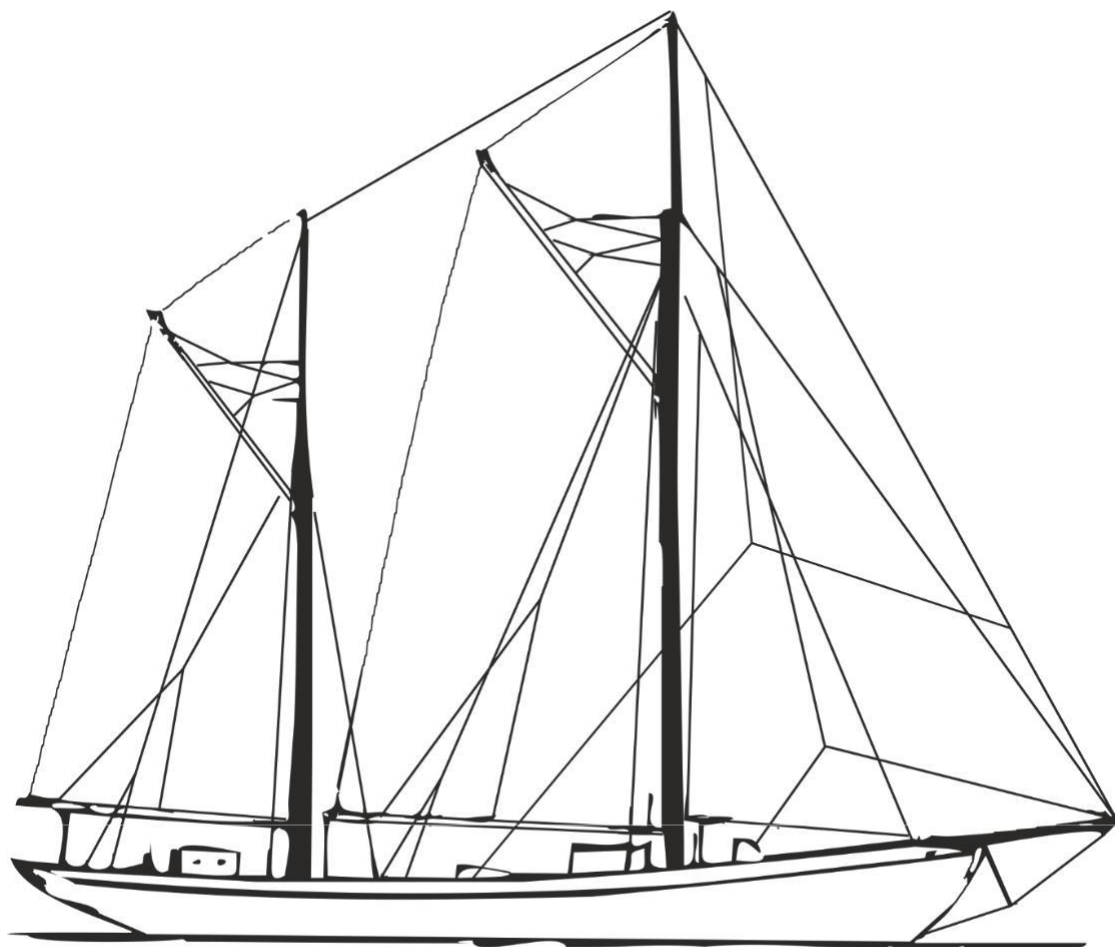


Crew and Officer's Handbook

STS „Generał Zaruski”



**GENERAL • ZARUSKI**



GDAŃSK



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## Introduction

This publication has been developed for the crew and officers of "General Zaruski" sailing ship. It is a compilation of the most important information on ship rules, safety rules and the proper operation of the vessel. It is a compendium of knowledge for anyone who wants to learn how to operate a ship correctly.

STS "General Zaruski" is a school ship. Consequently, all cruise participants will be considered the crew. They are involved in virtually all nautical duties – they participate in navigation watches and manoeuvres under sail and with the engine, prepare meals, assist with boatswain work, maintain the ship in a neat and tidy condition, perform gangway and anchor watches. All these activities shall be carried out under the supervision of experienced and qualified staff.

Due to the traditional character of the sailing ship, which requires effort and cooperation from the crew, as well as mutual respect and discipline, "General Zaruski" is perfectly suited for educational and educational purposes. This is why the cruise offer is targeted primarily at young people aged 15-25.

The first "STS General Zaruski User Handbook" was written in 2017 by Piotr Królak, program officer and captain of "General Zaruski". The present "STS General Zaruski Crew and Officer's Handbook" is an extended and supplemented version, drawn up by Miłosz Romaniuk for the training purposes during the first cruise for officer candidates. Piotr Królak and Mirosław Bielecki provided significant support in creating this version of the handbook.

*The translation of the Polish version of this handbook was made by Translation Agency  
"Supertłumacz" [www.supertlumacz.pl](http://www.supertlumacz.pl)*

## Technical data

Owner: City of Gdańsk

Shipowner: Gdański Ośrodek Sportu (Gdańsk Sports Centre)

Home port: Gdańsk

Number on sail: POL 4

Call Sign: SPG 2276

MMSI: 261023330

Length on the waterline: 19.72 m

Overall length: 25.40 m

Maximum length: 28.98 m

Width: 5.88 m

Draught: 3.40 m

Side height: 4.43 m

Maximum mast height from KLW: 25.5 m

Gross tonnage: 88.95 GT

Sail surface: 322 m<sup>2</sup>

Number of crew: 25 people (offshore sailing) / 36 people (one-day inshore cruise)

Year of construction: 1939

Construction site: Bertil Lunds Skeeps & Yachtvarv, Ekenäs, Sweden

Sail type: gaff ketch

Drive: 2 x Vetus-Deutz T44425 114 HP

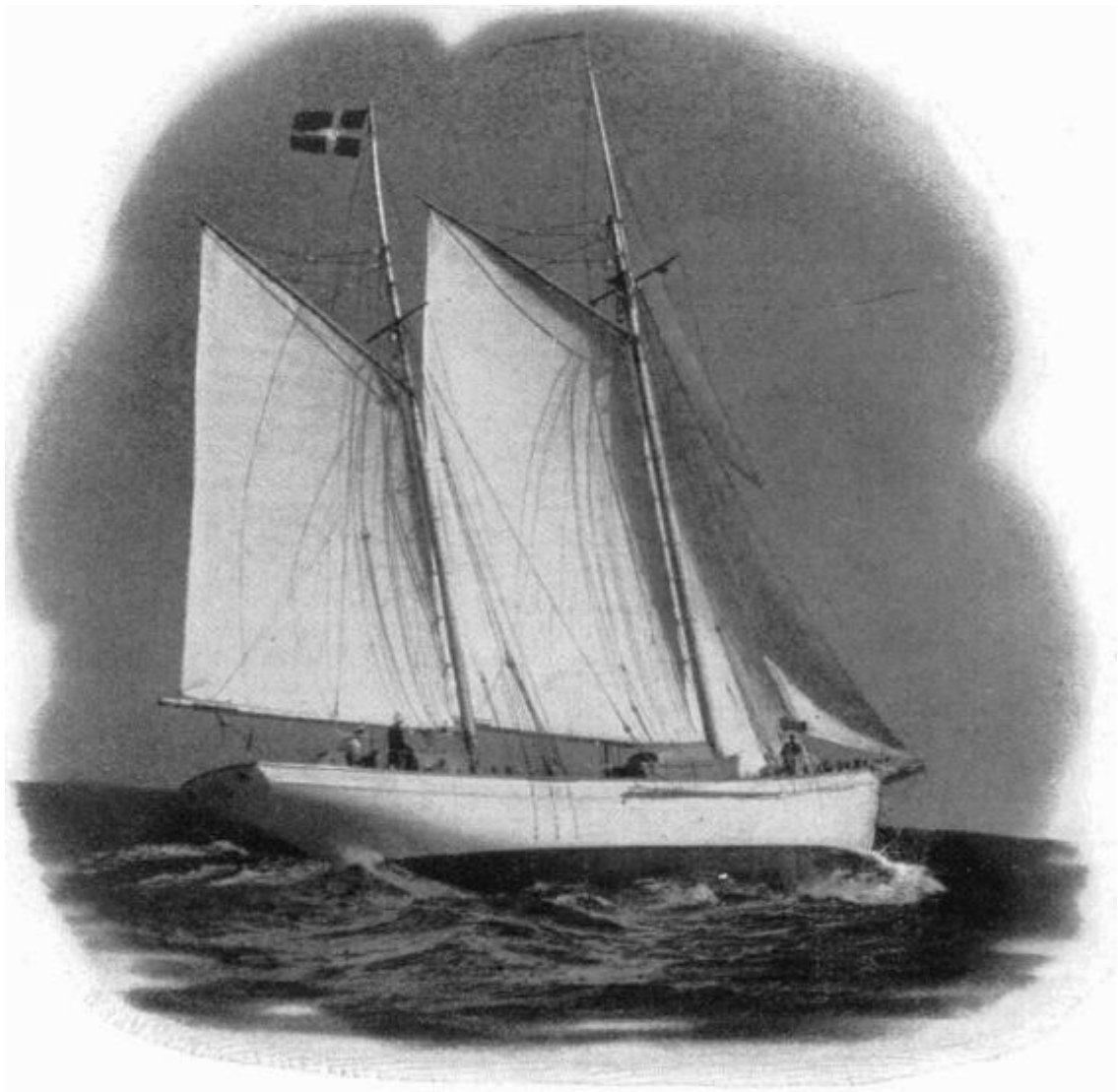
Water tanks: 2 x 830 l + 2 x 740 l (3140 l)

Fuel tanks: 2 x 560 dm<sup>3</sup> + outgoing 350 dm<sup>3</sup>

Black water tank: 1210 l

## History of the sailing ship

Construction of the ship was commissioned by the Maritime and Colonial League, on the initiative of General Mariusz Zaruski in 1938. It was to be the first of ten sister units intended to form the core of the future flotilla of the Polish Scouting Association. The construction, which was supervised by Gustaf Bernhardt, the founder and head of Svenska Seglarskolan, began in 1939 at the Bertil Lunds Skeeps & Yachtvarv shipyard in the Swedish city of Ekenäs, about 11 Mm on the SWbS from Kalmar. Initially, the ship was to be named "General Mariusz Zaruski". The Swedish yacht "Kaparen" was intended to serve as a model.



