

# An Introduction to the Winter Program

Toronto Brigantine Inc



## TBI Rules

- Consumption of Alcohol on board the vessels, in the shop or during "Brigs Time" is strictly forbidden regardless of age.
- Possession or use of drugs on board the vessels, in the shop or during "Brigs Time" is strictly forbidden regardless of age.
- Smoking is prohibited on the vessels, in the shop, and when wearing TBI gear. If you do smoke you must be out of sight of the vessels and shop. This rule is strictly enforced.
- Sexual conduct is not permitted at the shop, on the boats, or on "Brigs Time".
- Treat each other with respect, refer to harassment policy if you are unsure.
- If any of these rules are violated your parents/guardians will be informed and you may be removed from the program.
- TBI may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong.
- You must read and sign:
  - TBI Harassment Policy
  - TBI Code of Conduct

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## Brig's Time



- Brig's Time includes any time you are sailing, on shore leave, working on the boats or in the shop, at a TBI sanctioned event, TBI field trip, sleeping down (including the time between when the lecture ends and when you have to be back on the boats) or are in any means representing TBI.

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## Marina Quay West

- These boaters are our neighbours, our supporters and our friends.
- You need to treat them with respect and kindness, our current shop setup relies upon it.
- This also includes Harbourfront Security.
- Sometimes people might treat you with disrespect, please do not get into a confrontation. Inform the Captains and we will deal with it.

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## Why do we have these Rules?

- These rules are not meant to ruin your fun.
- TBI exists because we maintain a professional image and we rely on the reputation of our skilled, well trained youth officers to continue this.
- When you break these rules you not only jeopardize your position in the program, but also the future of the organization.
- We are very well known in Toronto Harbour and the Marine Community and we rely on generous donations of time, services and supplies in order for the program to continue. Donors are less likely to contribute or lend a hand if they see that the participants are not conducting themselves in a professional manner.

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## Friday Night Lectures

- Lectures will start at 6:30, end at 9:00
- Be in the room ready to start at least 5 minutes before the lecture begins. Though you are not marked on attendance, we will take notice of repeated, unexplained lateness.
- You will need:
  - A binder or folder to hold your lecture material
  - Pens/Pencils
  - Your brain
- There will be several tests throughout the year.
- Ask lots of questions!!!
- **The more you learn in the winter the easier your job will be in the summer and the more fun you will have doing it.**

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## Friday Night Lectures

- Please try to bring your own copy of the lecture.
- Go to the website at [www.torontobrigantine.org](http://www.torontobrigantine.org) to find out which lecture is being taught.
- Then Go to <http://tbi.radiofreescampytail.com> and then to “Grade II”, download and print a copy of the lecture.

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## The Officer of the Night/Day

- This is a Wardroom officer who is in charge of the boats and the shop for the weekend.
- It will be a different officer from week to week.
- At night they are the Officer of the Night (ON) and during Work they are the Officer of the Day (OD).
- They are responsible for who is around and what is going on both in the shop and on the boats, much like being on watch in the summer.
- Things like calling Stand-easy and Lunch are the responsibility of the ON/OD, as is calling when to start work again.
- **Make sure you know who the ON/OD is, this is important for safety and for productive work days.**

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## Sleeping Down on the Vessels

- You must have permission from your parents to sleep on the boats on Friday nights.
- You must sign the sleep down sheet at the beginning of the lecture.
- Washrooms are in the Marina building. Please, only 2 go to the washroom at the Marina at a time.
- Return to the boats by 11:00pm, make sure the ON knows you are back.
- ON calls the Captain, if you are not back your parents are called.
- If you are sleeping down, "Brigs Time" is from when you show up on Friday, until the time you leave on Saturday.

