

# SHIP MEETINGS AND ACTIVITIES

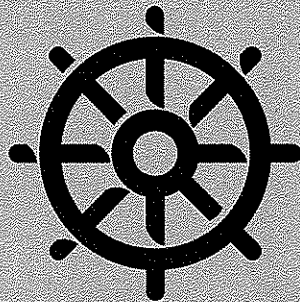


2



# SHIP MEETINGS AND ACTIVITIES

## Chapter 2



The time and place for things to happen in Sea Scouting are at ship meetings. A Sea Scout ship whose meetings are full of fun and meaningful activity is a ship that has few morale or membership problems. High school-age youth join to take part in the fun and exciting adventures of Sea Scouting. So keep your regular meetings full of activities that are just as interesting as the cruises and other seagoing events.

Meetings also involve administration. It is a time for reports and decisions by the members in the democratic spirit of America. It is the place where members can and should speak up so that most decisions will always be in the best interests of the majority of the membership. Experience has shown that where the program is based on discussion and general agreement, the response is usually enthusiastic.

To be successful, meetings must be carefully planned and organized in advance. The agenda, activity ideas, and meeting techniques in this chapter are designed to give you the information you need for successful meetings.

## The Right Place

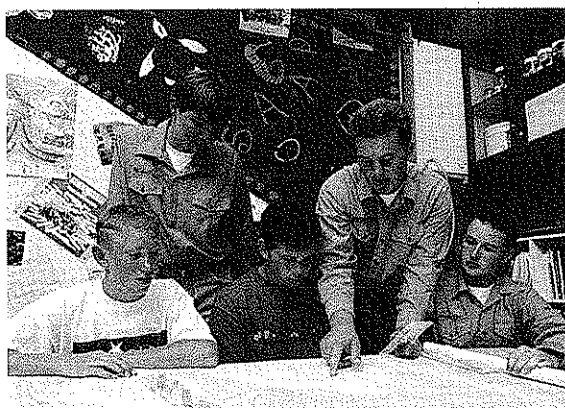
Ship meetings should be held at a regular time and place and preferably in a nautical atmosphere. The ship committee and officers should work together to secure adequate meeting facilities. To be acceptable, a meeting place must be available regularly.

The right surroundings are requisite for successful ship meetings. You can get that kind of atmosphere even though your meetings are not held near a waterfront. Some ships build a landship, somewhat along the lines illustrated and explained in this manual. A good landship adds a salty atmosphere and provides the proper setting for the ceremonies that highlight meetings.

The pattern for ship meetings was established after extensive study and years of experience. It dovetails with the natural timetable of most teenagers. A recommended meeting pattern is outlined below:

1. The ship holds regular weekly meetings at an established time and place.
2. The ship's petty officers hold a quarterdeck meeting the first week of each month to carry out their responsibilities.
3. The ship also schedules one monthly activity (such as a short cruise, bowling night, or historic trek) at a different time and place.
4. Generally, all ship meetings are held on the same night of the week. Quarterdeck and ship committee meetings are held on a different night. This makes it easier for members to remember.
5. If a ship wants to have additional meetings, activities, work parties, etc., during the month, they may do so.

## The Ship Meeting Pattern



## Landships and Equipment

Sea Scouting offers unique opportunities for creating an inspirational atmosphere at the meetings. The seagoing nature of the program enables an imaginative group of adults and youth to set up a landship so realistic that you can almost feel the decks rise and fall beneath your feet and smell the salty air.

Even if your ship meets in a church basement, a school, a vacant store, or even some shanty by the water, you can erect a landship at a minimum cost. In fact, many of the best landships today are those that have been made by the members themselves from secondhand materials or donated equipment.

If your meeting place is permanent, it is advisable to make your landship equipment mobile. Many times you may want to set up your landship equipment at a place other than your meeting place. This might be for a display at a Scoutorama, a bridge of honor held at a public hall, etc.

Illustrated in appendix K are landship layouts and suggested ways of making landship equipment. Decide what you need and how best to build it. Your objective should be to create the salty atmosphere that makes ceremonies natural and Sea Scouting more fun. Consult appendix K for details of common landship ceremonies.