*Figure 1 s/y Kaparen in service of the Swedish sailing school "Svenska Seglarskolan"*



*Figure 2 s/y Kaparen in service of the Swedish sailing school "Svenska Seglarskolan"*

Due to the beginning of World War II, the construction costs were not paid, so the yacht was sold at auction on 6 February 1940. The Swedish Colbus association, established specifically for this purpose on 25 October 1939, became the new owner of the ship. The hull was launched in June 1940. Then work began on the sails and interior design. In October 1940, the work on the yacht has been completed. The yacht was sold by the Colbus Association to Svenska Seglarskolan, without engines installed. The amount of the transaction was 40,000 kroner and the buyer agreed not to sell the unit further for the next 5 years. During the war, the ship sailed in Swedish territorial waters under the name "Kryssaren" and served members of the Svenska Seglarskolan.

After the war, in 1945, the Swedes notified the Poles that they still kept a yacht ordered before the war and paid off. On 17 January 1946, the ship, now named "General Zaruski", sailed on a tow to Poland. The yacht was taken over by the Maritime and River League and sent to the Central Maritime Office in Ustka. In September 1946, the ship embarked on its first offshore cruise in the Baltic Sea, under the command of Captain Wiesław Wichura-Bohusiewicz.



Commanded by Captain Gabriel Groch, the ship visited Liepaja, Stockholm, Visby and Derby on a unification cruise for captains and yacht skippers in mid-September 1946. In 1947, Michał Sumiński became the captain of the ship, performing this function alternately with Zbigniew Szymański. Both of them had previously trained on "Zawisza Czarny". In the same year, a cruise to Gotland was organised in order to bring the damaged "Dar Żoliborz" from Sweden, followed by a cruise to Copenhagen and Świnoujście. At the time, the day began and ended with an appeal on board and singing "When the Light of Dawn Arise" and "All Our Daily Affairs." In years 1948-1949, the ship sailed for "Service to Poland", a communist paramilitary organization. In August 1950, the ship was renamed "Młoda Gwardia" ("Young Guard") and visited the ports of the German Democratic Republic under the command of Captain Tadeusz Szpakowski in order to bring Polish and German youth closer together. The ship was then stationed in Gdynia, at the quay opposite the current Aquarium. The Yacht Basin was damaged and the ship could not pass through the hole in the breakwater, as smaller yachts could.

In 1953, the ship was taken over by the League of Friends of the Soldier (renamed the National Defence League in 1962), a mass, patriotic social organization aimed at strengthening the ties between the nation and the Polish Army – and at preparing the population, in particular the youth, to defend the country. At that time, a political officer was on board the ship and "Naprzód młodzieży świata" ("Forward the youth of the world") was sung at roll call. One could qualify for the cruise through the home Water Department of the League of Friends of the Soldier. During these years, the Zaruski Yacht Basin in Gdynia was locked with a chain to prevent sailors from escaping to the Gulf of Gdańsk with the yacht. In 1957, the ship was renamed "Mariusz Zaruski" again and in June of that year, sailed to Narvik under the command of Captain Juliusz Hebel, together with the "Zew Morza" ("Sea Breeze") yacht, commanded by Captain Włodzimierz Jacewicz. On 24 July 1957 the first two yachts under the Polish flag crossed the polar circle.

In the years 1957-1972, the ship was commanded by Captain Jan Pawłowski. In 1958, the ship was renovated and the original Bolinder engines were replaced with June Munktell ones (two engines of 45 HP each). Shortly afterwards, in 1962, the engines were replaced again – with more powerful Albin Motors ones (75 HP). In 1969, the name "Generał Zaruski" was brought back. In 1973, the ship took part in a maritime education program of the Polish Sailing Association aimed at familiarizing young people with the sea and maritime economy.

In 1975 the ship sailed to Spitsbergen under the command of Captain Andrzej Rościszewski, with young people from the Warsaw Youth Palace. The crew had prepared for the cruise all year round, participating in theoretical training and in the autumn cruise on "Generał Zaruski". The ship sailed to Longyearbyen, visited Svalbard and the island of Møffen.

Due to ice conditions, crossing the Hinlopen Strait was impossible. However, the crew visited the Polish research station in Hornsund and, on the way back also the Herwigshamn Bay on Bear Island. So far, it was the longest expedition of the sailing ship, which travelled 5270 NM in 56 days. The cruise spanned from 6 July to 31 August 1975 and was a record in terms of sailing so far north.

In 1976, the engines were once again replaced, this time with 95 HP Polish-produced "Rekin" power units, marinised at Puck Mechanical Works. In June 1977 27 geodetic engineers sailed on "Zaruski" to a geodetic congress in Stockholm under the command of Captain Karol Zieliński. Then the LOK (Country Defence League) water club in Bielsko-Biała chartered the yacht for the duration of a trip in Western Europe, however, at the final stage of the cruise, on 27 August 1977, the yacht ran aground on Middel Grund near Copenhagen. The attempts to descend into deep water independently did not bring any result, so the next day a rescue tug pulled the ship from the shoal and towed it to Copenhagen. After the accident, dents and tilts were found on the underwater part of the hull, but the bolts and rudder were not damaged and the hull remained watertight. The cost of the rescue operation exceeded PLN 361,000. After the accident and return to Poland, in years 1978-1982, the ship underwent a general overhaul at the Nauta shipyard in Gdynia. Once again, the engines were replaced, this time with Shark units, 140 HP each.

For the next ten years (1982-1992) the yacht was commanded by Captain Zbigniew Michalski. In 1982, the ship hosted the first cruise of the Sailing Brotherhood of Shackle, with young people from endangered environments. Over this decade, more than 6,500 young people have boarded the ship. Most of them were troubled youth, from prisons, correctional facilities and orphanages, disabled or addicted. After two or three weeks spent on board experiencing a great sea adventure, differences and prejudices disappeared and characters and the ability to cooperate were formed. The young people leaving the sailing ship were completely different from the ones who had boarded it.

In the mid-nineties, "General Zaruski" was chartered by LOK to Ryszard Herrmann from Jastarnia, a private individual who organised tourist cruises with young people and New Year's cruises. The ship was heavily used at that time, without any renovation. As a result, in the spring of 2003, it lost the PRS class (Polish Register of Shipping) and was rendered unserviceable. Moored in Jastarnia, it was decaying until 2005. From August 2003, the General Zaruski Polish Sails Foundation, to which the ship was handed over, attempted to renovate it and return it to youth sailing training service. In 2005, The Kompania Morska Foundation donated the construction drawings of "Kaparen", which were found in Sweden, to the Central Maritime Museum in Gdańsk.

In May 2005, the ship was moved to the slip of the fishing shipyard in Władysławowo, however, at the end of 2006 the general overhaul, which was essentially a reconstruction of the ship, was interrupted, as its main sponsor, the Polish Post, withdrew from the initiative.

A letter of intent was signed on 15 September 2008 concerning the takeover of a sailing vessel by the City of Gdańsk and a notarial deed was signed on 3 November 2008 under which the Municipality of the City of Gdańsk purchased the ship from Liga Obrony Kraju (National Defence League) for PLN 150,000. Afterwards, the President of the City of Gdańsk, Paweł Adamowicz, by means of order No. 1903/08 of 12.12.2008, handed the yacht over to Miejski Ośrodek Sportu i Rekreacji (the Municipal Centre of Sports and Recreation) in Gdańsk, for the purpose of its “revitalisation, administration and shipping – fulfilling a function of a ship owner”.

One year later, in November 2009, a company from Puck named Complex Jacht started rebuilding the hull of the ship, which had been located in Gdańsk "Remontowa" (“Repair”) Shipyard since April. The works were carried out primarily based on documentation prepared by the Ship Service Artur Karczewski design office selected in a tender procedure and on the basis of the original drawings and plans for the construction of "Generał Zaruski", found in the attic of Bertil Lund, imported on 15 September 2009 by the Kompania Morska Foundation and handed over to the Municipal Sports and Recreation Center in Gdańsk. The reconstruction and renovation works involved significant corrections, improvements and modifications in relation to the original plans, taking into account the repair of structural defects and stability problems. In June 2011, the Gdańsk Marine Works began the works on the engine room, in November the construction of the interior with all installations and equipment began and, on 5 December, the rebuilt hull was ceremonially launched in the Gdańsk Repair Shipyard. On 5 July 2012, new masts manufactured by Complex Jacht were erected on the sailing ship. On 30 October 2012, a ceremonial raising of the flag took place in the presence of the President of the Republic of Poland Bronisław Komorowski. The president said that "Generał Zaruski" is *"not only a monument of boatbuilding art, but also a treasury of the Polish maritime traditions. This small yacht carries a huge load of symbolism, emotions and dreams. It is a symbol of our difficult history on the Baltic Sea."* The official flag was handed over by the President to Captain Jerzy Jaszcuk.

Since then, "Generał Zaruski" has been sailing with young people and adults, implementing a program of maritime upbringing and non-formal education. Primarily bay and high seas cruises, dedicated to young people aged 15-25, are organised on board of the sailing ship. There are also free recruitment cruises for all anyone interested in experiencing a sea adventure. STS "Generał Zaruski" is used in EU projects prepared and implemented by the Gdańsk Sports Centre – the yacht's owner, in cooperation with foreign partners.

