



OYT
SOUTH

Ocean Youth Trust South

Adventure Under Sail



Crew handbook

Name:

What you need to bring

Please pack your kit in a soft bag

– there's no space to store a hard suitcase!

- Passport or Identity Card (we may go abroad even on a short trip – but check with the office first if you are concerned about the trouble or expense of getting a passport)
- EU health insurance card (for medical cover in Europe - apply at the Post Office)
- Sleeping bag
- Pillow
- Warm clothing (even in summer it can be cold at sea)
- Warm hat and gloves
- Waterproof footwear (wellies are fine if soles are non-slip)
- Trainers or deck shoes with non-slip soles
- Underwear
- Clothes to wear ashore
- Wash kit (NB aerosols are a serious fire hazard and NOT allowed on board – bring roll-on deodorant)
- Wet wipes (optional - but there are limited opportunities for showers)
- Towel
- Any regular medication / inhalers (you MUST tell our office in advance what you are taking)
- Seasickness pills
- Glasses or contact lenses if needed (NB bring spares; contact lens cleaning solution; a strap to hold your glasses on)
- Swimming kit (you can't swim off the boat or beach with no lifeguard, but we may go to a pool)
- Sun cream, sunhat (e.g. baseball cap), sunglasses, shorts
- Personal belongings such as camera, torch, diary
- CDs (optional – and will other people like your taste in music?)
- Pocket money (English money certainly, and Euros if you like)
- RYA logbook (if you have one. Useful for building sailing qualifications. Available on board for £6)
- Duke of Edinburgh Award book (if you have one)
- Remember, energy drinks such as Monster and Red Bull are not allowed on the boat; neither is chewing gum; and we ask people to bring only a small amount of sweets.

Waterproof clothing, safety harnesses and lifejackets are provided on board.

There are also a few warm fleeces for people to borrow if you get really cold.

Introduction

We hope you will have a fantastic time sailing on board *John Laing*. Every voyage is different – we can't predict what the weather will be like, where we will go, or who you will meet. But whether or not you have sailed before, whether you are coming on your own or with a group of people you know, and whatever happens on your particular trip, we hope that you will learn a lot, stay safe, and above all have fun.

This booklet has been produced to give you a better idea of what to expect when you come on board. You don't have to learn it off by heart, there's no exam when you arrive, but if you take the time to look through it, it should help you when the trip begins. There is also a lot of useful information on our website, www.oytsouth.org (click on "How to sail with us", near the top of the menu).

If you still have questions and you need answers before the voyage, please call the office on 02392 602278, or email office@oytsouth.org.

Before the voyage starts

It's really important to tell us in advance anything about yourself that might affect you on the boat – medical or other conditions, allergies, any medication you are taking, faith-based food restrictions, anything which will make it easier for us to help you enjoy the voyage. If you are unsure about whether something is relevant, please call our office and ask.

Next, make sure you know exactly where the boat is and what time you are meant to arrive. If for any reason you haven't got a copy of your Joining Instructions, please call the office and check.

Please try not to be late as we want to get on with the introductory briefings and then go sailing! But if you do get held up, call the boat on 07990 518915 and make sure they know what's happened to you.

It's not usually a good idea to arrive too long before the advertised start time. We'll probably be completing jobs from the previous voyage, finishing the voyage preparations, or doing essential maintenance. If you can't avoid arriving early, perhaps because you're travelling a long distance, let us know and we'll try to sort something out.

Life on board *John Laing*



When you arrive, you'll find your bunk and somewhere to stow your gear, and you'll meet the staff and other crew members.

Next is the skipper's introductory chat. This is designed to make you feel at home on board *John Laing*, and to tell you some of the basics about living on board.

The key thing is to encourage you to make the most of the voyage: whatever energy and enthusiasm you put in, the sea staff will match and beat it.

Then you'll be divided into teams, or watches, with one of the staff as your watch leader. You'll be given waterproof gear, lifejacket and safety harness. You'll learn how they work and how to fit them; there will be a safety briefing; and you'll be shown round the boat above and below decks.