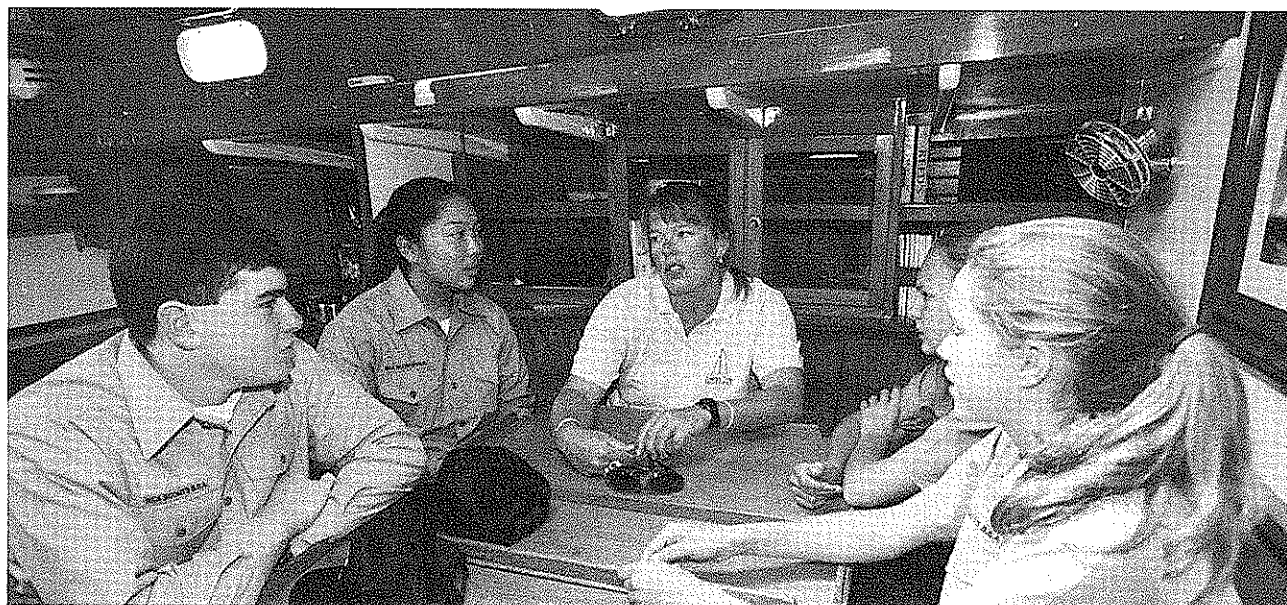


## FIRST SHIP MEETING OF THE MONTH

- A. OPENING CEREMONIES by boatswain  
 Call ship to attention  
 Advance the colors  
 Recognize visitors
- B. THE BUSINESS SESSION  
 Call to order by boatswain  
 Minutes of the last meeting by yeoman  
 Petty officers' reports by boatswain  
 • Communications by yeoman  
 • Membership by boatswain's mate  
 • Financial report by purser  
 • Equipment by storekeeper  
 • District and council activities by boatswain  
 New activity chair and committees by boatswain  
 Promotion of activities by activity chair  
 Questions for ship decision by boatswain  
 Skipper's comments by Skipper
- C. THE ACTIVITY  
 At the conclusion of the business session, the boatswain calls upon the Sea Scout who is the chair of the activity scheduled for that particular meeting. He or she takes over and, with the aid of his or her committee, conducts the activity.
- D. CLOSING CEREMONIES by boatswain  
 Retire the colors  
 Skipper's minute  
 Dismiss the ship

## OTHER WEEKLY SHIP MEETINGS

- A. OPENING CEREMONIES by boatswain  
 Call ship to attention  
 Advance the colors  
 Recognize visitors
- B. THE BUSINESS SESSION  
 Call to order by boatswain  
 Minutes of the last meeting by yeoman  
 Collection of activity ideas for next month by Skipper  
 Promotion of activities by activity chair  
 Questions for ship decision by boatswain  
 Election of petty officers (at proper intervals) by boatswain  
 Admission ceremony for new members by boatswain's mate
- C. THE ACTIVITY  
 At the conclusion of the business session, the boatswain calls upon the Sea Scout who is the chair of the activity scheduled for that particular meeting. He or she takes over and, with the aid of his or her committee, conducts the activity.
- D. CLOSING CEREMONIES by boatswain  
 Retire the colors  
 Skipper's minute  
 Dismiss the ship





---

## Opening and Closing Ceremonies

**PRAYER.** A moment of silent prayer, acceptable to all faiths represented, said in unison or given by a chaplain.

**HYMN.** Acceptable to all faiths represented, sung in unison or by a quartet—with or without special accompaniment.

**PLEDGE OF ALLEGIANCE.** Darken the room, turn a spotlight or flashlight on the flag on a standard or on a small silk flag; at the same time flutter the flag with an electric fan.

**PATRIOTIC SONG.** Songs such as "America the Beautiful," "Battle Hymn of the Republic," "God Bless America," "America," "The Star-Spangled Banner" sung in unison or by a quartet.

**SHIP SONG.** Compose one or write words to a standard tune.

**SKIPPER'S MINUTE.** Whatever short inspirational message the Skipper wishes to give his Sea Scouts; occasionally it may be given by a mate or visiting dignitary.

**QUOTATIONS.** Inspiring, thought-provoking statements by statesmen, historical heroes, leaders in government, business, labor, education, science, sports, and other fields.

