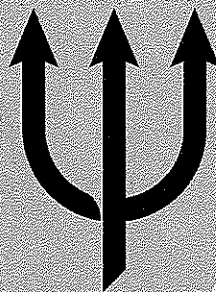


SHIP ORGANIZATION AND LEADERSHIP



SHIP ORGANIZATION AND LEADERSHIP

Chapter 1



You and other high school-age young adults have joined Sea Scouting to go places and do things, and when people get together for this, they must plan and organize.

Organization is the key to success in Sea Scouting. You organize in such a way that you can carry out a program of activities that will provide you and your friends with the fun and adventure you are seeking.

This chapter explains in detail the organization of a Sea Scout ship and describes how the various responsibilities are divided. At times you may want to run a “tight” ship with all the formality and ceremonies. At other times you may want to operate informally. In Sea Scouting, there is a time and place for both kinds of operation.

All of the adult leaders—the Skipper, mates, and committee members—have one objective. They want to carry out a program of activities that will accomplish the purposes of the Scout movement—character development, citizenship training, and personal fitness. At the same time, they know that the program must satisfy the desire for fun and adventure promised to Sea Scouts.

The Organization of a Ship

The chart on the next page shows the line organization of a Sea Scout ship. Once you understand this method of organization, you will also realize that it is a democratic way of operating.

Surveys of high school-age young adults reveal that what they want in an organization is the chance to plan and direct their own activities. With the help and guidance of adults, Sea Scouts have every opportunity to get this experience, because the organization of a ship is set for that purpose.

The democratic way is successful to the extent that the petty officers and members carry out their responsibilities. This means that all petty officers must know their jobs. They must remember that with authority goes responsibility.

Your main responsibility is to know your own role, whether you are a petty officer or member. As you study this chapter, try hard to understand both your personal and team responsibilities in relation to the operation of your ship.

The National Office

The Boy Scouts of America was chartered by the Congress of the United States in 1916. In turn, the national office issues charters annually to over 300 local councils—including yours—giving them the authority to administer Venturing (including Sea Scouting), Boy Scouting, and Cub Scouting within their geographical territories.

The Local Council and Your Chartered Organization

Through the national office, your council issues charters to organizations that organize Sea Scout ships and Venturing crews, as well as Boy Scout troops and Cub Scout packs. Your organization, in accepting the charter, has agreed to provide your ship with a good Sea Scouting program under the best available leadership.

The ship committee is appointed by the chartered organization. Although a ship may register with a minimum of three committee members, it should have at least five or six active ones. They are responsible for the selection of the adult leaders and for the general program support of the ship.

Sea Scouts have a vast reservoir of experts at their disposal for program support. Many times they do not use these people to help solve many of their problems. Those who provide specialized help are called consultants. They may come from inside the ship or from the community.

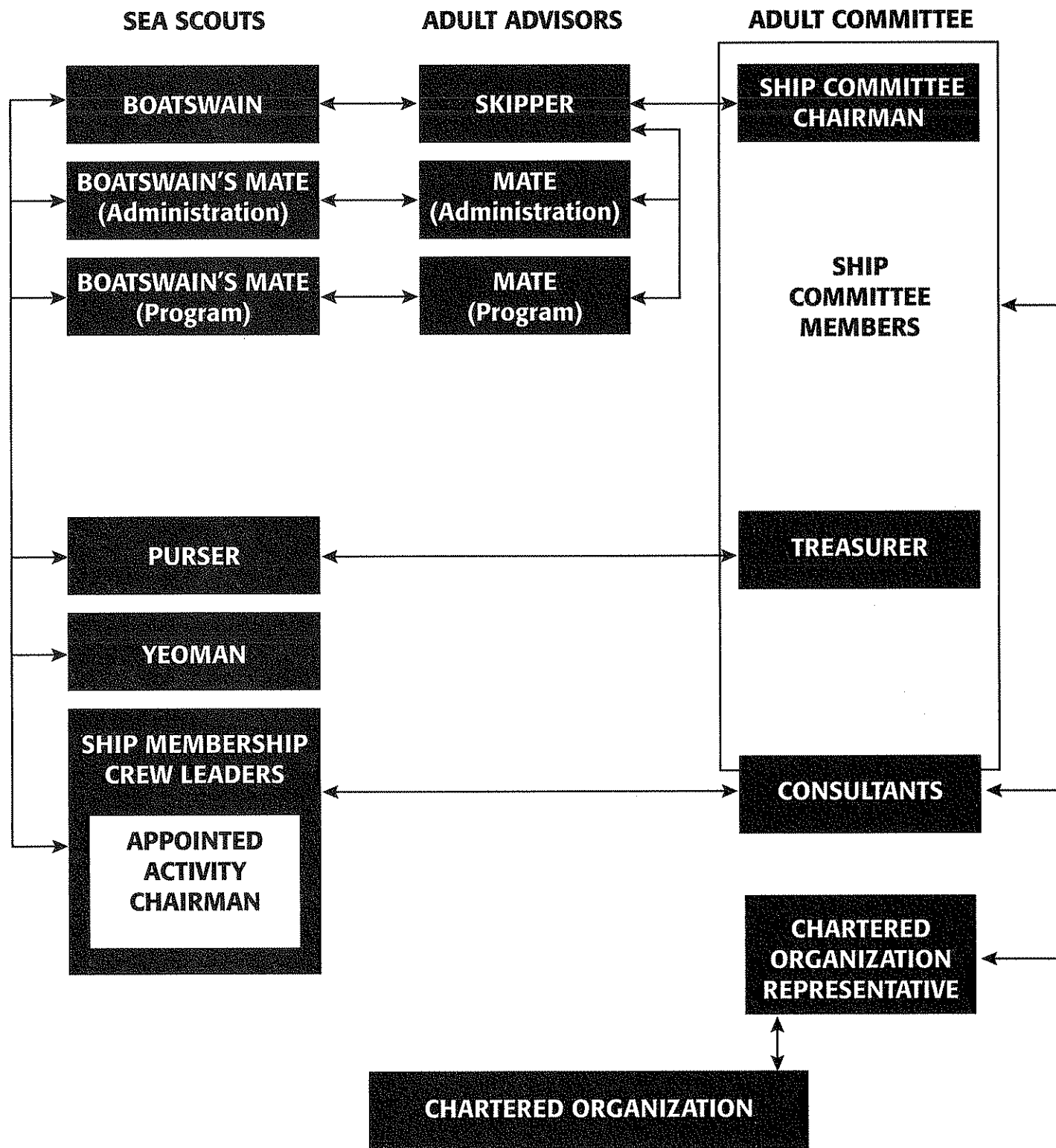
A consultant is someone whose special skill or knowledge, equipment or facilities, or contacts can help your ship. He or she may serve briefly for a single event or for a longer period to supplement the Skipper. At no time does the consultant take the Skipper's place.