By this stage everyone is probably anxious to get sailing. We don't always set off on the first day – it depends very much on what time it is when we finish the briefings, and on what the weather is like.



We'll all get together to talk about where we want to go, given the weather, the tide and the strength of the crew. In a weekend trip, it's probably a short hop down the coast. In a week, we might go further along the English coast, or perhaps we'll be able to sail to France or the Channel Islands.

Of course, if you've booked on a leg of the Tall Ships Race, or one of our other special voyages, we will be going a bit further afield!

We'll motor out of harbour and then the crew will start getting the sails up. This may happen quite slowly the first time, as most people won't have done it before. We aim to explain everything, rather than just giving orders.



Unless it's just a short trip, one watch will now take charge of the boat and the others will be off duty for a few hours. The watch on deck will be steering, adjusting sails, keeping lookout, and helping with navigation. We might keep sailing through the night, which can be an amazing experience under clear starry skies, with each watch taking their turn while the others sleep.



Whether we're sailing or not, the boat's daily routines continue. Each meal is normally cooked by two crew members, with the help of one of the sea staff. Don't panic if you can't imagine yourself cooking a meal for 18 people – it's a great way to learn!

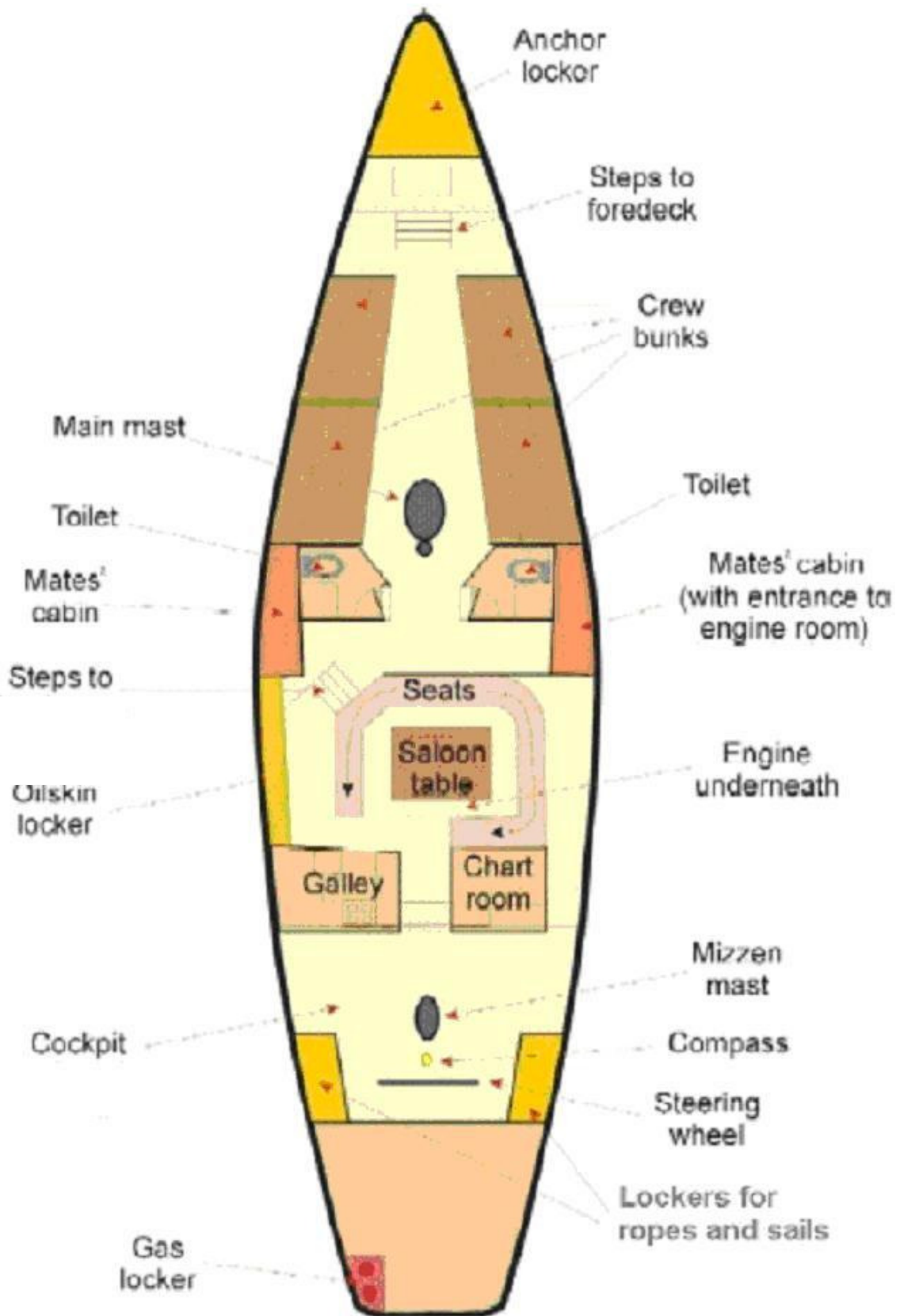
Whenever we visit a harbour during the voyage, we'll aim to give everyone chance to go ashore, look around and buy souvenirs. We might organise a trip to see some local attraction, or we could have a BBQ on the beach, with football or other games.