The first EU-funded project was called 'Maritime Education and Sail Training for Young People (MAST). The offer of MAST was targeted primarily at young people from environments at risk of marginalization and social exclusion, individuals without prospects for educational and professional development. Participants of the cruises did not incur any costs associated with participation in the cruises. Instead, they could build up their experience within the project and, after additional training, take part in further cruises as young instructors. Developing communication skills in English was an additional goal of the cruises.

The aim of the second project - "Baltic Pass – Maritime Heritage Tours" – was to create a new tourist product based on the use of the maritime heritage of the South Baltic region. As a result of the cooperation between international environments related to the sea, tour operators and other entities, a catalogue of attractive sailing routes, operated by traditional sailing ships, has been drawn up. Individual route suggestions have been diversified in terms of target audiences, length of the cruise and the number of attractions visited. The activities covered by the "Baltic Pass – MHT" project include, among others, a cyclical sailing event named "Meet Gdańsk Oldtimers", offering one-day bay cruises on board Gdańsk traditional sailing yachts.

The "Gdańsk School Under Sails", organised on a regular basis and spanning several weeks where young people, in addition to their sailing duties, follow an educational program, visiting the most attractive regions of Europe. On the yacht, young people become a crew – they learn safety and sailing rules, take active part in navigation watches, work with sails and ropes, participate in navigation classes. The educational goal is to show science as a fascinating area of life, encourage participants to acquire knowledge and develop practical skills through work and experience. Equally important are the educational aspects – promotion of active leisure time, independence and cooperation, ability to cope with stressful situations and learning to take responsibility for yourself and others.

The educational mission of the Gdańsk sailing ship outside the sailing season is complemented by the "Zaruski Academy". It includes a number of activities: meetings at schools, visiting the sailing ship, "Winter holidays on Zaruski", sailing workshops and volunteering initiatives on the ship. Stationary classes are free of charge.

## **Regulations**

### **General provisions**

- a. The Regulations lay down the rules for organisation of life and cruises on STS General Zaruski.
- b. You must read and accept the Regulations in order to participate in a cruise.
- c. Any matters not covered by the Regulations shall be settled pursuant to:
  - i. provisions of the Maritime Code,
  - ii. principles of good maritime practice,
  - iii. orders and recommendations of the ship captain.

### **Crew**

Due to the training character of STS "General Zaruski", all persons on board of the sailing ship are referred to as the crew. They are divided into permanent crew and school crew.

#### Permanent crew

The permanent crew is employed by the shipowner. It is made up of a captain, a boatswain and three watch officers.

Captain – the commander of the yacht and the superior of the entire crew, is responsible for the safety of the ship and crew.

Boatswain (technical officer) – is responsible for the proper technical condition and maintenance of the entire sailing ship, leads and supervises the setting and lowering of sails, manoeuvres under sail, launching and lifting the dinghy, throwing and raising anchor and boatswain work. If necessary, he/she appoints a boatswain watch.

Watch officers – they are responsible for training the crew in the field of safety and operation of the yacht, perform navigation watches, take care of the safety of navigation, conduct and supervise sailing manoeuvres, conduct educational classes.

#### Training crew

The training crew consists of the other participants of the cruise, usually divided into four five-person watches. In each watch, a senior watch shall be appointed - the most experienced sailor, who acts as a deputy watchkeeping officer, helps in organizing the work of their watch, assigns duties during navigational, anchor and gangway watches, and is in charge of the work of their watch in the galley.

## **Organisation of life on the ship**

### **a. Embarkation and disembarkation**

Participants are embarked upon boarding the ship, as they submit the relevant documents (passport or ID card) to the senior officer for deposit and are entered on the crew list.

The participants are disembarked once the ship has been fully cleared and the documents deposited have been returned to the crew on embarkation.

### **b. Crew training**

Training on STS "General Zaruski" can be divided into two categories.

The first one is training on the safety and operation of the yacht. It involves introducing the participants to:

- safety and prevention rules,
- the alarm schedule, including:
  - abandon ship alarm (rafts, belts and vests, EPIRB, SART, pyrotechnics),
  - fire alarm (the layout of fire extinguishers, operation of the fire pump),
  - "man overboard" alarm (standing in drift, passing a lifebuoy, appointing an observer),
- arrangement of rescue and fire-fighting equipment,
- arrangement of emergency exits,
- operation of life belts and pneumatic safety vests,
- operation of rigging and on-board equipment,
- layout of the premises and equipment on board,
- schedule of watches and duties during a watch.

The second, equally important category of training is the personal development of participants by acquiring knowledge and sailing skills, learning to work in a group, getting to know their own strengths and weaknesses, developing interests and broadening the horizons of thinking.

### **c. Dividing the participants into watches**

The crew takes part in the following watches:

- navigational watch,
- anchor watch,
- galley watch,
- gangway watch.

The current watch schedule is displayed in the navigation cabin and crew mess room.

### Navigational watch

- is responsible for the safe driving of the yacht, in particular: steering, navigation, radio listening, visual and radar observation, compliance with the right of way, wearing appropriate lights or day signs, receiving weather forecasts, warnings and safety messages, keeping a yacht log and performing the necessary sailing manoeuvres,
- begins with a meeting on the aft deck on the windward side five minutes before the scheduled watch,
- the crew goes out on watch dressed appropriately for the weather conditions and in braces (pneumatic safety vests),
- before the start of the watch, the watchkeeper gives instructions and the senior watch shall assign positions to the crew,
- the watch should be placed on time, according to the watch schedule,
- the officer ending a watch communicates the navigational and weather situation, the position and course of the ship and the orders of the captain to the officer commencing the following watch,
- the navigation watch officer independently controls the ship, they are responsible for safety, proper operation of sails and matching the sails to the meteorological conditions – or for maintaining the set engine speed and speed above the bottom, radio communication with other vessels (and coastal stations) and passing them in accordance with the regulations and at a safe distance,
- while performing a navigational watch, you can go under the deck only with the consent of the watch officer,
- during the cruise, the navigation watch is responsible for bell ringing, marking the passage of time,
- during the navigational watch, the officer and the senior watch officer conduct training on filling in the yacht log and operating navigation devices,
- between 2200-0700, every hour, a person designated by the officer in charge makes a tour of the interior of the ship, paying attention to any disturbing situations: smoke or unknown smell, switching off unnecessary lights, securing moving objects, etc.,
- the watch ends with passing the service to the next watch, a meeting on the aft deck on the windward side and the release of the watch by the watch officer,
- at the end of the navigational watch, the watchkeeper ensures that the yacht log is correctly completed.

### Anchor watch

- is responsible for observing the situation at sea (anchorage) during anchor standstill, checking the geographical position and depth, checking anchor hold and the chain position, checking the correct lighting of the ship, radio listening,
- is performed according to the distribution of navigation watches,
- keeps order on board, performs ward round according to the navigation watch between 2200 and 0700,
- the watch, together with a watch officer, may be performed by two crew members who switch on an hourly basis, if conditions permit.

### Galley watch

- lasts 24 hours, and the change of the watch takes place at 2200,
- prepares and hands over meals at the times set in the daily schedule, prepares the ingredients and starts work in the galley early enough,
- cleans the premises after meals and washes dishes,
- keeps order in the galley,
- strictly observes the rules of hygiene and safety,
- the galley watch is handed over by senior watches,
- senior watch handing over the galley watch is responsible for ensuring that the galley is clear,
- the senior watch taking over the galley watch checks the galley and takes over the watch only when there are no objections in terms of cleanliness and order.

### Gangway watch

- is responsible for ensuring the safe mooring of the ship, controlling the work of moorings, springs, breasts and fenders,
- is responsible for the proper supervision of the ship, including checking persons entering and abandoning the ship,
- maintains order on board and makes a round of the ship - 2200-0700,
- the gangway watch is performed by navigation watches,
- the gangway watch may be discharged from its duties by the captain if there is a member of the permanent crew on board who will take over the watch.



#### d. Daily Schedule

On STS "General Zaruski" the following schedule applies:

0700	wake-up
0700-0730	morning hygiene
0730	breakfast
0800	raising colours, assembly on board
0830-0930	"happy hour" – cleaning the ship
1000-1200	program activities
1330	lunch
1630	afternoon snack
1930	dinner
2200-0700	night quiet hours

The dawn watch (0400-0800) officer is responsible for the wake-up call and the flag raising and checking attendance during the morning assembly. Watches stand around the stern quarterdeck in a manner as in life-rafts during an alarm for ship abandoning, that is watch I and III stand at the port and watch II and IV stand at the starboard (watch I and II closer to the bow, watch III and IV closer to the stern). During the morning assembly, the personal condition and status of the crew is checked. The captain informs the crew of plans for the current day. Then the current affairs related to life on the ship are discussed. Later, if necessary, officers, senior watchmen and crew speak out. After discussing all current affairs, the captain selects the ship's cleaning manager, who will coordinate the work of the two watches clearing the rooms and the deck, from among the members of the watch off duty (not navigation or galley watch). During the "happy hour", the rooms below deck are vacuumed and kingstons and showers are washed. Each crew member clears their berth. In addition, if it is possible, the gratings are washed with a mop and water with a cleaning fluid, and the deck is also washed with water. The vacuum cleaner and cleaning products are located in the bow store on the right side.

#### e. Discipline and behaviour on board

In order to ensure that sailing on "STS General Zaruski" is safe and pleasant, each member of the training crew is obliged to:

- comply with the instructions and commands of the permanent crew,
- comply with the safety regulations laid down in this handbook,
- comply with the rules prohibiting alcohol consumption, smoking and the use of other psychoactive substances (drugs, stimulants, etc.),
- save fresh water, the resources of which are limited on board,
- use toilets in accordance with the instructions of the permanent crew,
- maintain order on their berth and in its immediate vicinity, and keep personal belongings in cabinets and lockers intended for this purpose,
- respect the equipment of the sailing ship and the belongings of other crew members.