The ship's petty officers are the elected Sea Scout youth leaders. They all work with the Skipper and mates to give leadership to your ship. The elected petty officers generally serve terms of six months or a year. They are trained by the Skipper to carry out their assignments.

The Ship Committee

Consultants

The Ship's Petty Officers



The activities of the ship are selected by the petty officers based on the desires of the membership. They are carried out through activity committees. For each activity, an activity committee chair is appointed. He or she may be invited to quarterdeck meetings by the boatswain whenever advisable to present detailed plans of coming events and activities.

To anyone taking a quick look at a Sea Scout ship, it may seem that it functions around just a few petty officers and members. In a successful Sea Scout ship, this is not true. When everyone understands and performs their responsibilities to the best of their ability, an efficient and interesting program results. Everyone has a part to play in the operation.

Organization involves the whole ship's company. Planning and participation are based on this. Success depends on it.

The better each petty officer and member learns to do his or her job, the smoother the ship's program will function.

Learn to handle your duties in harmony with the other petty officers and members of your ship. Welcome the advice of your adult leaders. Better still, ask them for help on how to do your job.

You may find that the responsibility of your assignment also gives you a certain amount of authority. This may help you to do the job, but use some tact in order to keep the cooperation of your shipmates and maintain friendships. Real leaders can handle their responsibilities without affecting their personal relationships. But experience counts here.

Whether you are on an activity committee or are boatswain of your ship, success depends on your knowledge of the job and the initiative you use in doing it. Don't be a buck passer. Do your best; try not to abuse your authority.

The duties of everyone with responsibility toward the Sea Scout ship are explained in detail. Read the entire chapter, but concentrate on your assignment.

Monthly quarterdeck meetings are held by the petty officers of the ship—generally during the first week of each month. The Skipper and other adult officers attend this meeting.

The collective and individual duties of the petty officers give direction to the operation of the ship through these meetings. A quarterdeck meeting is successful if it satisfies the needs of the ship's company.

The boatswain presides at these quarterdeck meetings. He or she meets with the Skipper in advance to draw up the agenda.

Members, consultants, and friends may be invited by the boatswain to attend these meetings.

The Skipper and mates are adult leaders appointed by the ship committee. Petty officers (such as the boatswain, boatswain's mates, yeoman, purser, crew leaders, etc.) are elected by the Sea Scouts.

Most ships find that a six-month term of office is satisfactory. However, your ship can decide on how long a term your petty officers are to serve.



Authority and Responsibility

Quarterdeck Meetings

Election of Petty Officers



Starting with the boatswain, elect each petty officer in turn. Be sure that one has been elected before the next is nominated. Just follow this simple procedure:

1. The boatswain asks the Skipper to outline the responsibilities of the office to be filled.
2. The boatswain asks for nominations or for a report from the nominating committee.
3. Nominations are closed by a majority vote.
4. Voting is by secret ballot.
5. The nominee who receives a majority of the votes cast is elected. If no one individual receives more than half of the votes cast, the balloting is repeated—with no name removed from the ballot unless the nominee voluntarily withdraws.



The new petty officers are installed as soon as they are elected. Whenever possible, the Skipper invites them to take part in elected petty officer training within the following week.

Crew Leader and Assistants

For administrative purposes, the ship's company often is divided into crews of about eight. (This should not be confused with Venturing crews, which function in the same capacity as does your ship.) Each crew elects its own crew leader and assistant crew leader from the members of the crew.

Each crew leader has the job of molding his or her crew members into a working unit. He or she is responsible for their conduct and participation at ship meetings and activities. The assistant crew leader carries out the duties if the crew leader is absent, and otherwise assists when needed.

Activity Chair

The program activities of a Sea Scout ship are carried out through activity committees. For each activity scheduled, a committee is made up of a Sea Scout chair and just enough Sea Scouts to do the job. The activity chair provides leadership in successfully planning and conducting the activity.

Additional Offices

On large ships, an elected petty officer may have as many assistants as necessary for effective administration. The Skipper appoints as many members as necessary to fill these offices.

The assistants do not take part in quarterdeck meetings without invitation. Special offices that might be needed are signalman, bugler, newsletter editor, navigator, weatherman, galley cook, photographer, historian, and publicist. They wear the ship specialist badge.

Quarterdeck Training

All elected petty officers should take part in quarterdeck training soon after being elected. This training is conducted by the Skipper. This seminar enables the Skipper to have a mutual understanding with his or her petty officers of the program possibilities and the methods of operation of a Sea Scout ship. It gives the Skipper a knowledge of their jobs and helps develop high morale among the members of the ship. A six-month program will result from a well-conducted seminar.

It is essential that Skippers train their own elected petty officers and that this training never be done on an interunit or district basis. Good morale and a smooth operation are based on a mutual understanding of all petty officers from the individual ship in regard to personnel, administration, and activities.

Newly elected petty officers should be trained by the Skipper as soon as possible. Add prestige to this training by conducting it at an interesting location—afloat or ashore.

This is an orientation and planning meeting conducted by the Skipper and boatswain working as a leadership team. This can be an overnight meeting and, though a working session, should be at a location where there are opportunities for sports and relaxation. Suggested locations are a cabin, Scout camp, college, etc.

Ship Quarterdeck Seminar

Venturing Terminology

Standard Venturing terminology is used universally by the Boy Scouts of America for both Venturing crews and Sea Scout ships. This is necessary in publications and training manuals that encompass all of Venturing. Sea Scout leaders and members should understand this and take full advantage of all the national literature and program support materials available.

By using standard terminology, the National Council and local councils are able to provide more support to Sea Scouting. However, all Venturing crews (including Sea Scout ships) have the option of using distinctive titles related to their specialized program.

In most national literature, the Skipper is an Advisor, the boatswain the president, a Sea Scout ship a Venturing crew, etc.

Most of the training opportunities available to Venturing leaders cover the broad goals and methods of Venturing and apply to all Venturing leaders, including those in Sea Scouting. Skippers and mates should participate in Venturing Leader Specific Training related to youth leadership, understanding high school-age young adults, the general purposes of Venturing, etc.