By the time the voyage ends, you should be confidently playing your part in the team, helping to sail the boat. You might well have earned a certificate; you will probably have done at least one thing you never thought you'd be able to do – and you are likely to have made several good friends.



Many people enjoy sailing with Ocean Youth Trust South year after year – we hope that you will be one of them!

John Laing below deck



Some common sailing terms

- Bow - the front of the boat
- Stern - the back of the boat
- Port - left (when you are facing the bow)
- Starboard - right (when you are facing the bow)
- Galley - kitchen
- Heads - toilet
- Saloon - living area, with the table where we eat
- Forepeak - inside the boat at the bow, where ropes and fenders are kept

- Halyard - a rope attached to the top of the sail for hoisting it

- Sheet - a rope attached to a bottom corner of the sail to adjust the angle of the sail to the wind
- Reef - make a sail smaller in stronger winds
- Tack (two meanings)
 - (1) the lower front corner of a sail
 - (2) to turn the boat so that the bow goes through the direction of the wind

- Gybe - to turn the boat so that the stern goes through the direction of the wind

- Aft - towards the stern
- Main mast - the taller mast
- Mizzen mast - the smaller mast, near the stern
- Jib / headsail - the sail nearest the bow
- Staysail - the sail between the jib and the main mast
- Mainsail - the sail hoisted on the main mast
- Mizzen sail - the sail hoisted on the mizzen mast
- Boom - the metal pole along a sail's bottom edge
- Foredeck - the area in front of the mainmast
- Fender - inflated object hung down the side of the boat when alongside, to protect the hull

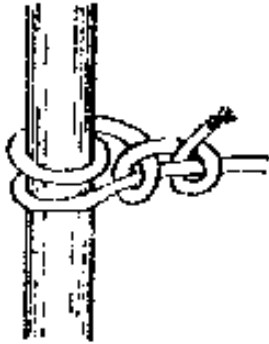
- Stanchions - the "fence posts" around the side of the boat
- Shrouds / stays - the wires which support the mast

(Don't worry about learning all this by heart, it's just for information!)

Knots

If you want to practise one thing before you come sailing, which will be useful right from the start of the voyage, it's well worth learning to tie a few knots.

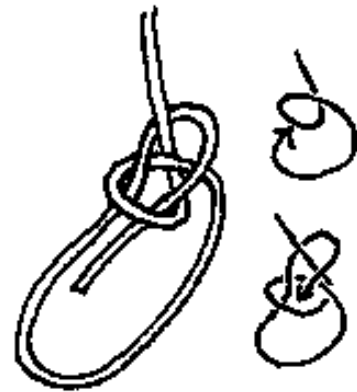
The **Round turn and two half hitches** is often used on board:



The round turn and two half hitches is used for attaching a rope to a bar, post or ring – you could practise tying it round different things. We use it for tying fenders on to the boat.

