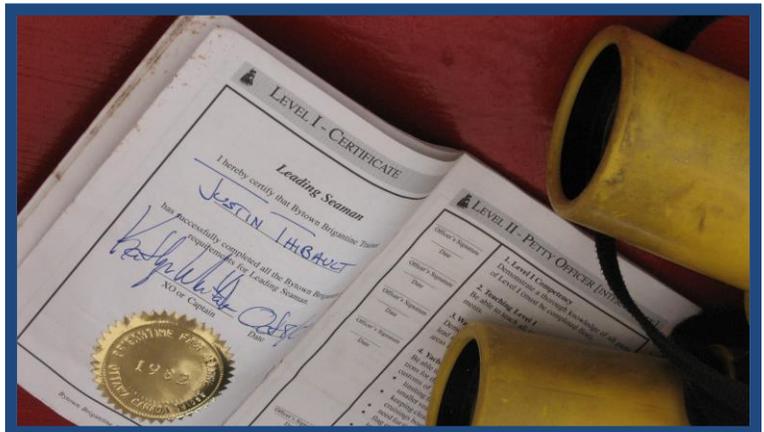
End of day mug ups present the opportunity for all watches to gather and enjoy some social time and reflect on the events and tasks of the day.

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. While "I don't like vegetables" doesn't count, we take food and environmental allergies very seriously. 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.

Instruction

While you are on board you will be issued a Bytown Brigantine Sail Training Logbook, which is yours to keep, and inside you will find the requirements for all levels.

This logbook ranges in items from knot tying, to navigation, to proper galley cleanup. Throughout the course of a day there will be hands-on workshops to help cover the items in the logbook. For example, using marine charts (maps) you will be taught how to plot a course or direction for the ship. If you want to learn more about a specific area, i.e. navigation, engineering, rigging, your officers will be more than happy to answer any of your questions or show you around.



On your first voyage you can usually achieve your Deckhand and Ordinary Seaman Certificates.

Activities and port visits

Each Black Jack camp stays in the beautiful 1000 Islands region of the St Lawrence river but we try to offer different experiences as some trainees register for more than one camp. You will sail, swing from a Tarzan rope into the water, explore and island or two, swim at the beach in Gananoque or may visit Singer Castle or Cape Vincent in the US. Some camps have an overnight in historic Fort Wellington where you play capture the flag, have a campfire and sleep in the barracks. Some go kayaking with 1000 Islands Kayaking.

Games such as the Tallship Olympics teach and solidify skills and terms learned throughout the voyage. You may come across Black Jack's sister ship Fair Jeanne in your travels- in those instances; get ready for some friendly competition! Water fights, canon fire and more can be plotted for sure!

Ship's 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

The Black Jack 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.

The Mate and Small Vessel Machinery Operator (SVMO)

The Mate 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.

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. The Black Jack Mate also serves as the SVMO.

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

Watch Leader

This crew member will 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 Leader and Trainees. 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 the following role:

Transport Canada Deckhand: completed a Marine Emergency Duties course and Marine Basic First Aid, this crew member 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.

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

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.