Table 1: A Comparison

Sea Scout ship	Venturing crew
Sea Scout	Venturer
Boatswain	President
Boatswain's mate	Vice president
Yeoman	Secretary
Purser	Treasurer
Storekeeper	Quartermaster
Mate	Associate Advisor
Skipper	Advisor
Ship committee	Crew committee

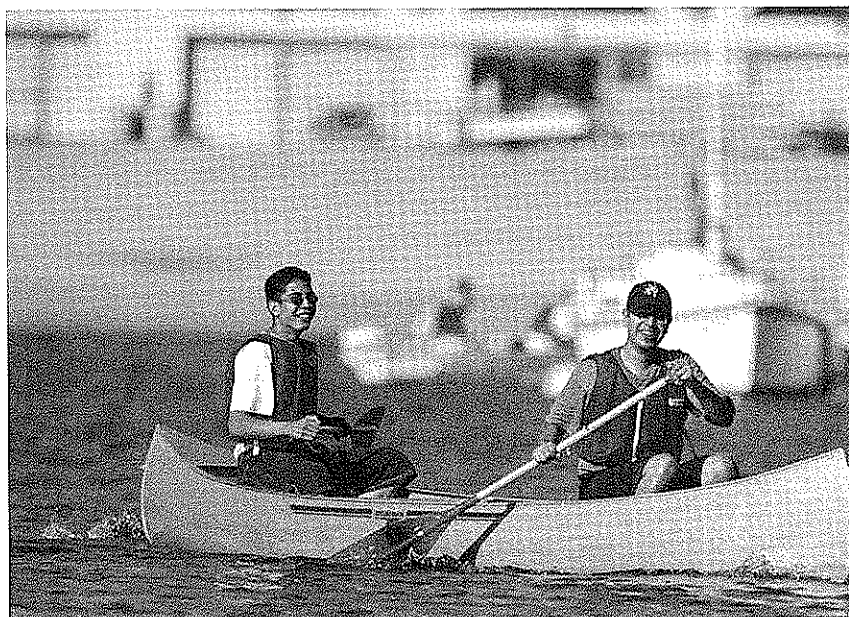


Table 2: Sea Scout Organization

Boatswain Petty officer in charge		
Boatswain's Mate Second in command		
Yeoman The ship's secretary Keeper of the log		Purser The ship's treasurer Handles all dues and bills
Storekeeper Responsible for care and replacement of all boats and gear		
Crew Leader No. 1 Asst. Crew Leader No. 1 6–8 crew members		Crew Leader No. 2 Asst. Crew Leader No. 2 6–8 crew members
Crew Leader No. 3 Asst. Crew Leader No. 3 6–8 crew members		Crew Leader No. 4 Asst. Crew Leader No. 4 6–8 crew members
Note—All Sea Scouts to be elected to these offices should be under 20 years of age.		

Sea Scout Ship Petty Officers' Responsibilities

Ship Boatswain



- Plan and conduct regular quarterdeck meetings.
- Give leadership to all ship meetings and activities.
- Give direction to effective communication.
- Share responsibilities of leading the ship with your petty officers.
- Know the needs and interests of your ship members.
- Control the actions and behavior of ship members.
- Set an example for ship members.
- Represent your ship at Teen Leaders' Council meetings and program planning conferences.
- Participate in council, area and national Venturing events.
- Consult with individual ship members who have problems, questions, or concerns.
- Direct the planning of your ship program.
- Work closely with your Skipper.
- Appoint ship members to serve as activity committee chairs.
- Recruit new members into the ship.

Boatswain's Mate for Administration



- Take over for the ship's boatswain when necessary.
- Support the ship boatswain and other petty officers in their leadership functions.
- Give leadership to recruiting new members into your ship by:
 1. Coordinating plans for an annual open house to invite new members to join.
 2. Encouraging all ship members to bring new prospects to ship meetings and activities.
 3. Following up with ship members who seem to be losing interest in the ship.

- Admit new members into the ship. Be sure they are introduced and feel welcome.
- Recognize the achievements of ship members.
- Conduct opening and closing ceremonies for your ship.
- Carry out other duties as assigned by the boatswain.

- Support the boatswain and other petty officers in their leadership functions.
- Collect activity ideas from your ship members by:
 1. Asking ship members what they would like their ship to do.
 2. Surveying ship members on their interests using the Venturing activity interest survey.
 3. Evaluating ship meetings and activities after they take place.
- Maintain an activities file of programs, activities, projects, and trips that your ship should do.
- Keep your ship schedule up to date and be sure everybody knows what is happening.
- Help your ship's activity chairs plan and conduct successful activities.
- Carry out other duties as assigned by the boatswain.

- Support the boatswain and other petty officers in their leadership functions.
- Keep minutes of quarterdeck meetings and other ship meetings which include group decisions and plans.
- Remind the boatswain and other petty officers of items that they agreed to do.
- Keep membership records for your ship.
- Supervise all your ship's correspondence.
- Keep all ship members informed about upcoming meetings, activities, and projects.
- Handle all publicity.

- Support the boatswain and other petty officers in their leadership functions.
- Collect, deposit, and account for all money coming to the ship from dues, money-earning projects, or other sources.
- Work with the adult assigned to you from the ship committee to set up a bookkeeping procedure, bank account, and money-handling methods.
- With the help of your ship's Skipper and petty officers, set up a budget based on the activity schedule that is being planned.
- Make regular reports at ship's quarterdeck meetings and unit meetings of the status of your ship's budget and treasury.
- Be sure that expenditures are approved by your ship petty officers and Skipper before disbursing funds.

- Responsible for procuring and maintaining equipment
- Checks in and out all equipment
- Keeps a complete inventory of all equipment

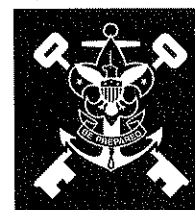
Boatswain's Mate for Program



Yeoman



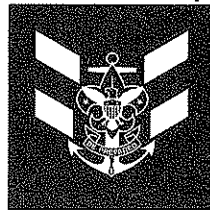
Purser



Storekeeper

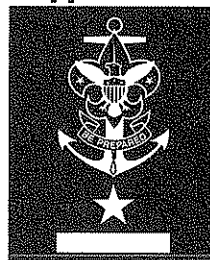


Crew Leader (Cox'n)



- A ship is divided into two or more crews or watches. The crew leader
- Is responsible for the morale and conduct of the crew
- Leads and inspires by example
- Is familiar with each member's abilities and interests and helps to train each one
- Stimulates participation and encourages teamwork
- Trains his or her assistant, assigning responsibilities so that all crew members have an opportunity to lead

Skipper



The Skipper is the key officer of the Sea Scout ship.

Picture yourself not as an awesome figure issuing orders, but rather as the kind of person who serves as an adviser, a friend, and a counselor to Sea Scouts. You give direction to the ship program while carrying out your most important duty—advising and coaching the petty officers as they plan, organize, and conduct the activities of the ship.

To be Skipper, you must be at least 21 years old, a citizen or permanent resident of the United States, and be approved by your chartered organization and the Boy Scouts of America. You must accept the BSA Declaration of Religious Principle and be of high moral character. All adult positions in Venturing may be held by men or women.