In addition, the training crew should adhere to the following rules:

- the navigation cabin is intended exclusively for the permanent crew and a member of the training crew acting as a navigation assistant during navigation,
- the training crew may use only the bow toilets,
- it is forbidden to take out dishes and food on board,
- everyone cleans after themselves on a current basis (everyone washes up the dishes which they used e.g. in a night watch, cleans the Kingston valve after using it, replaces full bags for toilet paper, not waiting until the content pours out, etc.),
- do not leave non-stowed items outside (e.g. dishes in the galley),
- it is forbidden to stand in the companionways and other passageways on the ship,
- it is forbidden to throw rubbish overboard, both in port and during navigation,
- during sailing, a school crew should use a companionway in the midship,
- avoid making noise (leaving the door or cupboard doors opened and not blocked, safety rope carabiners hitting the ship elements, doors or seat locker covers slamming, jumping on the deck, knocking on the quarterdeck, etc.) in order not to disturb the rest of people who are not on the watch,
- with symptoms of seasickness, vomit overboard on the leeward side using pneumatic safety vests; do not use washbasins and toilets for this purpose.

The ship, for the time of the cruise, becomes a home to the school crew as it is a home for the permanent crew for all the time. You must, at least, take care of it as you take care of your own home.

## Alarms and security rules

The following alarm signals are defined:

General alarm (abandon ship, man overboard, water alarm)	● ● ● ● ● ● —
Fire alarm	● ● —

Alarms are also announced by voice, using the radio station.

### Abandon ship alarm

This alarm shall be sounded by the captain of the ship or a person designated by them. The entire crew, dressed as warm as possible and equipped with life belts (you do not put them on until you are on board), goes out on board as quickly as possible and positions themselves at the life rafts (I and III watches on the left side of the galley superstructure, and II and IV watches on the right). The decision to abandon the ship is taken by the captain.

### Fire alarm

The person who first notices fire or senses smoke raises the alarm with the cry "FIRE", determining its place (e.g. "fire in the crew mess hall").

Then they immediately proceed to extinguish the fire using the fire-fighting equipment closest to them. A member of the permanent crew shall be notified as soon as possible and shall sound the fire alarm. After hearing the alarm, the entire crew in the life belts positions themselves on board at the life rafts.

### Man overboard alarm

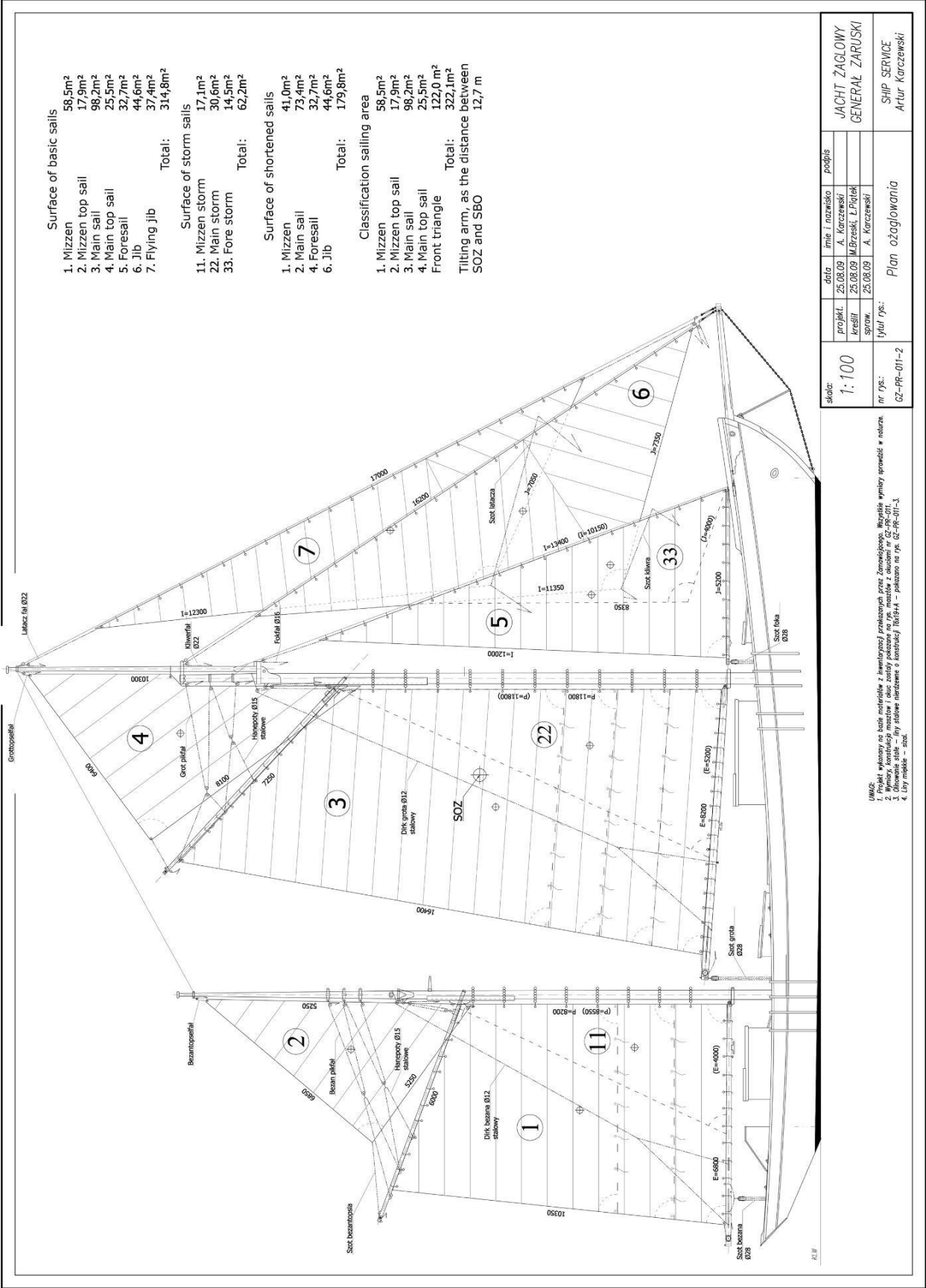
The crew member who first notices a man overboard raises the alarm with a shout of "MAN OVERBOARD", throws the nearest lifebuoy into the water, and then reports the bearing and distance and points to the observed man with their hand. The officer puts the ship in a drift, the engines are started, and the captain takes command of the action.

## Safety regulations

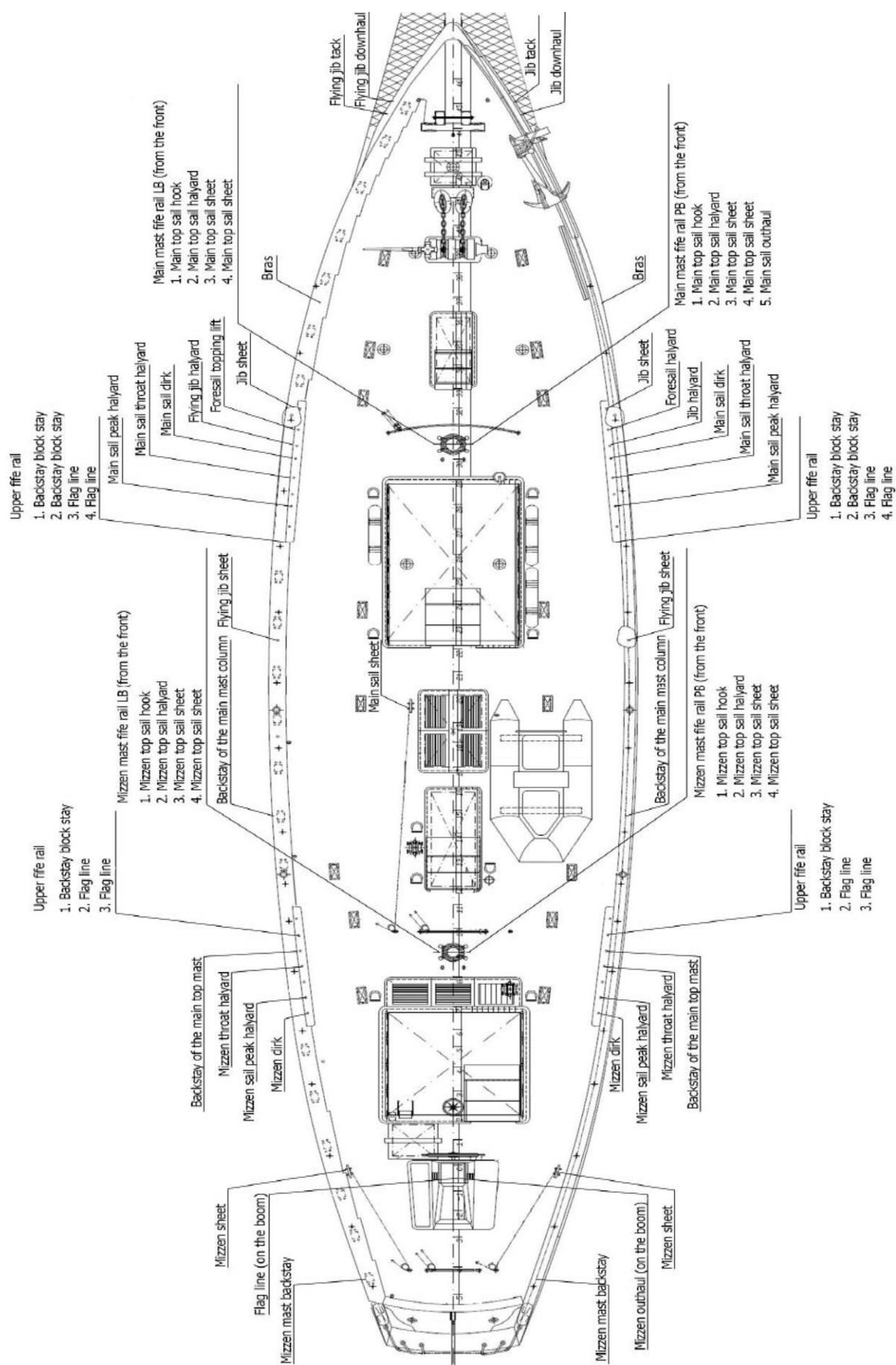
- after embarkation, the crew must undergo training which involves becoming familiar with the alarm schedule, fire instructions, rescue and fire equipment distribution, layout of the emergency exits, alignment and checking of pneumatic safety vests, checking of safety belts,
- while on board, you need to move carefully; on the windward side, do not run, jump, do not walk barefoot or in flip-flops,
- when moving around the ship during navigation, you should hold its fixed elements (e.g. handrailings), according to the principle "one hand for the yacht, the other hand for yourself",
- all doors on board the ship shall be either fully open and locked or completely closed. This will prevent getting hit by the door or getting your fingers snapped by it when the ship is rocking on a wave,
- entry to the bowsprit and masts is allowed only with the consent of a member of the permanent crew, after prior training and using a pneumatic safety vest,
- before releasing any rope, check what rope it is and what is its purpose.
- no mechanical or electrical device must be manipulated without the consent of the permanent crew member and prior training,
- when approaching and departing from the quay, going ashore is permitted only on the instructions of a member of the permanent crew. Persons who do not participate in the manoeuvres should stand as close as possible to the diametrical of the ship (in the axis of the masts), so as not to limit the vision of the people who perform the manoeuvres,
- long hair should be tied up or hidden under a cap, we also recommend that you remove pendants, rings, earrings and other jewellery that may cause injury during work,
- it is necessary to stow (fix) objects that may unexpectedly fall out during navigation; this applies in particular to the equipment of the galley,
- no source of fire may be used below deck,
- the ship should be boarded and exited only through the gangway or at a place designated by the permanent crew.