**VENTURING CODE OR SEA PROMISE.** Read or spoken in unison, with or without musical background.

**COLOR SLIDES.** A few slides or even one with a commentary on an ideal, such as world friendship, application of the Sea Promise, teamwork, or getting an education.

The opening and closing ceremonies in Sea Scouting follow a definite pattern and give due respect to our national ensign. But there may be a need for additional inspirational guidance for the individual members. Include some of the suggestions on the left in your meeting pattern. They need not be standardized. In fact, they would be even more effective if they were inserted at different times to meet specific needs. To present the appropriate gesture at the right time is a mark of a good leader.

### That Inspirational Touch

---

## Closing Ceremony

The Skipper asks the boatswain to pipe the visiting adult officers ashore.

The ship then conducts the closing ceremony that involves piping the Skipper ashore and dousing the colors, following the usual procedures.

After the closing ceremony, the landship is usually dismantled by the crew on duty, and the ship conducts the social portion of this activity.

Petty officers should be installed at the same meeting at which they are elected so they can assume office at the end of that meeting.

The Skipper asks the outgoing and incoming petty officers to stand in two lines facing each other. He or she compliments the outgoing petty officers, calling attention to any outstanding accomplishments. He or she asks them to remove the insignia of office from their uniforms before the next meeting.

The Skipper congratulates the incoming petty officers and presents their insignia of office. He or she announces the time and place of the next petty officers' meeting.

The outgoing petty officers carry out the rest of this meeting.

### Installation of Petty Officers



## CHECKLIST OF ITEMS FOR SHIP MEETING AGENDA

**OPENING CEREMONY** by boatswain. The standard opening ceremony for a Sea Scout ship should be carried out with the dignity and the respect due the fine traditions of the sea. It can be carried out aboard a landship and follows this pattern:

Call ship to attention

Advance the colors

Recognize visitors

**ADMISSION OF NEW MEMBERS** by boatswain's mate. New members can be brought in and registered at any time, but the official admission ceremony for new members is generally carried out at the first meeting of the month. This must be an impressive, formal welcome of a new member to the ship and should be scheduled immediately after each new member is registered.

**MINUTES OF THE LAST SHIP MEETING** by yeoman. The minutes of the last ship meeting—read, corrected, and approved—may be posted on the bulletin board in advance so they can be read by members before the meeting. If this is done, they can be approved by a vote when presented without being read by the yeoman.

**PETTY OFFICERS' REPORTS** by boatswain. At the first meeting of every month, the boatswain calls for verbal reports from the petty officers. These are brief reports which should, if necessary, be discussed by the membership. Questions calling for ship action concerning these reports should be delayed until the portion of the meeting concerning "questions for ship decision."

**COLLECTION OF ACTIVITY SUGGESTIONS** by Skipper. Realizing that the activity desires of the ship are essential to successful programming, the Skipper discusses activities with the members. The yeoman makes a list of the most popular ideas, which will then be discussed at the next quarterdeck meeting.

**PROMOTION OF ACTIVITIES** by activity chair. Activity chairs responsible for the activities are asked to promote participation in those activities. This is done through progress reports on superactivities as well as the regular activities.

**QUESTIONS FOR SHIP DECISION** by boatswain. Questions may be presented by members for vote at any time. This permits members to have a direct vote in any ship decision. However, if members have elected good petty officers to represent them, the members should rely upon the petty officers to make decisions. Sufficient time should be allowed for questions that are referred from quarterdeck meetings or come up during a discussion of the petty officers' reports.

**ELECTION OF SHIP PETTY OFFICERS** by boatswain and Skipper. The procedure for the election of petty officers is described in this manual on page 5. This simple procedure should be carried out as suggested for the election of each petty officer. The election of petty officers should be followed by setting a time and place for the training of the new petty officers by the Skipper.

**SKIPPER'S COMMENTS** by Skipper. Late in each meeting, the Skipper should be asked for his or her comments. This does not mean that the Skipper cannot make comments during the rest of the meeting, for he or she must be alert to answer direct questions or to make comments which are necessary to the smooth operation of the ship.

**COMMUNICATIONS** by yeoman. Pertinent parts of letters and bulletins received are discussed. The ship decides what action to take.

**MEMBERSHIP** by boatswain's mate. Discuss the names of new prospects and assign them to members in accordance with the ship recruiting plan.

**PURSE** by purser. It should include last month's income, disbursements, balance, and any unpaid dues or outstanding assessments. The ship budget should be approved by the ship members annually.

**EQUIPMENT** by storekeeper. The storekeeper gives a complete report on the inventory and general condition of all the ship equipment, securing help as needed from ship members.

**ANNOUNCEMENT OF ACTIVITY COMMITTEES** by boatswain. The boatswain announces the chair, committee members, and consultants (if any) for each scheduled activity for the next month.