By vigorously conducting the affairs of the ship, Sea Scouts will respect your leadership and follow your example.

You make your most significant effort behind the scenes. Yet, you must be a leader. On the quarterdeck, you coach and give leadership to your elected petty officers as they, in turn, conduct the program of the ship.

As the leader of the elected and appointed petty officers, you see that the ship's activities are planned and run successfully. You ask a lot of questions, do plenty of reminding, and are in constant touch with your petty officers and activities chairs. You work closely with the boatswain. The greater your knowledge and skill, the better a leader you will be.

But let's not expect ourselves to do and know everything. You do have to earn a living and devote time to your family. The ship's company should listen to your advice and carry out the program. They should count on the Skipper for help in recruiting people who have skills and equipment that will help the ship program.

Though the members may seldom think of it—because as the Skipper you seldom speak of it—you do have the final responsibility of approving or disapproving whatever is on the program. Many times, the members will look back and be happy you were there to help make the right decision and offer your advice.

As the Skipper you should always hope to influence the members of the ship by your own example and, when they ask for it, by giving personal advice.

Here's a rundown on how you should carry out your duties:

THE SKIPPER IS THE LEADER OF ALL OFFICERS. You are familiar with the jobs of all petty officers, activity chairs, ship committee members, and consultants. In a general way, you know the duties, authority, and the methods by which they carry out their jobs.

You assist with the election of petty officers according to the procedures outlined in chapter two. You help install petty officers, using the method described. (You make certain that this happens during the same meeting at which they are elected.)

You coach petty officers and committee chairs as soon as possible after they are chosen. This means quarterdeck training and personal conferences as

needed. Details on how this should be done are in this manual. See "Quarterdeck Training" on page 6.

You are alert at both quarterdeck and ship meetings to assist your elected leaders and to make comments about anything that is good for the ship. You delegate regular and special assignments to the mates according to their abilities and interests.

THE SKIPPER ATTENDS ALL QUARTERDECK, SHIP, AND ACTIVITIES MEETINGS. You must attend most of the gatherings of the ship. These include the monthly quarterdeck meetings, ship meetings, and activities. If you cannot attend, you arrange to have a mate or a ship committee member prepared and present to carry out your normal functions.

THE SKIPPER GIVES DIRECT LEADERSHIP TO SHIP PROGRAM PLANNING. You work closely with the boatswain to plan quarterdeck meeting agendas. You help the boatswain prepare to handle these meetings.

At the quarterdeck meeting, when called upon by the boatswain, you review detailed plans for this month's activities. You help formulate general plans for the next month's activities.

You should recommend consultants for approval by the ship committee and see that these consultants are recruited and given orientation concerning Sea Scouting and their relation to it.

At all times, you keep the ship program in line with the policies and standards of the chartered organization and of the Boy Scouts of America.

THE SKIPPER ATTENDS SHIP COMMITTEE MEETINGS. You should attend all ship committee meetings. Your attendance, in fact, is very important, for it is generally true that committees function best when reacting to the reports and suggestions of the Skipper. You will report the ship's plans, progress, and needs—generally based on the results of discussion from the quarterdeck meetings.

As Skipper you, too, should report to the ship membership, at the next meeting, the recommendations and suggestions of the ship committee. The petty officers and members of the ship as well as the ship committee depend upon the effectiveness of the Skipper.

THE SKIPPER KEEPS INFORMED. You should keep yourself informed of the latest program content and method of Venturing. You can acquire through literature and personal contacts the latest information about Sea Scouting and the overall program of Venturing. You should be alert to facilities and places of interest that can provide new activities and superactivities.

You should know what is happening in your local council. You will participate in Venturing leader training courses and program conferences in your district or council. You make available to your ship members all training opportunities.

As Skipper you are thoroughly familiar with and make good use of this manual. You should make a point of knowing about other helpful publications listed in other chapters of this manual.

THE SKIPPER SHOWS A PERSONAL INTEREST IN ALL MEMBERS. Every new ship member is personally welcomed by you and then received into the ship by means of the admission ceremony. The Skipper makes it a practice to meet the new member's parents and encourage them to support their son's or daughter's participation in the activities of the ship and their advancement in Sea Scouting.

The parents of a new member should be considered as prospective ship committee members or adult leaders, as well as consultants. Nearly all parents

The Mate



have vocational and avocational skills which make them helpful as consultants for ship activities. Parents quite often are a source of facilities and equipment.

As the Skipper you should be available for personal counseling for all of your Sea Scouts, but for the most part, wait for the Sea Scout to indicate a need for help. Finding out about each Sea Scout's interests, abilities, and other personal characteristics helps you understand and be more effective in working with him or her.

A mate must be at least 21 years old and have a keen interest in Sea Scouting. As a person of ability and character matching that of the Skipper, the mate has very important assignments in addition to being ready to take over when the Skipper is absent.

When the ship has more than one mate, they may be designated as first, second, and third mates, etc., by the ship committee upon the recommendation of the Skipper.

Where there is more than one mate, each should have certain assigned responsibilities. Yet each should be prepared to handle any of the suggestions listed here as the duties of the mate.

THE MATE ADVISES AND HELPS THE BOATSWAIN'S MATE WITH CEREMONIES. You are familiar with the duties of the boatswain's mate that are related to the ceremonies outlined in this manual.

You help the boatswain's mate plan and conduct the admission ceremony for all new members as soon as possible after they join.

THE MATE ADVISES AND HELPS THE BOATSWAIN'S MATE RECRUIT NEW MEMBERS. No one thing is more important to an exciting and meaningful program in a Sea Scout ship than an effective recruiting program. You should do everything you can to help recruit new members throughout the year.

THE MATE ASSISTS THE SKIPPER AS DIRECTED. A good mate who accepts and carries out assignments will be of great help to the Skipper. The Skipper's job is such that it must be shared, and cooperation from the mate is essential.

Assignments that the Skipper may wish you to handle may include consulting Sea Scouts' parents, orienting consultants, directing boat repair, helping activity committees, or taking over district cabinet responsibilities.

You should expect to attend all Venturing leader training courses and program conferences that are available.

THE MATE ASSUMES THE SKIPPER'S DUTIES IN HIS OR HER ABSENCE. You work closely with the Skipper to be well informed about what the ship is doing. By doing this, you can take over in the Skipper's absence without confusion or interference of the ship program.

Your local Boy Scouts of America council grants an annual charter to community organizations—businesses, industries, unions, schools, churches, and other civic groups—to operate packs, troops, teams, crews, and ships. The chartered organization agrees to secure adult leaders, program support, and meeting locations. All adult leaders must be approved by the chartered organization. The head of the chartered organization appoints a chartered organization representative to supervise its Scouting units. He or she is responsible for recruiting the ship committee and other adult leaders. The chartered organization representative is a voting member of the BSA local council and may serve on the ship committee as chair or member.