Ship operation

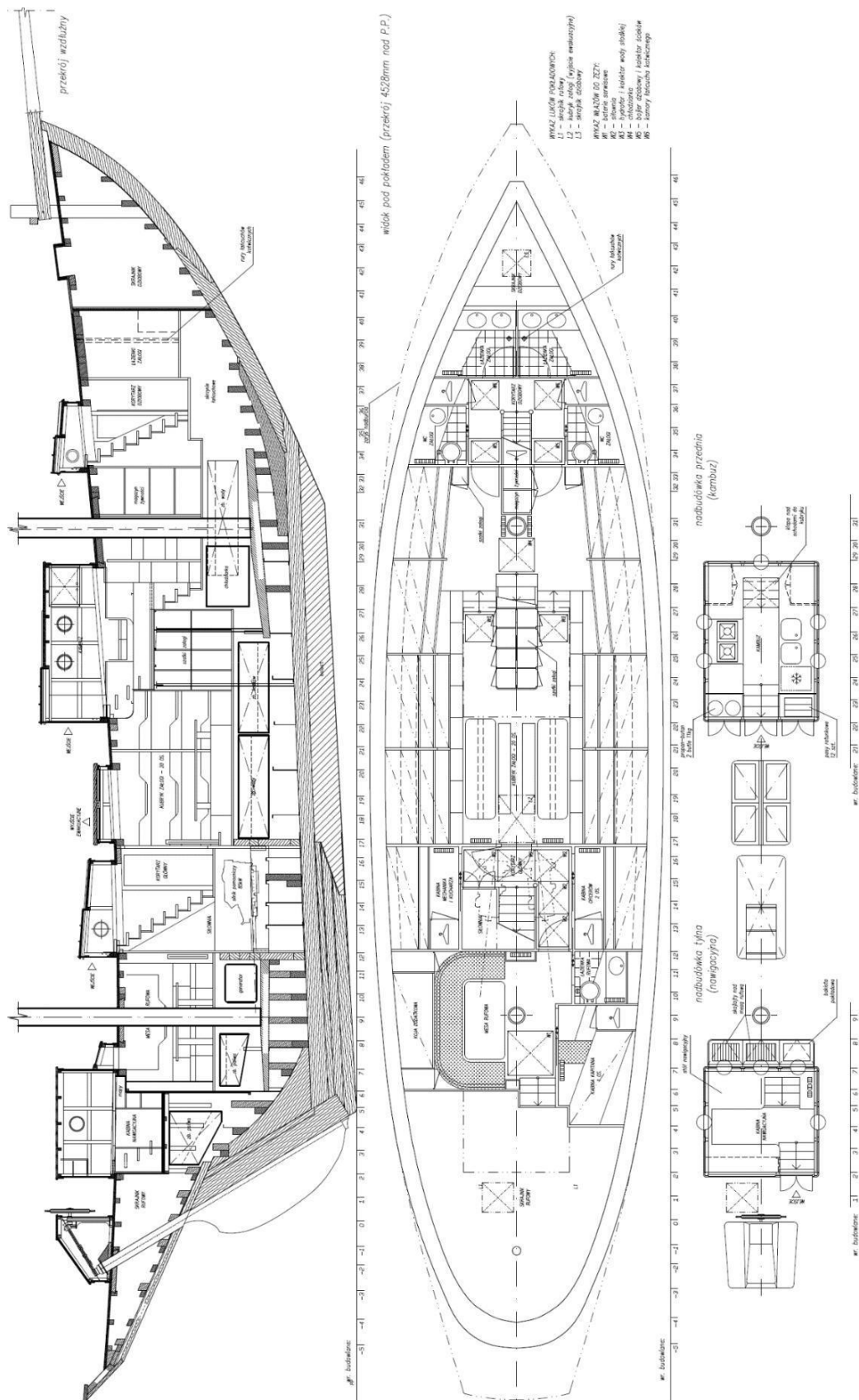
Sail plan



## Rigging plan



## Interior plan



## **Port manoeuvres**

After the sounding of the manoeuvring alarm, the entire crew shall go on board efficiently, properly dressed and go to the manoeuvring stations. During port manoeuvres, the following distribution of duties and work positions should be established:

- Bow: the boatswain and the watch officer with watch I are responsible for the moorings and bow springs. Mooring lines and bow springs are kept in a chest at the galley on the left side.
- Midship: the watch officer with watches II and III are responsible for protecting the side with fenders, operating the mooring from the midship, launching the dinghy and preparing the gangway. The fenders are placed in the lazarette and the manoeuvring fender is placed under the dinghy. The gangway is placed on the roof of the galley, on the left. The mooring line used from the midship has a different colour and is placed in a chest at the galley on the right side.
- Stern: the watch officer with watch IV is responsible for the mooring lines and stern springs. Aft mooring lines and springs are placed in the lazarette.

Members of the training crew remain at the disposal of the permanent crew, helping with duties such as pulling the mooring line, operating the fenders, preparing the gangway, launching the dinghy, etc. People who do not participate in the manoeuvres directly should stand as close as possible to the diametrical of the yacht (in the axis of the masts), so as not to limit the vision of the permanent crew and the person performing the maneuvers.

During the approach to the quay on the side, the person operating the large manoeuvring fender is on the bow, and the person operating the second, smaller manoeuvring fender is at the stern, unless the captain decides otherwise.

After passing the mooring lines to the quay, their clearance should be collected in such a way that they do not get wet in the water, but also that they do not work or hold the ship, unless the captain decides otherwise.

The manoeuvres end when the ship is safely moored and the captain orders the manoeuvring alarm by issuing the command "This is how we stand".



## **Sail handling**

Sails are set and lowered by working on the windward side. The ropes are let out and eased at the request of the captain, boatswain, officer or other clearly defined person commanding a given sail. All ropes should be pulled or eased in such a way that they work through a belaying pin or cleat. After finishing work with a given rope, it should be coiled by pickling clockwise, then hanging on a belaying pin or cleat. Short ropes are hung on the lower five rail banks, while long ropes are hung on the upper five rails. Additional blocks and tackles, used e.g. as boom vang or balloon sail guys are placed in the galley box on the right side. When the sail alarm is sounded, the crew goes on board without undue delay, dressed appropriately for the weather conditions.

### Front jib sails

Flying jib – raising:

1. move the sail to the leeward side
2. untie gasket and hang them on the ratlines of the mainmast
3. ease the leeward sheet (midship) (1 person to control it)
4. prepare the halyard for letting out (left side at the height of the mainmast)
5. prepare the downhaul and tack for easing (left side at the bow)
6. pull the halyard (2 people), ease the downhaul and tacks (1 person)
7. when the head of the flying jib approaches the top of the mast, fix the tack
8. sweat and fix the halyard
9. pull the slack and fix the downhaul
10. pull and fix the leeward sheet by trimming the sail for work (min. 2 persons)
11. clear the ropes

Flying jib – dropping:

1. prepare the halyard for easing (1 person)
2. prepare the downhaul and tack for letting out (2 people)
3. prepare the leeward sheet for easing (1 person)
4. ease the leeward sheet in a way that prevents the sail from flapping
5. ease the halyard and pull the tack and downhaul
6. pull and fix tack and downhaul
7. pull the slack and fix the halyard
8. pull the sheets
9. clear the sail with the gaskets and coil the ropes

#### Jib – raising:

1. untie gasket and hang them on the ratlines of the mainmast
2. relax the leeward sheet (1 person to control it)
3. prepare the halyard for letting out (left side at the height of the mainmast)
4. prepare the downhaul for easing (right side at the bow)
5. pull the halyard (2 people), ease the downhaul (1 person)
6. sweat and fix the halyard
7. pull the slack and fix the downhaul
8. pull and fix the leeward sheet by trimming the sail for work (min. 2 persons)
9. clear the ropes

#### Jib – dropping:

1. prepare the halyard for easing (1 person)
2. prepare the downhaul for letting out (2 people)
3. prepare the leeward sheet for easing (1 person)
4. ease the leeward sheet in such a way that the sail does not flap
5. ease the halyard and pull the downhaul
6. pull and fix the downhaul
7. pull the slack and fix the halyard
8. pull the sheets
9. clear the sail with the gaskets and coil the ropes

#### Foresail – raising:

1. untie gasket and hang them on the ratlines of the mainmast
2. prepare the halyard for letting out (left side at the height of the mainmast)
3. unfasten the element holding the head at the heel of the boom of the foresail
4. ease and control the sheet (on the boom) (1 person)
5. pull the halyard (2 people)
6. sweat and fix the halyard
7. ease the topping lift in such a way that the boom hangs on the sail
8. letting out and fix the sheet by trimming the sail for work (min. 2 persons)
9. clear the ropes

#### Foresail – dropping:

1. prepare the halyard for easing (1 person)
2. prepare the sheet for easing (1 person)
3. pull the topping lift in a way that prevents the boom from leaning on the sail
4. ease and control the sheet (on the boom)
5. ease the halyard
6. pull and fix the sheet
7. fasten the element holding the head at the heel of the boom of the foresail
8. pull the slack and fix the halyard
9. clear the sail with the gaskets and clear the ropes

When raising and dropping the foresail, ensure that no crew member remains within the working range of the boom.