Another key knot is the **Bowline**:

The bowline is used to make a loop that will not slip. Practise tying it with the loop going round or through something. We use it on board for attaching sheets to the headsail, or on the end of mooring lines.



If you are interested in practising all eight knots required by the Competent Crew syllabus, you can find the rest on our website, where the pictures are animated so you can see how to tie them. It's at:

<http://www.oytsouth.org/how-to-sail-with-us/sailing-qualifications.asp>.

Navigation

If you are *really* interested in sailing and serious about learning more either before or after your voyage, we offer an online qualification which you can complete at home: the RYA's interactive online Essential Navigation and Seamanship course. This is an introductory-level course for those who would like to build up their skills and stretch themselves. Details here: http://www.oytsouth.org/essential_navigation.asp.

Who's who?

John Laing normally sails with 12 crew and 5 or 6 adult sea staff.

The **skipper** is in charge: he or she is responsible for the overall running of the vessel, and has the final say in everything.

There will be three or four **mates**, who back up the skipper and help to run the watches. One of them will be your watch leader.

The **bosun** is responsible for maintenance on the boat.

The **crew** is you and up to eleven others. *John Laing* carries no passengers: we are all in this adventure together, and you are part of the team, just as much as the sea staff.

Living and working together

The main thing we ask of you is that you come prepared to join in and have a good time.

We do not have long lists of rules and regulations, but in order to ensure that everyone has a safe and enjoyable voyage, we all (including the sea staff) agree to the following – both on the boat and when we go ashore.

- I will treat others with respect and consideration
- I will follow all safety instructions
- I will not engage in criminal or anti-social behaviour
- I will co-operate and participate in all activities
- I will not engage in or tolerate bullying of any sort
- I will take responsibility for myself and look out for the welfare of others
- I understand that the skipper has the final say in all disputes and can send anyone home who does not co-operate with the smooth running of the vessel

The sea staff also make you an extra promise:

**Whatever enthusiasm and effort you put into the voyage,
the sea staff will match and beat it**

Some common questions and answers

I've never been sailing before and I'm worried about not knowing what to do. We have several complete beginners almost every week. The staff will explain things, show you how to join in, and let you practise. There will always be something you can enjoy and which you can get quite good at during a voyage.

What's the food like? Everyone helps with the cooking but don't worry if you can't cook – you won't have to do it on your own. We eat things like spaghetti bolognese, pasties and beans, pizza or curry. Make sure you tell us in advance if you are allergic to anything, vegetarian/vegan, or can't eat certain foods for religious reasons.

What about toilets and showers? Boat toilets look just like normal ones but are flushed in a different way to toilets ashore – it will all be explained when you arrive. There are no showers on board but there are showers you can use in many harbours.

What if I get ill? At least one of the staff will be trained in dealing with illness or injury at sea; and we'll get you to a doctor ashore as quickly as possible if necessary. You do need to tell us in advance about any condition you already have. We've had people on the boat with anything from mild asthma to serious disabilities. Bring any medication, inhalers (and spares) which you need - and tell the staff what you are taking.

How fast does the boat go? Our average sailing speed is about 6 knots (nautical miles per hour) – that's almost 7 land miles per hour. The maximum speed under sail can be well over 10 knots. Under engine the maximum is actually less: only 7 or 8 knots. But sailing is more fun than motoring, so even in light winds we often sail – rather slowly!

Will I be seasick? Some people may be seasick but it hardly ever lasts more than a day or two. Bring your own seasick pills (ask your chemist for advice, especially if you are taking other medication). Some types can make you drowsy. Read the instructions: when to take the pills, how many and how often. And tell the staff on board what you are taking.

How can I build up sailing qualifications? Bring your RYA logbook if you have one (if not you can buy one on board for £6.00). It allows you to keep track of all your sailing and your qualifications. You can work for a Competent Crew or Start Yachting certificate on board *John Laing*, and the sea staff will be able to advise you on how to go on from there.