The Chartered Organization



The ship committee represents the organization that sponsors the ship and is responsible to that organization for what happens in the unit. In order to carry out its duties, the committee should meet monthly. For the most part, the committee depends on the Skipper for information concerning ship plans, progress, and needs. Working through the Skipper, the committee assists the ship members in carrying out their activities.

Here is how the ship committee can best carry out its duties:

THE SHIP COMMITTEE SELECTS AND RECRUITS THE SKIPPER AND MATES. In the organization of a new ship, or when it is necessary to make a replacement, the committee is responsible for the appointment of the Skipper and mates.

The committee chair takes into consideration the suggestions of both ship members and prospective ship members in selecting the Skipper and mates. The Skipper should be asked to help select prospective mates since they will be working closely with him or her and will be responsible to this leader.

The committee makes every effort to encourage leaders to take all training available in the district and council. Elected leader training should be conducted as early as possible.

THE SHIP COMMITTEE PROVIDES FACILITIES FOR THE SHIP MEETING PLACE AND FOR ACTIVITIES. Every Sea Scout ship should have sufficient meeting room space that may include a suitable landship. Information and illustrations concerning landships can be found in this manual. Whenever additional facilities are needed for boat storage, boat repair, or for special activities, the ship committee should assist in making satisfactory arrangements. Where facilities require the payment of a rental fee, the committee should help provide the necessary funds.

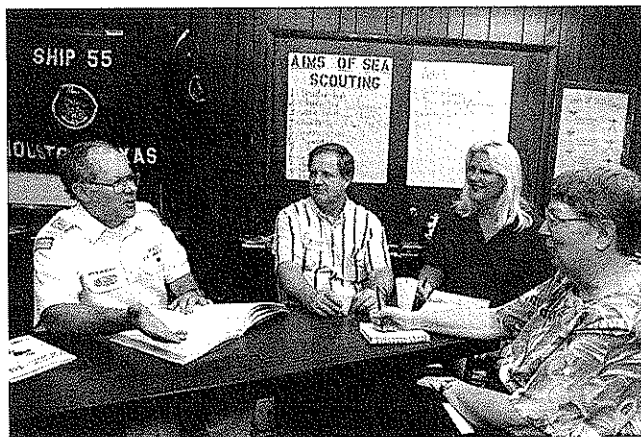
THE SHIP COMMITTEE HELPS OBTAIN SUPPLIES AND EQUIPMENT. One of the best ways to help a Sea Scout ship is to take part in securing the equipment necessary for an attractive landship. In addition to program equipment, sufficient storage space in the form of storage boxes, chests, or cabinets is essential.

Probably the most desirable type of equipment in Sea Scouting is the floating equipment. Here the committee, with the help of the sponsoring organization and the petty officers and members, tries to secure or build small boats or canoes, or secure a larger boat that will satisfy the needs of the ship. The ship committee should carefully study the recommendations of the Venturing Division before securing any large boat. Boats over 50 feet are not recommended.

THE SHIP COMMITTEE SUPERVISES AND AUDITS SHIP FUNDS AND PROPERTY. The ship committee is responsible for all ship funds and property. The committee chair appoints a member of his or her committee to work closely with the purser as explained in this manual.

At its monthly meeting, the committee should review and approve the ship budget which is drawn up by the ship petty officers at the beginning of each program year. The ship committee should read and discuss the policy statements on boats and boat equipment and money-raising activities found in this manual.

The Ship Committee



THE SHIP COMMITTEE CONDUCTS AN ANNUAL PROGRAM CAPABILITY INVENTORY. Annually in February, or more frequently if desired, the ship committee should conduct a program capability inventory (PCI) to help search out and identify program support for the ship program. The inventory also serves as an excellent method of securing lists of qualified people who can serve as consultants.

This inventory can be done in several different ways. The most common method is to survey the ship committee, leadership, parents, and other adults directly related to your ship. A simple listing is made of information related to each person's vocational and avocational skills, plus any special equipment or contacts they may have.

A more complete inventory can be made by surveying members of the sponsoring organization and the immediate community, and cataloging them by interest areas. (The important thing to remember is to relate their interests to your ship program. Success is based on asking them to share with Sea Scouts what they know best—their vocations and avocations.)

The program capability inventory becomes the program base from which the ship's petty officers select activities and consultant support. For more information about program capability, the ship committee should arrange for Venturing leader training available through your council service center.

THE SHIP COMMITTEE MAINTAINS LIAISON WITH THE CHARTERED ORGANIZATION. The committee should make regular reports to the organization head, governing body, and membership. This should be an enthusiastic report of activities made monthly whenever possible.

The report should reveal the accomplishments and plans of the ship. Included should be a discussion of the ways in which the ship and the chartered organization can work together in forwarding their mutual aims and objectives. The members of the institution should be invited to attend special ship meetings or activities.

THE SHIP COMMITTEE SEES THAT THE SHIP OPERATES IN ACCORDANCE WITH THE POLICIES AND STANDARDS OF THE CHARTERED ORGANIZATION AND THE BOY SCOUTS OF AMERICA. The ship committee is responsible and must be assured at all times that the program and activities of the ship are conducted within the policies and standards of both the chartered organization and the Boy Scouts of America.

THE ANNUAL RECHARTERING PROCESS. The ship committee is responsible for the annual rechartering process. This process, in brief, consists of a review of the ship's progress for the current year, a review of the current roster of members and adult leaders, the collection of fees, and the preparation and submission of the registration forms. It concludes with the presentation of the new charter and individual registration cards.

THE RECHARTERING PROCEDURE. The process begins when your council service center prepares a rechartering envelope for your ship.

This annual process, which can be of real significance to your ship's success, proceeds as follows.

An envelope containing the registration and rechartering forms is reviewed with the head of the chartered organization by the Venturing executive. Together they review the past progress of the ship to determine if the program has met the purposes of the chartered organization. They also review the adult leadership.

The envelope is next delivered to the Skipper, or a person designated by the head of the organization, by a member of the council Venturing service team.

The Skipper, with the help of the petty officers of the ship, prepares the forms as instructed and attaches the necessary fees. The Skipper and the boatswain prepare an annual report of the ship's progress for presentation at the ship's annual report and rechartering meeting.