#### Main – raising:

1. make sure that windward backstays are pulled
2. ease the leeward backstay, secure blocks and hooks, tie the block and tackle to the storm railing
3. untie gaskets and hang them on the ratlines of the mainmast
4. prepare the main top sail sheets for easing (fife rail at the main mast) (1 person)
5. prepare the peak halyard and throat halyard for letting out from the windward side (fife rail on the side) (min. 2 persons)
6. ease and control the sheet (midship, left) (1 person)
7. pull the peak halyard and throat halyard to set the gaff horizontally (parallel to the deck)
8. ease the main top sail sheets
9. sweat and fix the throat halyard
10. sweat and fix the peak halyard
11. pull and fix the sheet by trimming the sail for work
12. pull the slack and fix the main top sail
13. ease the leeward dirka in such a way that the sail does not lean against it
14. clear the ropes

#### Main sail – dropping:

1. prepare the peak halyard and throat halyard for easing (1 person each)
2. pull the leeward dirka
3. prepare main top sail sheets for letting out (1 person)
4. ease and control the sheet (midship, left)
5. ease the peak halyard and throat halyard in a way that prevents the gaff from changing its position (gaff halyard must be lower than the peak)
6. pull the slack of top sail sheets
7. when the gaff halyard approaches the heel of the boom, fix the throat halyard without slack
8. ease the peak halyard until the gaff is parallel to the boom, then fix
9. pull and fix the sheet
10. pull and fix the leeward backstay
11. clear the sail with gaskets in such a way that the gasket surrounds only the gaff and sail
12. coil the ropes

#### Mizzen sail – raising:

1. make sure that the windward backstay is pulled
2. ease the leeward backstay, secure the block and hook, tie the block and tackle to the storm railing
3. untie the gaskets and hang them on the ratlines of the mizzenmast
4. prepare mizzen top sail sheets for easing (fife rail at the mizzenmast) (1 person)
5. prepare the peak halyard and throat halyard for letting out from the windward side (fife rail on the side) (min. 2 persons)
6. ease and control the sheet (stern, on the windward side) (1 person)
7. pull the peak halyard and throat halyard in such a way that the gaff is set horizontally (parallel to the deck)
8. ease the sheets of the mizzen top sail sheets and the flag line
9. sweat and fix the throat halyard
10. sweat and fix the peak halyard
11. pull and fix the sheet by trimming the sail for work
12. pull the slack and fix the mizzen top sail
13. ease the leeward dirka in such a way that the sail does not lean against it
14. clear the ropes

### Mizzen sail – dropping:

1. prepare the peak halyard and throat halyard for easing (1 person each)
2. pull the leeward dirka
3. prepare mizzen top sail sheets for letting out (1 person)
4. ease and control the sheet (stern, on the windward side)
5. ease the peak halyard and throat halyard in a way that prevents the gaff from changing its position (gaff halyard must be lower than the peak)
6. pull the slack of top sail sheets and the flag link
7. when the gaff halyard approaches the heel of the boom, fix the throat halyard without slack
8. ease the peak halyard until the gaff is parallel to the boom, and then fix
9. pull and fix the sheet
10. pull and fix the leeward backstay
11. clear the sail with gaskets in such a way that the gasket surrounds only the gaff and sail
12. clear the ropes

Top sails are placed between the mast and the gaff of the set sail. They work best on weak downwinds, i.e. up to 15 knots of real wind, in the range of 70°-150° apparent wind.

### Top sails – raising:

1. remove the sail bag from the lazarette, then remove the sail from the bag and unfold on board
2. attach the halyard, hook (to the lower cringle) and the sheet to the appropriate corner of the sail (the tack is permanently attached to the sail) on the leeward side of the main mast/mizzen mast
3. check that the halyard, hook and sheet are properly routed (they are not twisted with another rope)
4. for the time of setting the top sail, pull the main mast / mizzen mast
5. pull the halyard and a hook, pull the slack of the sheet (1 person each)
6. when the top sail head approaches the top of the mast, fix the tack
7. sweat and fix the halyard and hook, then sweat and fix the sheet
8. ease and fix the main mast/mizzen mast by trimming the sail for work
9. clear the ropes, hide the bag for the lazarette

Top sail – dropping:

1. for the time of dropping the top sail, pull the main mast/mizzen mast
2. prepare the halyard, hook and sheets for easing (1 person each)
3. ease the halyard, hook and sheet
4. pull the tack
5. untie the halyard, hook and sheet from the corners of the sail, leaving the tack tied
6. ease and fix the main mast/mizzen mast by trimming the sail for work
7. clear the sail together with the tack and hide in a bag, hide the bag in the lazarette
8. clear the ropes

Mizzen staysail is a sail placed between the main mast and the mizzenmast. It works best on light wind, downwinds, i.e. up to 15 knots of real wind, within the range of 70°-150° apparent wind.

Mizzen staysail – raising:

1. remove the sail bag from the lazarette, then remove the sail from the bag and unfold it on board
2. attach the head of the sail to the non-working hook of the mizzen top sail
3. fix the tack on the windward side at the height of the entrance to the galley
4. pull the halyard (hook), easing the tacks in a way that allows the crew to pass under the sail
5. attach the sheet on the lower, leeward fife rail, at the height of the mizzenmast
6. put the bag away in the lazarette

Mizzen staysail – dropping:

1. ease the sheet and the halyard (hook without mizzen top sail) by collecting the sail on the front line
2. untie the halyard (mizzen top sail hook)
3. clear the sail together with the tack and sheet, hide in a bag, hide the bag in the lazarette
4. clear the ropes

Balloon sail is hoisted on the flying jib halyard. Before raising the balloon sail, the flying jib must be dropped. The sail works best on light downwinds, i.e. up to 10 knots of real wind, within the range of 80°-120° apparent wind. Raising and dropping the balloon sail is the simplest when it is covered with the mainsail, main top sail and jib sail (which can be dropped after hoisting the balloon sail, or hoisted before dropping the balloon sail).

#### Balloon sail – raising:

1. remove the bag with the sail from the lazarette and put on the fore deck, near the side, in front of the mainmast shrouds
2. pin the tack to the tack corner
3. move the sheet behind the shrouds of the mainmast midship and put it through the empty cable-stayed shroud mizzenmast
4. connect the flying jib halyard to the halyard corner of the balloon sail
5. bear away to the full backstay so that the sail is hidden behind main sail and main top sail
6. pull the halyard by pulling the balloon sail out of the bag
7. pull the tack and sheets to completely remove the sail from the bag
8. put the ship on a given course and trim the sail with a sheet and a tack
9. hide the bag in the lazarette

#### Balloon sail – lowering:

1. remove the bag from the lazarette and put on the fore deck, near the side, in front of the mainmast shrouds
2. pull the balloon sail sheet so as to flatten it as much as possible
3. position the crew along the side (min. 4 people plus bag packer)
4. ease the halyard and pull the sail down the bottom line to the deck and to the bag
5. ease the brace and sheets in the final phase of lowering the balloon sail so that the sail can be hidden in the bag
6. leave the tack and sheet on top pinned with Velcro to the bag
7. clear the sheet and put it in a bag
8. fix the sail with the head
9. fasten the halyard to the flying sail head
10. close the bag and hide it in the lazarette
11. clear the ropes

#### Main sail and mizzen sail – reefing:

1. put on the reef tack from the gasket, attaching the tack corner through the cringle to the boom heel
2. ease the outhaul, untie the hook protection
3. put the hooks on the cringle of the clew corner of the sail
4. tie the protection of hooks, pull the outhaul
5. tie the sail cringle point with an additional gasket to the boom
6. clear the reef part of the sail and tie with reefing gaskets

## **Sailing manoeuvres**

Depending on the type of manoeuvre, weather conditions and the level of training of the crew, manoeuvres under sail are performed with all or part of the crew. Usually, the work on the sails for heading up / bearing away during a change of course or a change of wind direction is performed by the navigation watch itself. Manoeuvres under full sails are usually made by the entire crew or at least two watches.

### Tacking

If the top sails are hoisted and there will be no next tacking in the near future, they should be lowered and prepared to be placed on the other side, after the tack.