Where will we go? This totally depends on wind and weather, and what the crew (that's you) wants to do. It's no good planning to go somewhere if the wind is in exactly the wrong direction – or if the forecast says the wind would be wrong for coming back!

I have a special interest in navigation / engines / weather etc. Tell your watch leader at the start of the trip, and we'll make every effort to help you learn more about anything which particularly appeals to you.

Can I work towards my Duke of Edinburgh Gold Award on board? The voyage can count as your residential. Make sure you bring your record book along, and tell the skipper or your watch leader *at the start of the trip* – then we can set you some goals and watch your progress.

Can we go ashore? There are normally opportunities to go ashore in harbour, for showers, shopping, beach BBQs or visits to local sights.

Some important facts you need to know

Smoking is not allowed below deck. It endangers everyone on board. This is so serious that anyone caught smoking below deck will be sent home with no further warning. If you must smoke, you will be allowed to do so on deck at the skipper's discretion, in designated areas only.

Alcohol: There is a no-alcohol policy on board *John Laing*. Those aged over 18 may only drink ashore at the skipper's discretion, provided no-one (staff or crew) exceeds the drink-driving limit. No-one should drink alcohol within 8 hours of sailing.

Illegal drugs are not acceptable on board. Anyone found with illegal drugs will be sent home, and we will inform the police.

Mobile phones: The voyage is all about getting away from it all and crew members are not encouraged to bring phones. They will not work when the vessel is offshore; they can easily get wet or damaged; and they cannot be used on deck when the vessel is under way as it can be dangerous – e.g. if it prevents you hearing a vital instruction. Any phones must be handed in on arrival and will be made available to everyone at certain times when it is OK to use them. If you have a special reason for needing to call home, please talk to a member of sea staff.

Energy drinks such as Monster or Red Bull are not allowed on the boat because they have a bad effect on some people's behaviour. Chewing gum is also not allowed.

Sailing Qualifications

The Royal Yachting Association runs a system of sailing qualifications that will take you all the way from novice crew member to ocean yachtmaster. (These are quite different from the RYA dinghy sailing qualifications). All the details are listed in the RYA G15 cruising logbook which can be bought on board for £6.

In a voyage of five days or more on board *John Laing*, you can do the Competent Crew certificate. On shorter trips, you can still do the Start Yachting certificate. Both qualifications can be earned by putting in a little extra effort on a normal voyage. To get either certificate, you need to get all the relevant sections signed in your logbook. If you don't complete all of them, you can finish the rest on another voyage.

If you don't want the logbook or certificate, you can still get the sections signed off here in this booklet so you'll have something to show for your efforts on board.

Competent Crew certificate

(minimum 5 days on board)

	Section	Details	Skipper's signature
1	Knowledge of sea terms and parts of the boat, her rigging and sails.	Sufficient knowledge to understand orders concerning the sailing and day to day running of the boat.	
2	Sail handling	Bending on, setting, reefing and handling of sails. Use of sheets and halyards and their associated winches.	
3	Ropework	Handling ropes, including coiling, stowing, securing to cleats and single and double bollards. Handling warps. Ability to tie the following knots and know their correct use: figure of eight, clove hitch, rolling hitch, bowline, round turn and two half hitches, single and double sheet bend, reef knot.	

4	Fire precautions and fighting.	Awareness of the hazards of fire and the precautions necessary to prevent fire. Knowledge of the action taken in the event of fire.	
5	Personal safety equipment	Understands and complies with the rules for wearing of safety harnesses, lifejackets and personal buoyancy aids.	
6	Man overboard	Understands the action to be taken to recover a man overboard.	
7	Emergency equipment	Can operate distress flares and knows how they should be used. Understands how to launch and board a liferaft.	
8	Manners and customs	Understands the accepted practice with regard to: use of burgees and ensigns, prevention of unnecessary noise or disturbance in harbour including courtesies to other craft berthed alongside. Aware of the responsibility of yacht skippers to protect the environment.	
9	Rules of the Road	Is able to keep an efficient lookout at sea.	
10	Dinghies	Understands and complies with loading rules. Is able to handle a dinghy under oars.	
11	Meteorology	Awareness of forecasting and the Beaufort Scale.	
12	Seasickness	Working efficiency unaffected/ partially affected / severely affected by seasickness (delete as applicable).	
13	Helmsmanship and Sailing	Understands the basic principles of sailing and can steer and trim sails on all points of sailing. Can steer a compass course, under sail and motor.	
14	General duties	Has carried out general duties satisfactorily on deck and below decks in connection with the daily routine of the vessel.	