PREPARING NECESSARY FORMS AND CONDUCTING THE ANNUAL REPORT AND RECHARTERING MEETING. After completing the contact with the head of the sponsoring organization, the rechartering envelope with its registration and rechartering forms is given to the ship committee chair, Skipper, or designated person. This individual follows the procedures outlined below:

- Completes the adult registration and rechartering forms as instructed.
- Sets the date and place for the annual report and rechartering meeting.
- Promotes attendance through written notice and makes personal contact with all adults who are to attend. (All adult ship leaders, the ship's boatswain, ship committee members, the Scouting coordinator, and the head of the chartered organization should be present.)
- Prepares a meeting agenda using the sample illustrated on the rechartering envelope as a guide.
- Double-checks all those with assigned presentations just before the meeting to ensure their effective participation.
- Presides at the annual report and rechartering meeting. Forwards all registration forms to the council service center immediately after the meeting.

PLANS THE CHARTER PRESENTATION. In accordance with the desires of the chartered organization, plans should be made to present both the charter and the reregistration cards. Conditions and presentation procedures vary from an organized formal charter night meeting to an informal presentation at a ship meeting or activity. However, regardless of the situation, it is essential that the charter be presented by the boatswain to the head of the chartered organization and that identification cards be given to all registered adults and members.

If desired and where appropriate, a Sea Scouting committee may be organized on the council level to be responsible for organizing and planning a healthy and progressive Sea Scouting program. The council Venturing chair appoints a Sea Scouting commodore.

The council Sea Scouting committee (sometimes called the "squadron committee") is responsible to the council Venturing committee chair. The chair of the Sea Scouting committee usually is a member of the council Venturing committee and is called the council commodore. One of the foremost duties of the commodore is to establish a favorable relationship between Sea Scouting and the entire organization with a special emphasis on cooperation with other special interest Venturing clusters.

The functions of the Sea Scouting committee may be carried out through sales, training, program, service, and boat and gear teams. A chair for each team, called a council vice commodore, is selected and trained by the council commodore, and together they make up the Sea Scouting committee.

The Sea Scouting committee meets regularly to consider ways and means of increasing the membership and effectiveness of the council's Sea Scouting program.

Skippers and ship committee chairs should call upon the vice commodores for information and assistance as they see the need. For example, the service team should have a team member assigned to each ship to help in rechartering, securing consultants, recruiting new members, etc. The Skipper and

The Council Sea Scouting Committee

petty officers in each ship should cooperate in turn with team members of the Sea Scouting committee as they seek to reach their objective in ship organization and program support.

Customs and Courtesies

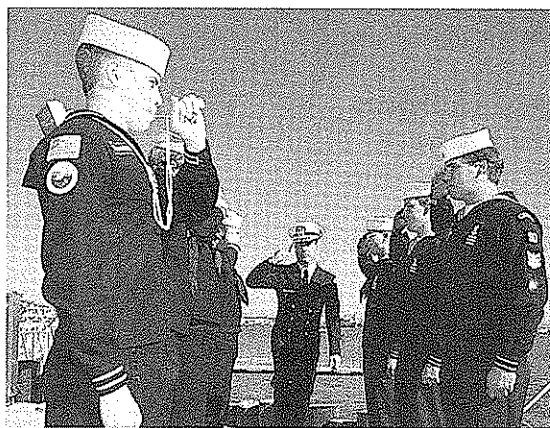
The Sea Scout Salute and Handclasp

Unlike Boy Scouts, Sea Scouts use the traditional military salute with all fingers extended. The salute should be executed smartly from the position of attention.

The handclasp is also the adult handshake used daily by people as they greet each other. It is given with the right hand in a firm manner that indicates sincerity.

The Double Salute

On all formal and official occasions, whenever Sea Scouts come aboard a Sea Scout ship, they perform two salutes. As they do this, they continue to carry out a custom of the sea that began centuries ago.



In the early days of Christianity, it was the custom to place on the mainmast of large vessels a statue of the Blessed Virgin, the patron saint of the ship, or perhaps a crucifix. Every seaman, upon coming aboard the ship, took off his hat or made the sign of the cross as a form of salute in the direction of the mainmast.

National flags became prominent in the 14th and 15th centuries. Ships of maritime nations soon began to fly their national ensign and requested that it be recognized also by the seamen. So the double salute became a universal rule as each seaman, coming aboard, saluted both the mainmast and his national ensign. On all formal and official occasions, therefore, Sea Scouts, immediately upon stepping aboard, salute first the center of the ship which is the traditional salute to God. They then turn toward the flag-staff at the stern of the ship and perform the traditional salute to the ensign of our nation. Note that this is the reverse of the Navy tradition of saluting the ensign first and then the officer of the deck.

Upon going ashore or leaving a landship, each person gives the double salute in reverse, first to the national ensign and then to the mainmast.

Piping the Side

This is the survival of an old custom handed down from European navies. Centuries ago, when ships were under the command of dandies of the court rather than practical seamen, these worthies considered themselves too good to walk on board the ship or climb the gangway steps. Indeed, their elaborate attire would scarcely allow such exercise. Accordingly, a boatswain and a detail were assigned to hoist them on board in a chair. The motions of the chair as it carefully lifted them and deposited them "all standing" on the quarterdeck were controlled by the boatswain's pipe with the calls "hoist away," "lower away," and "secure."

In the side boys of today's boarding ceremony with the boatswain and his pipe, we can see what is left of the custom. The following rules should be observed in appointing side boys:

- Two side boys—ship's officers, visiting ships' officers, ship committee members
- Four side boys—district and council (squadron) officers



- Six side boys—officers related to the area or regional office
- Eight side boys—officers related to the National Council

Clocks, as we know them now, were not invented until the 14th century. However, there were various ways of approximating time in the old days. On board ship it was not possible to use the sundial or the water clock because these called for a solid foundation and steadiness. So it was necessary to use the hourglass for denoting the passage of time on board ship.

Before the use of sails, the passage of time was extremely important to the poor slaves who manned the oars of the ships of Assyria and Egypt, and even in the time of the Romans and the Greeks.

In these very early days, sand passed from one half of the glass to the other in approximately one-half of an hour, and a normal turn at the oars consisted of two shifts of the glass, that is, one hour of time. A gong was struck once at the end of the half-hour and twice at the end of the hour.

With the advent of auxiliary sails, the spell at the oars was extended over a longer time—four turns of the glass. This period of time was indicated by striking the gong four times with an interval between the second and third strokes.

When sails entirely superseded oars, the length of time that men were on watch (on duty) was extended to eight turns of the glass, which corresponds to the present four-hour watch. These watches were indicated by the striking of the ship's bell at half-hour intervals, thus making a total of eight bells for each watch.

The respect of the young for the old and of the junior for the senior is expressed in many ways in Sea Scouting. For instance, when several officers of various ranks are coming aboard a large ship from a small boat, the senior always leads from the small boat, followed by the juniors; but when disembarking, the senior always gets into the small boat last.

At the table it is customary for the junior to remain standing until the senior is seated or orders are given to take seats. The junior never leaves the table after the meal until he or she has asked for and has received permission from the presiding officer at the table.