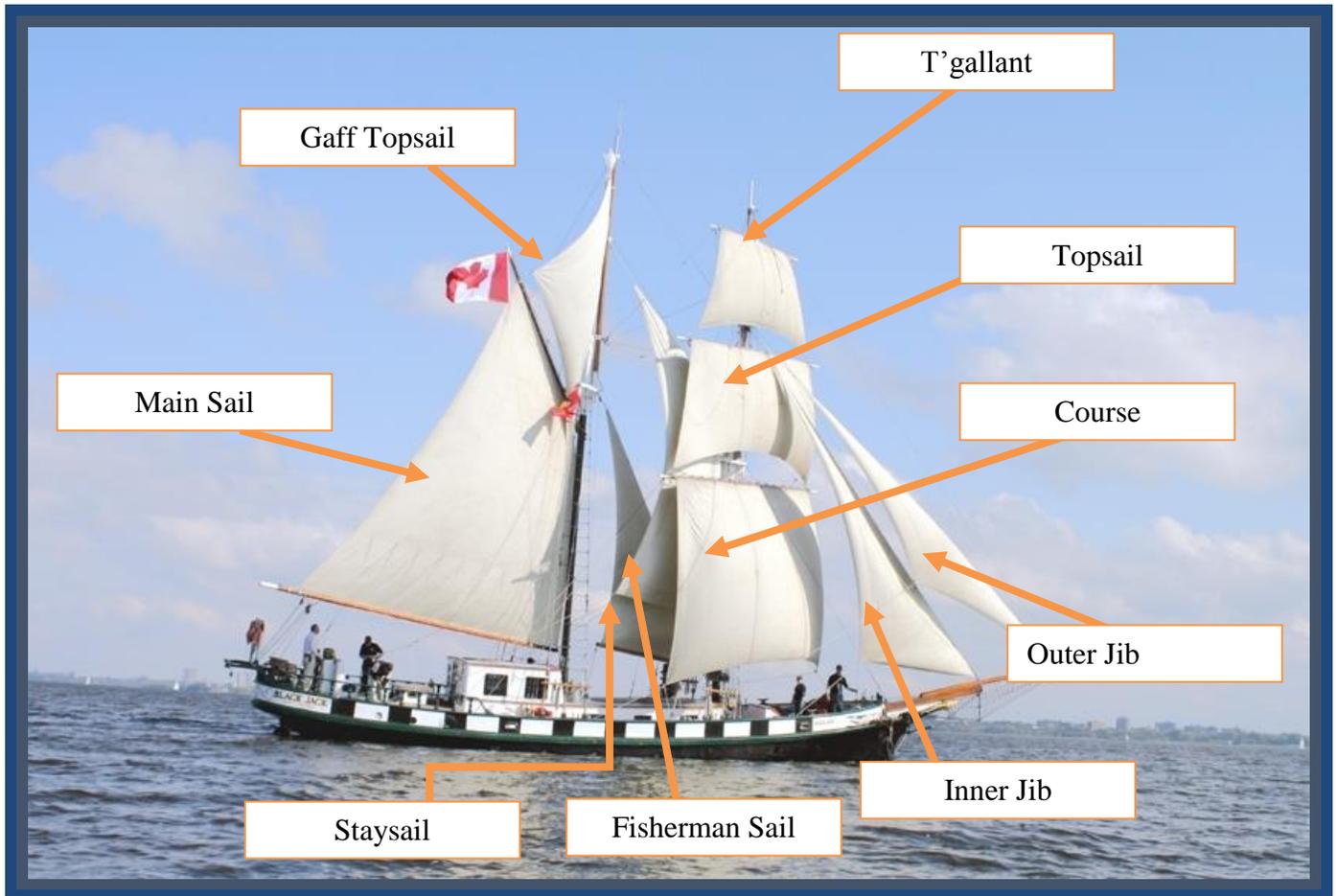
Trainees should address a Watch Leader as "Mr. /Ms. (surname).

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.

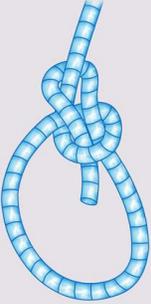
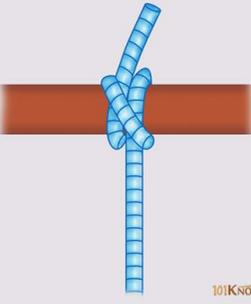
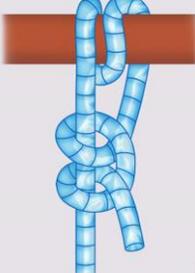
Appendix II: The Ship



This 87' vessel was built in 1904 as a steam tug to be used in the logging industry on the Upper Ottawa River. She was converted to the Black Jack by Captain Thomas G. Fuller (Google him – his story is pretty cool) and sailed on the Ottawa River. The Black Jack sits a little low in the water, so we stay within 1km of shore and never sail in heavy weather. Trainees sleep at the bow and mid-ships with one crew member. Other crew members sleep in the Captain's cabin at the stern. On some nights it's a real highlight to sleep on deck. It's a small vessel but with only 10 - 14 aboard you and your new "family" will live, work and grow together as a team.

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>