At intervals the ship will be represented at national, regional, or local activities and conferences. These representatives should be asked to prepare and make reports to the ship membership at the first meeting following the conference.

**SHIP MEETING ACTIVITY** by activity chair. At this time, during each ship meeting, the boatswain turns the meeting over to the activity chair who, with the help of his or her committee, conducts the activity. At the close of the activity, the activity chair turns the meeting back to the boatswain. Examples of ship activities are listed in this manual on page 31.

**CLOSING CEREMONY** by boatswain. The closing ceremony of a ship is generally an established ceremony that follows an inspirational and meaningful pattern. Listed below are the ingredients that are described in this manual.

Changing the watch

Skipper's minute

Piping Skipper over side

Dousing colors

Dismissing crews

At times, when an activity is not carried out aboard a landship, the boatswain, with the Skipper's approval, may dispense with the closing ceremony and merely dismiss the ship.



A "thank you" and a smile are two of the most valuable expressions of appreciation a person can give. Everyone likes to be sincerely thanked for their efforts. Expression of appreciation can hardly be overdone as long as it is sincere. In your ship it can be done with or without ceremony. But when it is due, it should not be neglected.

Presentation of something tangible is easily done in a simple ceremony. The boatswain's mate provides the article. The appropriate person to present it does so with a brief, well-prepared speech.

Some of the following may become traditional presentations:

- To retiring petty officers when the new ones are installed
- To consultants who have completed their work
- To the Skipper and spouse at a special surprise party or as a surprise at a parents' night or other occasion

Tangible things that might be presented include:

- A letter of appreciation signed by all members of the ship
- A certificate of thanks, either handmade (perhaps humorous) or obtained from the national supply division, your service center, or the local Scout distributor
- Articles for personal use, such as a tie clasp or chain, key ring or case, wallet, pen or pencil, or desk pen (available from your Scout distributor)
- Plaques and statuettes available from your Scout distributor or council office (properly engraved before presentation)

Although done without ceremony, these forms of appreciation are important to your ship:

- Thanking publicly, for example, a petty officer for a report, an activity committee for a job well done, the Skipper for a helpful comment
- Applauding, without overdoing it or otherwise being insincere
- Giving an honorarium, a fee for expenses or personal talent, paid by cash or check, placed in an envelope addressed to the person, and handed privately or posted with a letter
- Sending a letter of thanks written by the yeoman on behalf of the ship
- Providing an invitation to a ship activity

## **Expressing Appreciation**

### **Presentations**

### **Appreciation Without Ceremony**

---

## **Two-Part Program**

Ship meetings consist of two parts, a business session and an activity. Since the activity is the featured attraction and involves the major portion of the time, the business session should be handled as efficiently as possible.

Keep in mind that the business session during the first meeting each month differs from others. Take note of these differences as you consider the outline for business meetings illustrated here.

The other regular ship meetings have an agenda that differs somewhat from that of the first monthly meeting. Petty officers' reports need be made only once a month, and therefore, the other meetings generally are reserved for program, advancement, and those business items that are important but which happen only occasionally.

However, the collection of activity ideas for the next quarterdeck meeting by the boatswain's mate (program) is a necessary part of this meeting.



---

## Making Up a Meeting Agenda

The preceding meeting agendas are suggested outlines briefly describing the usual makeup of regular ship meetings. Your agenda may not always follow these in every detail but should, for the most part, be composed of the basic elements of a good ship meeting.

Those elements are an opening ceremony, a business session, an activity, and a closing ceremony. Items such as the election of petty officers and the admission ceremony for new members are included as the situation dictates.

On the following pages you will find a list of items that should be taken into consideration as you plan your ship meetings. Remember, you do not need to include all items listed in your next meeting, but every one of them should be given consideration.

---

## Items for Ship Agendas

Agendas for ship meetings are prepared by the boatswain with the aid of the Skipper. They are approved by the ship's petty officers at the meeting.

Both the boatswain and the Skipper should check this list carefully in preparing the agenda and then be sure to involve other petty officers and activity chairs as suggested.

---

## Hints on Handling the Ship Business Section

The business session of a ship meeting is generally brief but important. Because of its nature, it is not necessarily the most interesting part of the meeting, but it need not be dull. The way to make this session effective, and fun, follows.