But perhaps one of the outstanding forms of courtesy found in Sea Scouting is the use of the word "sir" or "ma'am." No one ever hears a Sea Scout say "no" or "yes" to a leader. It is always "Yes, sir," or "No, sir," or "Aye, aye, sir," or "Ma'am."

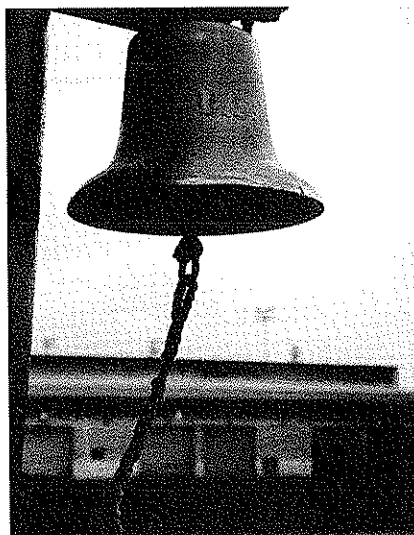
Sea Scouts are ladies and gentlemen, and courtesy is the outward expression of this.

Of course, this courtesy is practiced by the Skipper who is constantly thinking of the comfort and happiness of the ship's company. He or she gives orders with this thought in mind.

The flag of the United States of America has 13 stripes—seven red and six white—and a blue field with a white star for each state—five rows of six and four rows of five. The stripes remind us of the 13 original colonies that gained us our freedom, and the stars represent the states that are now bound together in making up our wonderful nation.

The flag that you may help hoist over your ship or for your community grew out of many earlier flags. You should know about them, for they tell an interesting early flag history.

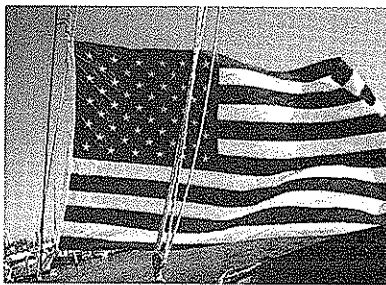
Ship's Bells



Other Sea Scout Courtesies

The History of Your Flag





When to Fly the Flag

Hoisting and Lowering the Flag

Saluting Your Flag

Displaying the Flag

Care of the Flag

The Queen Anne flag waved over the 13 American colonies from 1707 to the Revolution. This was the flag of England, which was red with a union combining the crosses of St. George and St. Andrew. Before this flag, other flags had flown over different parts of America, such as the banner of the Norsemen and the flags of Spain, France, Holland, Sweden, and even an earlier English flag.

The Grand Union flag was raised over George Washington's headquarters outside Boston on January 1, 1776. The Revolutionary War had started the year before, and the colonies needed a flag of their own. The Grand Union was the same as the Queen Anne flag, but the red field was broken into seven red stripes and six white ones to represent the colonies.

The flag of the United States should be flown every day when weather permits, but especially on New Year's Day, Inauguration Day, Lincoln's Birthday, Washington's Birthday, Armed Forces Day, Easter Sunday (variable), Mother's Day, Memorial Day (half-staff until noon), Flag Day, Independence Day, Labor Day, Citizenship Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, the birthdays of states (dates of admission), and on state holidays.

Two Sea Scouts are needed to hoist or lower the flag correctly. In raising, one holds the flag to prevent it from touching the ground, while the other attaches the line and raises the flag, keeping it close to the staff by holding the line rather taut.

When the flag has left the flag bearer's arms, he steps back and comes to salute. In lowering, the flag bearer catches the flag and unfastens it.

Hoist it briskly in the morning, but not earlier than sunrise. Lower it slowly in the evening, but not later than sunset.

To indicate mourning, display the flag at half-staff. Hoist it to the peak first, then lower it to half-staff. When you are ready to take it down, raise it to the peak before lowering it.

Whenever you see the flag hoisted or lowered, or when you pass it or are passed by it, you will want to show your respect by saluting if you are in uniform or by holding your right hand over your heart if you are in civilian clothes.

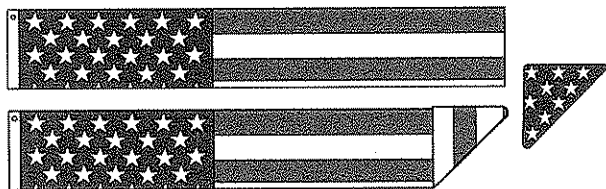
When the flag passes you, come to attention and face it. Salute just before the flag reaches the point opposite you and hold the salute until it has passed. When you pass the flag, come to salute six steps before you reach it and hold the salute until you are six steps past. In formation, you salute at the command of your leader.

When the flag is carried, there should be a color guard on each side of it. When carried with other flags, the flag should be in front of the others or to the right if the flags are arranged in a line.

There is a right and a wrong way to display the flag, whether on the wall or from a staff. You should know the right way—and you should also know that the flag is never used as drapery (use red, white, and blue bunting instead); that nothing is ever placed on it; and that it never touches the ground, the floor, or water beneath it. Check the illustration for correct display.

After it is lowered, the flag is folded as illustrated. First fold it lengthwise in halves, then in quarters, with the blue field on the outside. Finally, while one person holds it by the blue field, another makes a triangular fold in the opposite

end and continues to fold it in triangles until the flag resembles a cocked hat, with only the blue field showing.



Fold lengthwise in quarters with the field showing, then in triangles.

The flag should be cleaned when soiled, and mended when torn. When worn beyond repair, destroy it privately by burning.

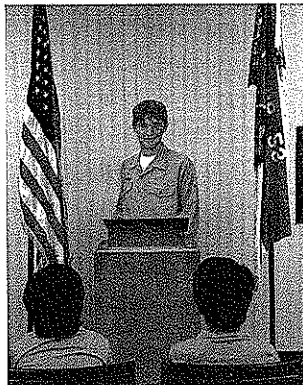
The flag of the United States, referred to in general as the American flag, is known to Sea Scouts as the national ensign. Ever since John Paul Jones sailed the *Ranger* into Quiberon Bay in France to receive the first salute of the American flag by a foreign power, the U.S. Navy has referred to our flag as the national ensign.

Therefore, in the atmosphere of Sea Scouting, aboard or ashore, Sea Scouts refer to the American flag as the national ensign, adding the traditions of the Navy to their own high respect for their flag.