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## Work Parties

- **Safety is our #1 Priority**

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## Work Parties

- You should be at the shop ready to work at 8:45am.
- Sign in on the Sign In/Out Sheet.
- If you are going to be late for any reason inform the Captains the day before.
- Captains and officers will have a brief meeting in the morning to discuss the work to be done.
- Trainees will be assigned jobs for the day.
  - Ask the person who assigned you the job what the appropriate safety equipment is for the job
- At the end of the work day (once you have been dismissed) you should record your hours in the log book, and sign out on the Sign In/Out Sheet.
- If you have to leave early, tell the Captains at the beginning of the day. Don't forget to sign out at the end of the day.

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## Clothing

- Your work clothes should be durable, comfortable and should fit well
- Clothes that are too baggy or ill fitted have a tendency to get caught in machinery or may cause you to trip and fall
- Natural fibres in your clothes are better than synthetic fibres. Natural fibres are highly absorbent, durable and comfortable. When touched by fire, synthetic fibres melt and cling to the skin underneath.

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## Hair and Jewellery

- Long hair should be tied back, jewellery and scarves should be removed

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## Protecting your Head

- “Always wear a hard hat when you are exposed to work overhead, to moving objects, or to the possibility of falling objects”
- Wearing a hard hat is not always practical on board.
- When light work such as furling or mouseing is being done aloft try to make sure that no one is working below you.
- When heavy work is being done such as crossing or striking yards people are forbidden from working or crossing beneath the work area. If a yard or topmast falls, a hard hat won't help much
- **All tools that are used aloft must be on lanyards**

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## Contact Lenses

- Contact lenses should not be worn in dusty environments or when you are working with chemicals.
- This basically means contacts should not be worn whenever you are in the shop.
- Chemicals and dust can get trapped behind your contacts causing permanent damage to your eyes.

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## Your Safety Equipment!

### Each Trainee Needs to Bring:

- Reusable Work gloves
- Eye protection
- Ear protection, a pair of ear protectors
- Heavy work shoes/boots (preferably with a composite safety toe)
- Work clothes, preferably of natural materials.
- Don't forget layers such as long underwear and such, it gets cold by the water in winter.

### In addition to Trainee needs, each Officer Needs to Bring:

- Painting mask. (Please ask the Captains as to the make/model. We need to standardize so only one type of cartridge needs to be purchased.)

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# TBI's Safety Equipment

## TBI will Supply:

- latex/nitrile/vinyl gloves
- First aid kits
- Dust Masks
- disposable ear buds

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# The work day



|       |                                                                      |
|-------|----------------------------------------------------------------------|
| 8:45  | At Shop ready to work                                                |
| 9:00  | Work is assigned                                                     |
| 10:30 | Stand-easy (15 min)                                                  |
| 12:00 | Lunch                                                                |
| 13:00 | Work resumes                                                         |
| 14:30 | Stand-easy (15 min)                                                  |
| 16:30 | Clean-up                                                             |
| 16:50 | Debrief on the days work and what's to come next week. (In the Shop) |
| 17:00 | End of Day (Unless you took a long time cleaning!!)                  |

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## The Work Day



- Though the ON/OD is there inform you of breaks and when to start work, it is your responsibility to make sure you are working at the appointed time.
- If "Stand Hard" is called it means go back to work right then, not to slowly amble over to your work and consider picking it up.
- If you go to a store or to the head during a break, make sure you are back in the shop (or wherever your job is) in time for "Stand Hard"
- Remember that these breaks are privileges.

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## Shop Cleanliness

- A clean shop is a safe shop (no tripping hazards, you can find things when you need them)
- Clean and put away all the tools you used for your job (when the job is finished or at the end of the day). Tools should be put in the proper drawer/shelf, not just where you found them. If you don't know where it should go, ask an officer.
- All damaged or unsafe equipment should be reported to the safety officer or Executive Officer.
- At the end of the day each worker should:
  - Clean up debris and garbage
  - When your work area is clean help others clean up common work spaces (sweeping floors, cleaning work benches)
  - Do not leave the shop until the captain, or Senior Officer has had a chance to speak to the group

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## How to Work Effectively and Safely in the Shop

- If you are unsure about anything, ASK
- Do not use any power tools unless you have been trained to use them and you have been signed off on your Winter program Grade sheet
- Take your work seriously
- Don't cut corners to save time
- Take pride in what you are doing

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## Winter and March Break



- Work parties will be carried out during the Winter Break and March Break.
  - The exact dates are available online. You can sleep down over these long periods, and rack up lots of hours.
  - A lot gets done during the breaks, so try your best to be here.
  - If you are coming down for awhile, bring lots of warm clothes and lots of food!