### Hints for Petty Officers

- The petty officers of a ship need to understand the overall organization and operation of a Sea Scout ship. Well-trained petty officers will find it easy to carry out their responsibilities during the ship business session.
- The boatswain, who is in charge of the business session, should involve other petty officers and members in the preparation of reports and assignments related to the business session. The session will be more interesting if more people are involved and have responsibility for business matters.
- Give everyone a chance to participate. Free discussion will encourage better ideas. Don't forget to ask the opinions of shy members. At the same time, slow down the person who talks too much.
- Keep the focus on the subject. Make the discussion lead to decisions and a plan of action. This means that once in a while you will have to stop a discussion that deviates from the main subject, to get the group back on track.
- Be fair. Respect the opinions of both the majority and the minority. To do this, you must determine the true wishes of both sides. This is done by giving both parties a fair hearing. Once each has had its say, bring the matter to a vote. When there is a divided opinion, use a secret ballot.
- The one thing that will help most is to follow the prepared agenda for the ship meeting. If you are knowledgeable on the agenda, you should have effective, interesting business sessions.





Business sessions provide a real opportunity for ship members to influence the conduct and program of their ship. They are open house meetings with everyone having an equal opportunity to speak and to present his or her viewpoints.

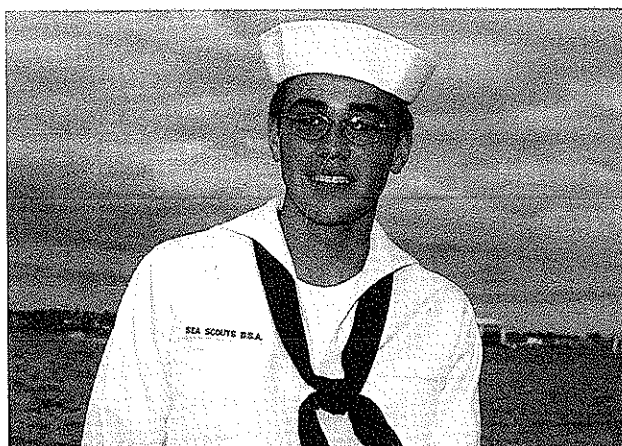
To have an equal opportunity to express themselves, the ship members should observe these general rules of conduct:

- Take turns at speaking during the general discussion. If you have trouble getting a word in, address the boatswain and ask for the floor. But don't do this too often—only if it seems necessary. If everyone is talking and interrupting each other, your boatswain should call for order and decide who has the floor.
- Stay with the topic of discussion. Help the group reach a decision on one topic before discussing the next one. Ship members can help the boatswain by staying on the subject and clarifying the point of discussion for others. Remember, this will save your time as well as everyone else's.
- Be informal. Efficiency in handling ship business should not require a great deal of parliamentary procedure. The complicated book of parliamentary rules was developed primarily for large groups of people with many conflicting opinions. Most ships will find informal discussion a faster and more effective way to operate.

For example, the boatswain may say, "We must decide whether we take our long cruise in July or August." In this case, a show of hands for each month might be sufficient. Often, after some discussion, the decision can be reached by general approval without a formal motion or vote.

- Some business can be handled formally. If there is a large group present that is discussing a controversial issue, the motion and vote are the most effective method for reaching a decision.

## Hints for Ship Members



---

## Handling a Motion

- Any member may make a motion, except the boatswain.
- Any member may second a motion, except the boatswain.
- The boatswain restates a motion, and the ship discusses it and acts upon it.
- The motion may be passed, rejected, or amended by majority vote.
- The member who made a motion may withdraw it.

---

## Sample Ship Activities

Described on the remaining pages of this chapter are ship activities that have been successful over the country. Use these suggestions as you develop your own ship program.

Besides being lots of fun, tabletop piloting is an action way to learn some skills required in piloting any boat.

If you have a large enough chart of your local waters, just place it on the table. Otherwise, make up a fairly accurate chart on brown wrapping paper.

### Tabletop Piloting



Make up buoys, lighthouses, and obstacles as necessary. Buy or make small boats to match the usual vessels docked, moored, or operating in the area.

Dream up problems. Be sure they have clear solutions. Set up a score of 1 to 10 points for the maneuvers that must be done correctly. Have judges deduct 1 point for each mistake. Score on either an individual or crew basis.

An example follows:

"Joe, this is your sailboat. Place it at the mouth of the inlet. There is a 10-knot wind coming out of the west. Bring your boat in for a landing here at point X on this dock." With these instructions, Joe maneuvers his sailboat on a table-top seaway.

## The Predicted Log

This is a seafaring piloting contest which pays off in the Sea Scout's ability to solve problems in piloting. The projects involve reading charts and judging tides, currents, and weather conditions in order to predict arrival at specific checkpoints.

This is an outdoor activity using motorboats. Different sized boats may compete against each other on an equal basis since this is not a speed race.

**CHECKPOINTS.** Before the contest starts, give all teams a list of checkpoints. Using their charts and knowledge of the waters, each team submits the time of the day at which they will pass each checkpoint. Since this is not a speed race, they are allowed to take off as they please in order to pass the checkpoints at the times they have predicted.

Checkpoints should be landmarks that are well known and easily recognized. For example, a jetty, a high bridge, or a specific channel buoy may be used as checkpoints. To ensure accurate timing, some reference point must be designated so that the team will know when they are being judged "at the checkpoint."