Upon the command "prepare for tacking" you must:

1. prepare leeward sheets for easing
2. prepare windward sheets of the jibs for letting out
3. prepare the main sail sheets and the mizzen sail sheets for letting out
4. prepare the leeward backstay for letting out
5. prepare the leeward backstays for easing

During the tack, you must:

1. pull the mizzen sail sheets, then pull and fix the leeward backstay
2. pull the main sheets, then pull and fix the leeward backstay
3. at the moment of approaching the wind line, ease the sheets of the jib
4. after passing the wind line, pull leeward sheets of the jibs
5. ease the leeward backstay, then ease and fix the main sheet by trimming the sail to work
6. pull the windward dirka of the main sail, then ease the leeward dirka
7. ease the leeward backstay, then ease and fix the mizzen top sheet by trimming the sail to work
8. pull the windward mizzen dirka, then ease the leeward dirka
9. clear the ropes



## Gybe

If the top sail is hoisted and there will be no next gybing in the near future, they should be dropped and prepared to be placed on the other side after the turn.

On the command "prepare for gybing" should be:

1. prepare leeward sheets for easing
2. prepare windward sheets of the jibs for letting out
3. remove counter-sheets (if they are worn)
4. prepare the main sheet and mizzen sail sheet for letting out
5. prepare the leeward backstay for letting out
6. prepare the leeward backstays for easing

During the tack, you must:

1. pull the mizzen sheets, then pull and fix the leeward backstay
2. pull the main sheets, then pull and fix the leeward backstay
3. pull the foresail
4. after passing the wind line, pull leeward sheets of the jibs
5. ease the leeward backstay, then ease and fix the main sheet by trimming the sail to work
6. pull the windward dirka of the main sail, then ease the leeward dirka
7. ease the leeward backstay, then ease and fix the mizzen top sheet by trimming the sail to work
8. pull the windward mizzen dirka, then ease the leeward dirka
9. put on the counter-sheets
10. clear the ropes

## **Launching and lifting the dinghy**

The dinghy is launched and lifted on the right side, while the ship set in drift or moving forward at a low speed, without a crew or other things inside. The dinghy driver takes the VHF radio, pins the skidding to themselves and puts on a pneumatic safety vest.

To launch a dinghy:

1. remove the tarpaulin from the dinghy
2. untie the gaskets securing the dinghy on its bow and stern
3. unfasten the transverse belts holding the dinghy in the cradle
4. remove the bicycle and shopping trolley from the inside of the dinghy
5. check if there is fuel in the tank and if the hole in the transom is clogged with a stopper
6. attach the fuse on the seat and lift the engine
7. remove the crane from under the dinghy and fix it in the cradle on the side (min. 2 persons)
8. prepare a ladder (chest in front of the navigation superstructure) on the right side
9. attach the block and tackle of the crane to the belts in the dinghy
10. pull the block and tackle using the winch until the blocks come together
11. while controlling the position of the dinghy with the bow and stern mooring, turn the crane so that the dinghy is above the water (the bow must enter under the boom of the main sail)
12. lower the dinghy onto the water
13. tie the dinghy with mooring lines and unfasten the block and tackle of the crane from the belts in the dinghy

To lift the dinghy, you should:

1. attach the block and tackle of the crane to the belts in the dinghy
2. raise the engine
3. pull the block and tackle using the winch until the blocks come together
4. while controlling the position of the dinghy with the bow and stern mooring, turn the crane so that the dinghy is above the water (the bow must enter under the boom of the main boom)
5. slowly lower the dinghy onto the cradle
6. remove the crane from the cradle and place it under the dinghy
7. secure the dinghy by attaching it to the cradle and then tying the gasket fixing the bow and stern of the dinghy to the deck

8. lower the engine
9. put the bicycle and shopping trolley in the dinghy
10. hook up tarpaulin

### **Dropping and raising the anchor**

Dropping the anchor:

1. remove the cover from the windlass
2. take the windlass handles and hammer from the forepeak
3. take the cotter pin and decouple the windlass
4. untie the ties that attach the anchor to the rail
5. put on the anchor crossbar
6. prepare an auxiliary rope with a buoy (tied to the anchor)
7. attach the jib halyard to the ear of the auxiliary rope
8. hang the anchor under the anchor in a position ready to be dropped
9. check the position of the chain in the anchor chamber
10. remove the paws securing the chain and untie the jib halyard from the auxiliary rope
11. unlock the windlass nut latch
12. unlock the hook holding the chain to the anchor by hitting the hammer
13. release the appropriate length of the chain by adjusting the speed with the brake
14. check anchor holding
15. secure with a ratchet (wedge) of the windlass nut
16. hang on the day sign (ball) or an anchor light on the jib halyard

Raising the anchor:

1. couple the windlass and secure it by inserting a pin
2. place windlass handles in the openings of the windlass
3. pull the anchor chain by turning the windlass handles to the right and arrange it in the chamber
4. wash the anchor chain on an ongoing basis using the fire hose.
5. pull out the auxiliary rope with the boathook
6. attach the jib halyard to the ear of the auxiliary rope
7. pull the jib halyard by setting the anchor on the rail
8. secure the anchor chain with a hook
9. attach the anchor with ties to the rail

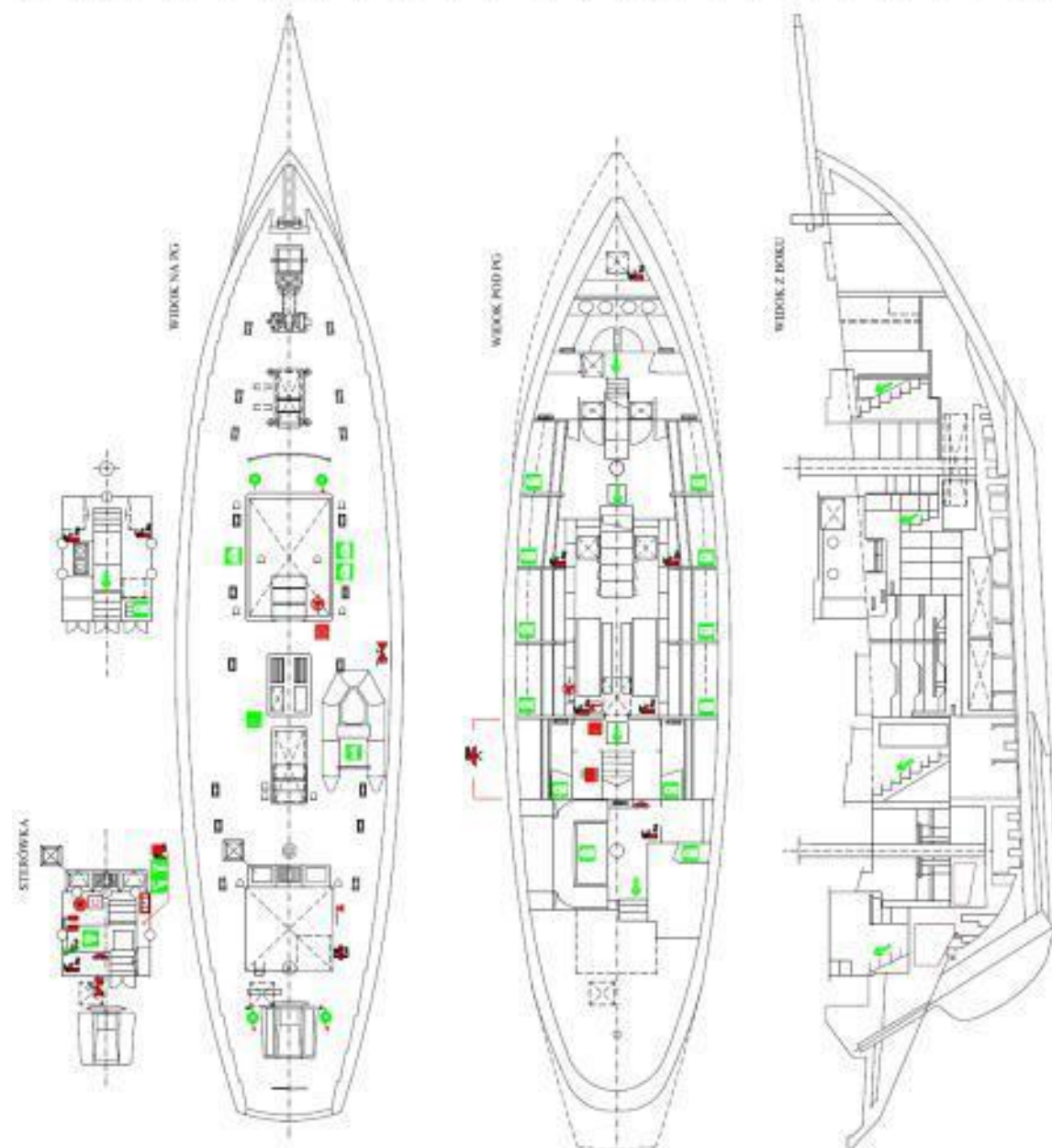
10. remove the jib halyard from the auxiliary rope
11. disassemble the anchor crossbar
12. secure the windlass with a ratchet (wedge)
13. tighten the anchor chain and secure it with a paw
14. disassemble and hide the windlass handles in the forepeak
15. remove day sign / anchor light

## **Navigation and communication equipment**

- paper maps of the area where the ship navigates
- navigation aids (pilot books, light lists, nautical radios, etc.)
- sextant
- compass bearing
- SIMRAD NSE12 navigation station
- GPS receiver
- AIS COMAR CSB200
- Airmar B744V sonar
- SIMRAD DX64, radar, PLOTTER JRC JMA-3300
- NAVTEX Furuno NX-300D
- VFH radio with DSC (fixed) iCom IC-M505
- SIMRAD IS20 Wind meter
- 3 x Portable FM Radio ICOM IC-M33
- Raymarine Ray 430 tyfon
- Iridium satellite phone
- EPIRB emergency locator beacon
- radar transponder (SART)