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## What Gets Done during Work Parties?



- Fall
  - boats are de-rigged, equipment is removed
  - complete inspection of the boats to determine what work needs to be done
  - Major work projects are identified
- Winter
  - Spars are sanded, rigging is repaired, blocks and pins are sanded
  - Sections of steel have the rust removed (chipping) and are painted
  - Upgrades and repairs are made to the plumbing, electrical and engineering systems
- Spring
  - Boats are re-rigged
  - Inventory of supplies and safety equipment
  - Inspection by Transport Canada
  - Training, lots of training (Which means lots of sailing ☺)



## Major Work Projects for this Year

### Pathfinder:

- Brightwork!!! Especially on the spars and the taffrail.
- General upkeep.

### Playfair:

- Due for her 5-year inspection. This includes a lot of steelwork, and dismantling of the Seaman's mess.
- As a result, we will not be undertaking any other large jobs. Mainly it will be upkeep/improvement of the rig, and cosmetic jobs to improve her appearance.



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## Enough About Work, What About Fun Things?

- Lectures and Work can be fun ☺
- Nautical Movie nights
- Powerade, Runny-Kicky and other forms of 'sport'
- Field trips
- Toga Breakfast
- Theme Weekends (suggestions are welcome)
- Any ideas for fun activities – Tell the Captains

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## Hours

- To become a Petty Officer you will need to accumulate at least 180 hours.
- Hours are from both the lectures and the work parties.
- There are over 350 hours available this Winter, from scheduled work days and lectures alone.
- You can always talk to the Captains about coming in at other times if necessary to bulk up your hours.
- Remember, 180 is the minimum. If you get 180 hours and then stop showing up, it will not help you when PO promotions come around.

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## Grade II Lectures

- Welcome to TBI
- General Safety
- Parts of a Vessel
- Sails Rigs and Rigging
- Anchors and Anchoring
- Knots and Splices
- Ship-building and basic Shipboard Systems
- Safety on Board
- Introduction to Navigation
- Being a Petty Officer 1
- Being a Petty Officer 2
- Extra Lectures
  - Overview of the Great Lakes and Shipping in the Lakes
  - TBI and the Environment

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## Courses required for Petty Officers

- **Marine First Aid (2 day course - weekend)**
  - First Aid with a slight emphasis on marine-related emergencies.
- **Food Handler Course (Half day course)**
  - Given by Toronto Public Health. This course will teach you about prepping, cooking and cleaning up in the galley in a safe and efficient way.
- **MED A2L (1 day course)**
  - "Marine Emergency Duties" This course teaches you about basics of fire-fighting, abandoning ship, rescue equipment and controlling your trainees in an emergency situation.

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## Qualities of a Good PO

- Willingness to learn
- Strong work ethic
- Self-motivated
- Good self-discipline
- Understands the lecture material
- Easy to get along with
- Commitment to the program
- Trustworthy

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## Other Info

- Promotions are done around the end of April.
- This is not the end of work parties.
  - The weekend schedule continues on through May and June, right up to the start of sailing.
  - There is still work to do on the boats at this point, but there is also lots of sailing.

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## Lead Hands

- Not everyone is always promoted.
- Those who are not promoted, but did achieve 180 hours, become Lead Hands.
- Lead Hands sail at a very reduced price, sometimes free, and can sign up for as many courses as they want.

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## Conclusion

- The Winter Program isn't easy, but it is a lot of fun. Show up with a good attitude and you will have a great time.
- And always remember what you are working towards...