Start Yachting certificate

(minimum 2 days on board)

	Section	Details	Skipper's signature
1	The yacht	Basic knowledge of sea terms, parts of a boat, her rigging and sails.	
2	Ropework	Able to tie the following knots: figure of eight, round turn and two half hitches, bowline. Securing a rope to a cleat. Use of winches and jamming cleats.	
3	Underway	Has experienced sailing a yacht on all points of sail. Can steer a yacht under sail or power.	
4	Rules of the Road	Can keep an efficient lookout at sea.	
5	Meteorology	Knows where to obtain a weather forecast.	
6	Man overboard recovery	Understands the action to be taken to recover a man overboard.	
7	Clothing and equipment	Understands and complies with the rules for the wearing of safety harnesses, lifejackets and personal buoyancy aids.	
8	Emergency equipment and precautions	Is aware of hazards on board a yacht. Knows the action to be taken in the event of an emergency.	

What people say about our voyages

"Thank you very much for providing such a fantastic experience. I thoroughly enjoyed every minute and there was never a bad point. The sea staff were brilliant and I really enjoyed their company." **Nick, 17**

"Had a really nice time, fantastic crew, really funny, would definitely come again." **Kelly, 15**

"It was sooooo good! I want to stay forever and not to go to school." **Zoe, 12**

"I loved it all, it was great and challenging. I liked all the people, the skipper is cool and so are all the other leaders. It is a once in a lifetime experience that you cannot beat." **Jamie, 15**

"Wow! I had an awesome time! Our watch leader was a legend!" **Tom, 20**

"It was really fun. I learned new knots and how to maintain a sailing ship. Thanks for the trip and making it so much fun." **Dave, 13**

"Absolutely hysterical from start to finish. Could not have wished for a better team on the boat." **Jenna, 21**

"Thank you all for this brilliant journey with lots of fun learning and friendly people. This memory will stay in my head for ever - this was a once in a lifetime opportunity." **Dan, 18**

"Was mint - really great week from start to finish." **Kyra, 19**

"I really got into it. Really fun! Liked all the sea staff and going ashore. We had the best watch. Loved it." **Shekhat, 13**

"It has been the best time of my life and I enjoyed it so much I didn't want to leave!" **Ashley, 17**

"I can honestly say that it's been one of the most challenging experiences yet; however, I have taken so much from this trip and I will never forget it. The things that I've seen and done are way beyond anything I could have ever thought possible." **Jodi, 22**

Personal Sailing Log

Dates	Name of Vessel	Details (ports visited, max wind force, capacity in which sailing)	Days on board	Distance logged	Night hours	Skipper's signature

What do you want to get out of the voyage?

Some people come and sail just for the fun, some for the adventure of sailing a big boat, some to get qualifications and some to test themselves and learn more about what they can achieve.

If you would like to, you can use this space to make notes of what you want from the voyage, and what you feel you've achieved by the end.

Before	
Expectations:	
Goals:	
<hr/>	
After	
Best bit:	
Worst bit:	
Most lasting memory:	
Achievements:	

How to stay involved with *John Laing*

If you enjoy the voyage, there are plenty of ways to keep in touch.

Sail again: You can book on your own or with a group of friends.

Join the sea staff: Relief bosuns must be aged 16 or over; watch leaders have to be 18 or over. If you think this might be for you, talk to the skipper. We are always looking for enthusiastic, reliable people who can work well with young crew members.