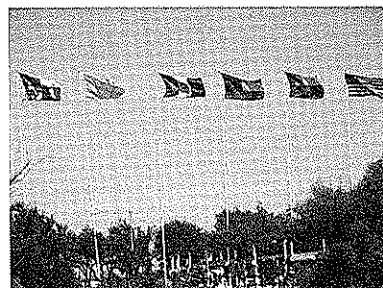
The National Ensign



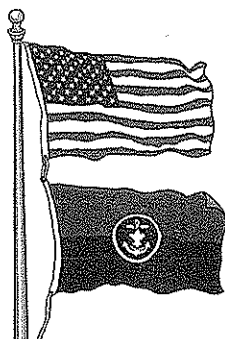
Landship ensign display



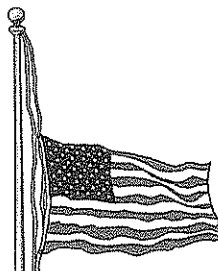
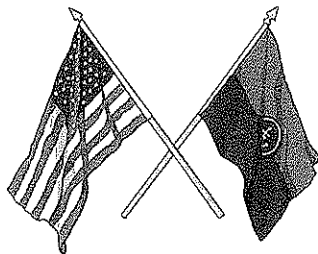
Place ensign to the speaker's right



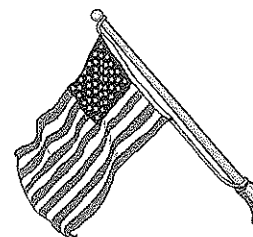
Placement in line with other flags



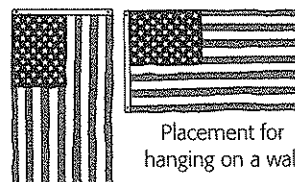
Placement with another flag



When mourning, placement is at half staff



From a staff that projects



Placement for hanging on a wall



Recruiting New Members

The continuous addition of new members is essential to both the overall morale and successful program of a ship. New members bring new ideas and enthusiasm.

Some say—and are reasonably correct—that good programming is one of the answers to recruiting. Although this is partly true, a plan set up on the following suggestions is actually the only reliable way.

High School and Open Houses

Most of the larger councils throughout our nation conduct an annual career interest survey of all the high school students in their respective areas. The list, usually a computer printout, consists of the name, age, grade, address, phone number, and a choice of one or more careers and interests from a preselected schedule. This monumental work, if available in your area, is a must for the survival of your unit. Cooperation of the school authorities is required and usually gladly granted. If your council cannot do this, there is nothing to prevent you from conducting such a survey on your own of local high schools and junior high schools. Consider that a senior in high school, if he or she has the time, is usually involved in so many other activities that their time is committed. On the other hand, a ninth-grader has fewer other commitments and may be anxious and willing to be invited into an active group of their peers immediately upon graduation from junior high. Further, they will remain in Sea Scouting for three or more years. The retention rate is very high.

Now that you have the names, the next step is to choose 100 likely candidates and send each a personal letter either on the letterhead of the ship or on the letterhead of the sponsor. State your purpose, time and place of meetings, dues, superactivities, and functions, and invite them to an open house, together with their parents. Offer transportation, if required, together with a phone number to call. Dates for open houses are usually predetermined to one in the fall and one in the spring.

The open house program must be well planned with a spirited sales talk by the boatswain's mate (in charge of recruiting) followed by refreshments and a demonstration of some indoor skill to the prospects while the Skipper conducts a private discussion with the parents in another room. This is the Skipper's opportunity to recruit his or her own group of aides and consultants by means of the PCI (program capability inventory) outlined in another section of this manual.

A question-and-answer period is required for both meetings, and the ship's yeoman and purser should both be available with ample supplies of registration forms and the standard printed invitation form letter in current use. In closing, a very brief slide presentation of past activities is most effective.

Reported success of this program ranges from 15 percent on up—using 100 letters. But that is not all. A follow-up phone call to a selected few who could not make the meeting will usually lead to 10 percent additional members. While the career interest survey outlined above is based on the school system, let us not overlook the chartered organization and other groups. Churches, yacht clubs, and some large businesses charter Sea Scouting ships, and their members should be the first to be contacted about your open house, either by letters, notices on bulletin boards, or items in company newsletters.

Keep a Prospects List

Develop a prospects list with the addresses, telephone numbers, and birthdays of Sea Scouting-age young adults whom you know from your school and church or from older boys in Scout troops. The career interest survey, conducted

annually by the sales team of the Venturing committee in cooperation with the council, is another important source of potential members.

The boatswain's mate keeps the master list of prospects. Using a pocket-size, loose-leaf notebook with a sheet of carbon paper, he or she records the names of prospects, one to a page. He or she can now keep a copy and turn the original over to a recruiter for contact.

Once the name of a prospect has been turned in and recorded, he or she must be assigned to a member of the ship, who then has the duty of contacting the prospect with an invitation to attend the next ship meeting. Personal contacts are a must. Telephone calls or written invitations are usually ineffective.

This is the original recruiting practice and is an ordinary advancement requirement. Within a given time frame, each member of your present ship is required to enlist a friend and train him or her to pass the apprentice requirements. This requires no small personal dedication, unless the friend happens to be a present personal friend, or a brother or sister. This means of doubling your membership is about 30 to 40 percent effective. The Skipper and mates must then make calls on all prospective parents, unless the parents consent to visiting the first two or three meetings with their offspring. It will work if you try it.

Invite new members to a party set up especially for them or to an activity that they will enjoy. Each member invites a prospect to the party as a personal guest.

Once the prospect has attended two or more meetings, he or she should be asked to register as a member. As soon as registered, the new member should be officially received with an admission ceremony and be assigned to a crew. Then, as soon as possible, he or she should get a uniform and be appointed to a program activity committee.

Invitations to speak at school assemblies, service clubs, and private club meetings are actively sought by present members as part of the advancement program. Young speakers should be required to be in uniform, have a well-rehearsed speech, and have an ample supply of your ship's welcome letters. A team of two or three speakers, using short connective speeches, is usually most effective if time is allowed for questions afterward. Each audience spoken to must be approached in a different manner. Of general interest is how, why, and what you do, and what you expect of the Sea Scout program.

It is not the responsibility solely of the boatswain's mate to seek publicity for the ship. Each member has ways and means of keeping the ship in the public eye by news notes to small local or neighborhood newspapers. Local radio and TV representatives will gladly make newsworthy announcements of and about your ship if you ask them to do so as a public service. News of participants and winners in areawide competitions is always welcome, as is the report of a successful high-adventure cruise.

Newspapers particularly welcome black-and-white glossy prints of Sea Scouts in action, so keep a camera ready. A special bulletin board in your church, school, or chartered organization will go a long way toward recruiting, if the pictures (black-and-white or color) and short notices are changed frequently. So advertise your ship, distribute all the information and literature you can, and deliver a neatly packaged operating ship that can sell itself at a glance.

Make Prospect Assignments

One-on-One

Plan a New-Member Party

Formally Involving the Prospect

Group Advertising

Publicity