Each checkpoint must, of course, be manned and each boat properly identified.

**CHOOSING THE WINNER.** The winner will be determined on the basis of the smallest accumulated errors of time. For example, if boat A is  $3\frac{1}{2}$  minutes late at the first point and  $2\frac{1}{4}$  minutes early the second point, its accumulated error thus far is  $5\frac{3}{4}$  minutes. Scoring takes place after all the checkpoint men and women have turned in their logs and the logs are compared with the predictions of the teams.

## Membership Party

Do you need more members? Do you need to add new enthusiasm and vigor to your existing membership? If so, plan a membership party now.

A membership party is any special ship activity designed to attract new members. It is generally organized around an exciting activity to which everyone invites their friends.

In addition to showing them a good time, your ship should, through slides, movies, or snapshots, spotlight the activities you have held in the last year. Get your most articulate Sea Scout to give an interesting commentary on them. Once this is done, give a preview of your ship activities for next year, emphasizing the long cruise and big-time things you plan to do.



Add some refreshments and follow up your sales job with personal commitments and you have a successful membership party. Many ships hold one in September and one in February every year.

The scene is a sandy beach. The Sea Scouts are in front of a large crowd, and it is just about the proudest moment in your life. This is a natural reaction of Sea Scouts and officers when they conduct a successful water-safety demonstration.

A water-safety demonstration is simple to set up, yet is very important. It teaches, through example, the techniques of being safe while getting maximum enjoyment from water sports.

Make arrangements for a site where there will be a natural audience, such as a beach, yacht club, or marina. Be sure to get the cooperation of the local authorities. Get their ideas on what safety demonstration is most needed and then organize to do the job.

Keep in mind that it takes at least a half hour to put on a worthwhile show. So, organize a fairly brief yet active and interesting show.

Demonstrations such as launching a boat, rowing correctly, installing an outboard motor, handling a swamped boat, personal flotation devices, rescue from the shore by boats or swimming, and resuscitation are possibilities.

A progressive dinner is a traveling dinner party. This different kind of party has two old favorites—dates and food. Couples gather at the home of a Sea Scout. From the batch of simple corsages provided, each boy chooses one and pins it on his girl. Fruit juice and appetizers are served.

Then everyone moves on to the second home where the buffet-style salad course is served.

At the third home, the group sits down to the main course. Parents and ship committee members are on hand to do the serving.

Then the group moves on for buffet dessert. This is followed by a social program at this home or the ship meeting place.

Hosts and hostesses should be thanked publicly by the activity committee chair as well as the individual guests. Ships have been known to climax the occasion with a surprise gift of appreciation to the activity chairperson.

A theme or motif may be used to give unity to the program and decorations. This may conform to an appropriate season or holiday. For example, the salty sea offers enough variety for a theme. The group could cruise from one country to another as they visit the various homes.

The time to learn how to sail is before you get in a boat by practicing sailing on dry land. When the wintry winds blow, you and your ship's crew can practice the techniques that will win races in the spring and summer. Furthermore, you will not only learn how to make a sailboat move faster, you will learn why this happens.

The model sailing rig, pictured in appendix A, will mimic the actions of an actual boat in all aspects of sailing. Use an electric fan to furnish the wind. Gimbals fore and aft allow the hull to heel. The rubber bands on each side of the centerboard lend waterlike resistance.

## Water-Safety Demonstration



## Progressive Dinner

## Windjamming Ashore



## Waterfront Maneuvers

This rig is also handy for teaching the various parts of the hull, sails, and tackle. Each Sea Scout who intends to sail should be familiar with these features, their functions, and their nomenclatures.

This device can be constructed easily by Sea Scouts. The boat shown in appendix A was built from a kit obtained at a hobby shop. The gimbals were made from  $\frac{1}{8}$ -inch wire. The pivot is just a  $\frac{1}{2}$ -inch dowel with a hole slightly larger than the wire bored through the core.

This is a competitive event that is exciting and yet simple to organize. All you need is a safe waterfront and two or more rowboats and canoes. There are some other small items related to some of the events, but in general if you have your boats, canoes, and adequate lifeguards, you are pretty well set to go.

This activity involves head-to-head competition in the following events. Be sure to keep score and recognize the winners.

**WATER SPANIEL SPECIAL.** Three Sea Scouts in each boat—two at the oars and one at the stern. Line up the boats on shore, about 50 yards away from a line of floating blocks. Number each block to correspond with a number on each boat. The first crew to find its block and bring it back to shore is the winner of this event.

**SKIN DIVING SEARCH.** Objects such as a boat anchor, bailing cans, or other fairly large pieces of waterfront equipment are placed in a marked area not more than 10 to 12 feet deep. Teams of two divers compete within a 10-minute time limit to see which team can bring up the most equipment to a designated area.