## Rescue and fire-fighting equipment

52		Życiówka	Life jacket
51		Życiowiec	Lifebuoy
50		Kabina ratunkowa	Life boat with line and anchor
49		Życiowiec	Life boat with line
48		Życiowiec	Life raft 12 seats
47		Życiowiec	Life boat with light
46		Życiowiec	Life boat with light
45		Życiowiec	Life boat with light
44		Życiowiec	Life boat with light
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4		Życiowiec	Life boat with light
3		Życiowiec	Life boat with light
2		Życiowiec	Life boat with light
1		Życiowiec	Life boat with light
0		Życiowiec	Life boat with light



Emergency equipment:

- 3 x 12 passenger life rafts SOLAS A-pack (side walls of the galley superstructure)
- 2 lifebuoys with floating cable (front wall of the galley superstructure)
- 2 lifebuoys fitted with lifebuoy markers (side walls of the steering machine)
- pneumatic rescue boat with a 35 HP engine (amidships, right side)
- life belts and pneumatic safety vests (on each berth)
- pyrotechnics (navigation cabin)
- rescue cable launcher (navigation cabin)

Firefighting equipment:

- ABC powder fire extinguishers (forepeak, galley, crew mess, officer's mess hall, navigation cabin, engine room)
- powder fire extinguisher ABF (galley)
- fire blankets (galley, engine room)
- engine room extinguishing system (control in the navigation cabin)
- firefighting pump (water outlet – amidships, right side)

## **Maritime ceremonial**

- a yacht in port or at anchor bears the flag on the flagpole from 0800 local time until sunset,
- a yacht in the sea bears the flag regardless of the time of day. When the engine is operating, the ship bears the flag on the flagpole; when under sail – under the peak of the gaff of mizzen mast.
- in foreign territorial waters and in a port of a foreign state, the flag of that state is raised under the right crosstrees of the main mast,
- the assembly for raising colours begins every day at 0755 on the stern deck,
- the flag should be operated by two sailors; the flag must not touch the deck when rising and lowering,
- the flag is raised punctually at 0800 at the command of a member of the permanent crew. The following commands are established: "attention, look at the flag, raise the flag", then, after raising the flag, a "rest" command is given. When raising the flag, an appointed crew member strikes the bell. The flag goes up with the first bell ringing and is placed simultaneously with the breaking of the last bell ringing.

After raising the flag, the crew members assigned to the flag and bell return to the rest of the crew. During the meeting, the captain summarizes the most important events of the previous day and discusses the current day's plan.

- the flag is lowered without a meeting, by two appointed sailors; after lowering, the flag should be carefully rolled up and placed in a suitable place in the navigation cabin,
- the flag salute is carried out at the command of the captain or other member of the permanent crew; it involves lowering the flag to half the height of the gaff or flagstaff and raising it to a marching place, but not before the response of the saluted unit, which consists in lowering its flag halfway and rapidly raising it. Flag salutation is given primarily to warships regardless of their nationality, rescue ships with the Maltese cross on the side and the Monument to the Defenders of the Coast on the Westerplatte peninsula in Gdańsk.
- if mourning is declared on a yacht or in a port, the flag shall be lowered halfway. If the mourning lasts for a long time, the flag is raised to the top, and then lowered halfway.
- during public holidays and other special occasions, the official flag consisting of MKS flags is placed on the yacht. The official flag is placed in the axis of symmetry of the yacht from bow to stern

through the tops of the masts (only in the port and at anchor), and a small official flag is placed from the right side through the top of the mainmast to the left side (only when sailing using the engine).

- during the cruise, the navigation watch is responsible for bell ringing, marking the passage of time. During the night quiet hours, instead of bell ringing, clangs (silent bells) are rang.
- at the moment of entering the territorial waters of a foreign state (12 nautical miles from the shore), its national flag is raised under the right crosstrees of the mainmast. Personal or club pennants are hoisted under the left crosstree of the mainmast.



## Annexes

### Audible signals

● – A short sound lasting approx. 1 second

—— — A long sound lasting from 4 to 6 seconds

### Sound signals in good visibility

●	I am changing the course to the right
●●	I am changing the course to the left
●●●	Reducing speed
●●●●●	I do not understand your intentions or actions. I have doubts whether you take sufficient actions in order to avoid colliding
—— —	I am approaching a bend or an area where the visibility of other ships may be obscured
—— — ●	I am going to oversail you along your starboard
—— — ●●	I am going to oversail you along your port.
—— ● —— ●	I agree to this oversail and I am doing everything to make the passage safe
Other signal	Attention!

## Sound signals in limited visibility



Mechanical propulsion ship



A ship out of control of its movements.  
A ship with limited manoeuvring ability.  
A ship limited with its own draught.  
A ship on fishing.  
A sailing ship.  
A towing or pushing ship.



A towed ship



A piloting ship moving on water



A ship with mechanical drive on its way but not moving on water



A piloting ship on its way but not moving on water



A ship at anchor



A piloting ship with the length exceeding 100 m, at anchor



A piloting ship, at anchor



A piloting ship with the length exceeding 100 m, at anchor



A ship aground



A ship with the length exceeding 100 m, aground



A ship at anchor, warning about its position

Other signal

A ship shorter than 12 m

## Lights and daylight signs of ships

Rule/Ship	Port side	Starboard side	Bow	Day mark	Signal
<b>Rule 23</b> Mechanically propelled ship					
<b>Rule 25</b> Sailing ship					
<b>Rule 26</b> Ship engaged in fishing - towing					
<b>Rule 26</b> Ship engaged in fishing - other than towing					
<b>Rule 27</b> Ship not responsible for its movements					
<b>Rule 27</b> as above moving on the water					
<b>Rule 27</b> Ship with limited manoeuvrability					
<b>Rule 28</b> Vessel confined by its draught					
<b>Rule 29</b> Pilot					
<b>Rule 30</b> Ship at anchor					
<b>Rule 30</b> Stranding ship					
<b>Towing &lt;50m, set &lt;200m</b>					
<b>Towing &gt;50m, set &gt;200m</b>					
<b>Trapping Mines</b>					
<b>Dredger / Underwater Works</b>					
<b>Diver</b>					

## **Glossary of abbreviations used in navigation**

COG – Course Over Ground

SOG – Speed Over Ground

TWA – True Wind Angle

TWS – True Wind Speed

TWD – True Wind Direction

AWA – Apparent Wind Angle

AWS – Apparent Wind Speed

DPT – Depth

BRG – Bearing

RNG – Range

BTW – Bearing To Waypoint

DTW – Distance To Waypoint

TTG – Time To Go

XTE – Cross Track Error

ETA – Estimated Time to Arrival

DTA – Distance To Arrival

TTA – Time To Arrival

NCTS – Next Course To Steer

HTS – Heading To Steer

VMC – Velocity Made Clear

VMG – Velocity Made Good

SST – Sea Surface Temperature

EBL – Electronic Bearing Line

VRM – Variable Range Marker

UKC – Under Keel Clearance

DST – Distance

DTG – Distance To Go

DFS – Distance From Shore

WPT – Waypoint

VTs – Vessel Traffic Service

TSS – Traffic Separation Scheme

ITZ – Inshore Traffic Zone

DWR – Deep Water Route

CPA – Closest Point of Approach

TCPA – Time to Closest Point of Approach

## **Everyday ship cleaning**

Everyday ship cleaning takes place in the morning, during a “happy hour”, between 0830 a.m. and 0930 a.m. Depending on weather conditions and needs, the activities from the below list are performed.

- Emptying dustbins following the waste segregation rules (paper, metal and plastic, glass, biological, mixed) and placing the waste in the collective waste bag in the lazarette (when the ship is on the sea) or under the pontoon (when the ship is in the port).
- Washing Kingstone valves and shower rooms. Detergents are kept in cabinets in toilets.
- Vacuuming all the surfaces under the deck. The vacuum cleaner with its extension cord is kept in the room on the bow, between showers and the Kingston valve, on the starboard.
- Washing gratings and companionways. A bucket with a mop is kept in the shower room.
- Deck rinsing or washing. The deck is washed under the command of a boatswain, with the use of water from the fire pump.

## **Final ship cleaning**

The final ship cleaning takes place on the last cruise day. The senior of each watch is responsible for cleaning a specific ship part.

- The galley watch cleans the galley. The galley watch washes the fridge, oven, cooker, gas burner, the inside of the cupboards, skylights, spaces behind the oven and the burner, gratings on both sides and the space under the gratings.

The remaining watches divide cleaning tasks to clean the surfaces inside the ship.

- One watch cleans the bathrooms and the Kingstone valves.
- The second watch helps the galley watch in cleaning the cupboards with food supplies (take the food supplies out, wash the cupboards inside and wash the shelves, stow the food supplies) and baskets with vegetables and fruit.
- The third watch vacuums the ship and helps the crew to vacuum the mattresses and spaces on the berths under the mattresses and it washes the floors.

## Radio communication rules

During sailing, constant monitoring is maintained on 16 VHF channel. It is used to call ships and shore stations. Once the communication is established, it is transferred to another channel so as not to block channel 16. For leaving the Gdańsk port, communication takes place on channel 14 VHF and is as follows:

General Zaruski (calling station): Port of Gdańsk Master's Office, General Zaruski

Captain's Office (called station): General Zaruski, Captain's Office I listen

General Zaruski: General Zaruski from the Maritime Museum on a bay cruise, 25 people on board

Captain's Office: There you go.

For entering the Gdansk port, communication takes place on channel 14 VHF and is as follows:

General Zaruski (calling station): Port of Gdańsk Master's Office, General Zaruski

Captain's Office (called station): General Zaruski, Captain's Office I listen

General Zaruski: General Zaruski at the Museum, 25 people on board the last port is Hel

Captain: General Zaruski, there you go.

When entering the Gdańsk port, it is a good practice to report that you're passing the Polish Hook, because the waterway narrows at this point.

General Zaruski: General Zaruski at the Polish Hook, towards the footbridge.

You may also courteously report the end of your manoeuvres to the Captain's Office.

General Zaruski: Captain's Office, General Zaruski at the Museum.