Refit: We spend each year from November to March doing essential maintenance on board *John Laing*, and we need as much help as we can get. Refit helpers are normally aged 18+, but 16 and 17 year olds may be invited on the skipper's recommendation. You can come for a day, or for several weeks (there will be somewhere to stay).

Keep in touch: see <http://www.oytsouth.org/networking.asp> for a variety of online groups for *John Laing* sailors.

Local shore support: Can you encourage your friends, school, college or club to book voyages on board *John Laing*? Or could you help to organise a fundraising event for us? If so, contact the office on 02392 602278 or email office@oytsouth.org.

Email bulletin: We run an email newsletter which will tell you what's been happening on the boat and where we've been sailing. It will also tell you about any last-minute vacancies on board, any forthcoming events, and the refit. Just send the office your email address.

Website: Our website is at www.oytsouth.org – keep an eye on it for new information. If you have good photos of your trip, maybe we can add them to the site? Or perhaps you could write an account of the voyage which could be posted there?

Contact details

Ocean Youth Trust South
8 North Meadow, Weevil Lane, Gosport, Hampshire PO12 1BP
Tel: 02392 602278 Fax: 02392 525829

Website: www.oytsouth.org Email: office@oytsouth.org

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Chris Ellis Fund

A chance to win a discount off the price of a second voyage!

This is an ideal opportunity for people who enjoy sailing in *John Laing* and would like to come again, but who might not easily be able to afford another trip.

Chris Ellis was one of the founders of the Ocean Youth Club in 1960, and he left a fund to be used to encourage crew members to produce a piece of work based on any OYT voyage. This can be a logbook, a diary, a picture, a story, computer art – whatever you like.

OYT South can award up to £200 (to one entrant, or split between two or three individuals) in the form of a discount off a future voyage.

The key thing is that the Chris Ellis Fund is designed to reward effort: crew members with a physical or learning difficulty stand as much chance of winning as anyone else, if your entry is all your own work.

Contact the office for details: 02392 602278, office@oytsouth.org.

Any problems?

If you are unhappy or anxious about anything at all during your voyage, or you are not enjoying the experience for any reason, please talk to someone – your watch leader, the skipper, the bosun – as soon as possible. If you don't feel able to discuss the problem directly with a member of staff, perhaps you could talk to another crew member, and then go together to see one of the staff?

We want everyone to have the best time possible during the voyage. We will always try to sort out any problems if we can. Please don't be nervous about raising complaints or concerns – we can only try to put things right, or give a better explanation of why things are done in a certain way, if we know what you are unhappy about!

Please also feel free to contact the office if the problem persists – it may help us to improve things for future voyages.

However, most people thoroughly enjoy sailing with OYT South, and many return year after year. We hope you will be one of them!

PLEASE ENSURE THAT YOU BRING THIS HANDBOOK WITH YOU FOR YOUR VOYAGE

*Each crew member is given one free copy of this booklet
but there will be a £1 charge for each replacement copy*



CONTACT DETAILS:

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Ocean Youth Trust South

Adventure Under Sail



**Guide for parents, guardians, teachers,
youth workers and group leaders**
*Crew members under 18 – please give this booklet
to an appropriate adult*

Introduction

The welfare of all crew members is very important to us. We want to do all we can to ensure they have the best possible time on board *John Laing*. This booklet aims to answer as many questions as possible in advance of the voyage. We are happy to try and answer any other queries.

The background of Ocean Youth Trust South

OYT South is a registered charity (no. 1079959). We grew out of the Ocean Youth Club, established in 1960 by the late Chris Ellis. We are a member of the Association of Sail Training Organisations (www.asto.org.uk).

We offer adventure under sail to young people aged 12-25 from a wide range of backgrounds. Some voyages consist of crew members who have made individual bookings; others are booked by schools, youth groups or a wide mix of other organisations. We have worked with young people with physical or learning difficulties, plus a variety of highly deserving individuals who live in difficult circumstances.