**TUG-OF-WAR.** Tie two boats stern to stern, about 20 yards apart with a Sea Scout at the oars in each boat. Using a marker as a guide, the boat pulling its rival across the mark wins.

**CANOE FILLING.** Two teams of two Sea Scouts are each in a canoe, with a bucket tied to a 6-foot rope attached to each. The object is to sink the opponent's canoe by filling it with water using the bucket. Contact is not allowed between the two canoes.

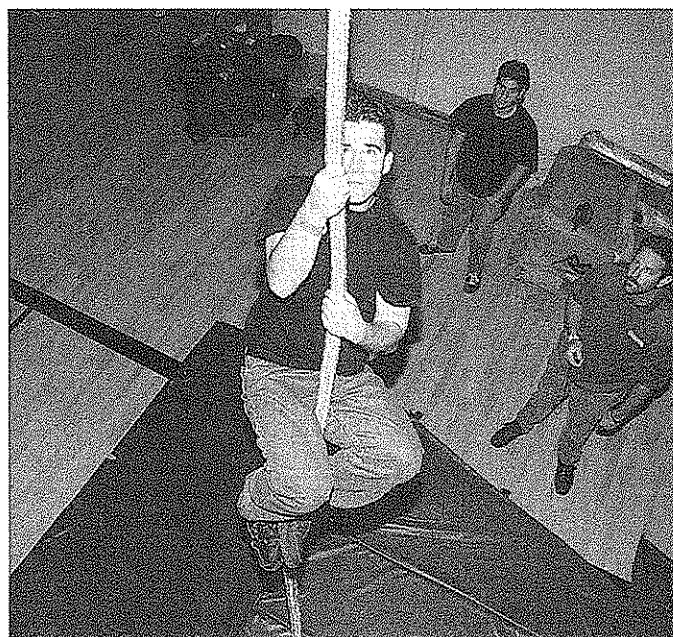
## Be a "Square Rigger"

Back in the days of towering sails there were also towering men. The men who sailed those square riggers had to be physically fit and were tested nearly every day by the sea and sails. Why not recapture the wonderful fitness of those days by planning and conducting a "square rigger" physical fitness activity for your ship?

Use the President's Physical Fitness Award as a guide to setting up this activity. It has suggested physical fitness activities designed for high school-age youth. For each activity, there is a set of standards that must be met by each age group. List the highest standard as the square rigger. This should be a real challenge for each member.

Get a consultant (a physical education instructor or an athlete) to help you give the tests and analyze the results.

Competition against a standard is a good way to bring about enthusiastic interest in this program. Some ships offer a special inexpensive prize or they reserve places on a cruise for those who qualify as square riggers.



After the initial activity is over, urge all to improve themselves through regular use of the exercises involved. Then pull a surprise on them sometime later by staging a rerun of the activity to check their improvement.

**Table 3: Square Rigger Requirements**

AGE	SIT-UPS		PULL-UPS		STANDING LONG JUMP		50-METER DASH* 50-YARD DASH		600-METER RUN/WALK* 600-YARD RUN/WALK	
	Number of times		Number of times		Meters (feet/inches)		Seconds		Minutes:Seconds	
	Good	Square Rigger	Good	Square Rigger	Good	Square Rigger	Good	Square Rigger	Good	Square Rigger
14	48	52	8	10	2.08 (6'10")	2.18 (7'2")	7.2 6.6	7.0 6.4	2:00 1:50	1:54 1:44
15	49	52	10	12	2.21 (7'3")	2.32 (7'7")	7.0 6.4	6.8 6.2	1:55 1:45	1:49 1:40
16	49	52	10	12	2.29 (7'6")	2.41 (7'11")	7.0 6.4	6.8 6.2	1:52 1:42	1:47 1:38

\*50 meters (54 1/2 yards) 600 meters (656 yards). Times for 50-yard dash and 600-yard run/walk are set in italics.

**SIT-UPS.** Lie on your back with legs bent. Have someone hold your ankles or put your feet under a heavy object. Clasp your hands behind your neck. Sit up. Touch the right elbow to the left knee. Lie down. The next sit-up, touch the left elbow to the right knee, and lie down. Count one sit-up each time you lie down.

**PULL-UPS.** With the palms facing forward, grasp an overhead bar. Hang with arms and legs fully extended and feet off the ground. Pull yourself up with the arms, without kicking the legs and without swinging, until you can place your chin over the bar. Now lower yourself. Count one pull-up each time your chin is over the bar.

**STANDING LONG JUMP.** Stand on a level surface with the feet comfortably apart. Flex the knees. Swing the arms back and forth. Then jump, swinging the arms forcefully forward and up. Measure the distance from the takeoff line to the spot where the heel or any part of the body touched the ground.