We do run occasional adult voyages, suitable for parents, guardians, teachers and youth workers – contact our office for details. Adults who are keen sailors can also enquire about joining our volunteer sea staff.

Safety

John Laing is maintained in accordance with the Maritime Coastguard Agency's Code of Practice for Small Commercial Vessels and our own exacting standards. Annual surveys, inspections and regular maintenance ensure that all equipment and the vessel's specifications meet and exceed the legal requirements for a sail training vessel.

The skipper and mates hold Royal Yachting Association qualifications at the appropriate level. In addition all staff members – paid and volunteers - undergo rigorous in-house assessment and training to ensure the highest standards are maintained, both in seamanship and in working with young people. The skipper will hold an RYA Yachtmaster Offshore certificate (commercially endorsed) as a minimum, and will have been approved by an independent assessor to run OYT South voyages with young people on board. The first mate is qualified to take command of the vessel in the event of illness or accident to the skipper. All adults on board will have had a background check with the Disclosure & Barring Service. We have both male and female sea staff on all mixed voyages.

When at sea, the vessel's position can be monitored from our office and can normally be seen on the website at <http://www.oysouth.org/tracking-john-laing.asp>. The boat is always contactable via one or more of the communication systems on board.

Crew members undergo a structured training programme on joining the vessel so that they are able to participate fully and safely in the voyage. Safety training is regularly reinforced during the trip.

Crew welfare

If there is anything at all you would like to share with us about a crew member which will help us to make the voyage work better for him or her, please do let us know.

The booking form requires you to inform us about any medical condition, or any medication they are taking, as well as any food allergies, as well as any physical or learning difficulties, behavioural problems or other special needs. This might include anything from dyslexia to Attention Deficit Disorder (ADD), or dietary needs other than allergies.

If there is anything that might be worrying a crew member, such as a problem at home or at school, you are of course not obliged to tell us about it, but you should certainly feel free to do so if you think it might help.

Any information of this nature will be passed by our office to the skipper, who will inform other watch leaders as appropriate. It will not otherwise be spread within OYT South.

The more we know, the better we can meet the individual needs of each crew member – and we can also ensure they are booked on an appropriate voyage in the first place. If there is anything at all you would like to tell us, or ask us, please telephone 02392 602278, or email office@oysouth.org.

Early voyage termination

If a crew member wishes to leave before the end of the voyage, or if they are asked to leave due to unacceptable conduct, the skipper will notify the OYT South office. The parent / guardian will be informed of the details and arrangements for getting them home, and is responsible for any costs.

Before a crew member travels

Personal information – If anything has changed since the booking form was completed, please ensure we have correct telephone numbers for an adult we can contact at any time during the voyage; up-to-date medical information; and a doctor's phone number for each crew member.

What to bring – There is a suggested kit list in the Crew Handbook. Please ensure that crew members do NOT bring aerosols (deodorant etc.) as they are a serious fire hazard. Please also ensure that they do not bring energy drinks such as Monster or Red Bull as these can have an adverse effect on some people's behaviour. For the same reason, we would ask that crew members only bring a small amount of sweets.

Valuable items – A boat is not the best place for items such as mobile phones, MP3 players and electronic games. They might get wet or otherwise damaged, and there will be limited opportunities to use them.

Lost property – Crew members are responsible for their own personal kit. If they leave something on the boat, contact the office. As there is nowhere to store them, items are normally only retained for a week.

Pocket money – The amount is up to you. Don't forget the fare home if needed. We may sail to France; crew members can bring Euros, or change money abroad. We sell RYA logbooks during the voyage for £6 if required. Crew members will not be charged for anything else on board.

Any problems?

OYT South is committed to achieving the highest possible standards in all our work. If you are not satisfied with any aspect of your dealings with OYT South, or if you become aware that a child or young person is unhappy with anything at all during their voyage, please let us know as soon as possible.

Ideally we would aim to address any problem during the voyage, enabling everyone to have a positive experience. If this is not possible, we will endeavour to resolve any outstanding issues, including reviewing our practice and procedures for future voyages. We encourage feedback.

Further information: office contact details

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