**50-METER DASH.** Measure a 50-meter course. Have someone with a stopwatch stand at the finish line to act as the starter. He raises one hand, then brings it down smartly. As he hits his thigh, you start to run. As you cross the finish line, the starter notes the time to the nearest 10th of a second.

**600-METER RUN/WALK.** Measure a 600-meter course. On the starter's signal, run the distance. You are permitted to walk if necessary, but the idea is to cover the distance as quickly as possible. Record the time in minutes and seconds.

Ever dream of going to Florida or California or Maine, yet felt you could never go? There is a way that Sea Scout ships can afford it—through exchange visits.

Invite another ship—from another community where you would like to go—to visit your ship. Do this with the understanding that you, in turn, will visit them. This enables both groups to act as hosts so the expenses can be cut down. Keep these points in mind as you make arrangements.

**SELECTING YOUR GUESTS.** Once you have located the part of the country you would like to visit, the place that you feel is within the range you can afford to travel, contact the Boy Scout office there and ask to be put in contact with some ship that might like to exchange visits with you.

Select the group carefully. By personal correspondence, make sure they are a congenial group. Find out what they would like to do and make sure they know

## Exchange Visits





what you have in mind before you make final arrangements. Check arrangements for coed housing, if required.

**WHEN AND WHERE.** Once the arrangements have been made and the other group arrives, your ship provides meals and lodging in your homes. Follow a prearranged program for the period of their stay.

You can plan socials, and sight-seeing tours of local museums, factories, and colleges. Arrange for religious services according to your visitors' faiths.

## Campus Visit

Regardless of whether your Sea Scouts are freshmen or seniors, a campus visit will give them firsthand impressions and information for decisions about further education. Most of them will want to go to a college or university. A well-organized campus visit could be extremely helpful.

Your campus visit should include a chance to see the academic and sports facilities, and should give your Sea Scouts an opportunity to discuss some of the following questions with a representative of the institution.

1. Should everyone continue his education after high school?
2. What is college like? How does it differ from high school?
3. How can I prepare to take full advantage of my college opportunities?
4. What course of study should I follow?

Make definite arrangements with the college or university officials where you plan to visit. Be sure your visit is worthwhile to all Sea Scouts. For various reasons, some of them will not be going to college.

## Watches and Bell Time Contest

**Table 4: Bells and How Struck**

1 bell	(.)
2 bells	(..)
3 bells	(.. .)
4 bells	(.. ..)
5 bells	(.. . . .)
6 bells	(.. . . .)
7 bells	(.. . . .)
8 bells	(.. . . .)

Each dot represents one strike of the bell

The watch system and bell time provide a salty subject for a ship meeting activity.

Watches are work shifts. In the old days, the standard was "four-on and four-off," referring to duty hours.

Nowadays, the general rule is "four-on and eight-off," a system that keeps a third of the crew on duty at all times. To stagger the shifts, dogwatches come at 4-6 P.M. and 6-8 P.M. each day.

Ship's bell time was based on the four-hour watch. One strike on the bell indicates the first half hour of the watch. Then the bell is struck an additional time for each half hour. Thus, eight bells is the end of a four-hour watch. This is repeated for each watch.

When the bell is struck more than once, it is sounded in twos. Thus at 2:30 P.M. you will hear ring-ring, ring-ring, ring. Check the chart for a full day of bell time.

When everyone thoroughly understands watch and bell time, conduct a contest. Divide into crews and give each Sea Scout a pencil and paper.

Announce the name of a watch and then ask the boatswain to ring the number of bells for the time you want to indicate. For example, "It is the first dogwatch. Boatswain, strike three bells." Each member then puts down the time, in this case 5:30 P.M. Offer about 20 problems. The crew making the fewest errors wins.



**Table 5: Watches**

First Watch	2000–2400
Middle Watch	2400–0400
Morning Watch	0400–0800
Forenoon Watch	0800–1200
Afternoon Watch	1200–1600
First Dog Watch	1600–1800
Second Dog Watch	1800–2000

\*In the second dogwatch, to indicate that a new watch has taken over, the sequence of bells is varied as follows: 1 bell, 6:30 P.M.; 2 bells, 7 P.M.; 3 bells, 7:30 P.M.; 8 bells, 8 P.M. The ship's clock, of course, repeats the sequence of 1 to 8 bells every 4 hours (day and night) without variation.

For piloting, navigation, and military purposes, time is expressed in four figures from 0100 through 2400 (midnight). This 24-hour clock avoids confusion between morning and afternoon. Thus, 0100 (pronounced “oh one hundred”) is 1 A.M., and 1300 is 1 P.M.

Practice this system with your ship members for a while and then apply it to the “Watches and Bell Time Contest.” Referring to the previous example, the time would be 1730. Don’t call it 1730 “hours”; it’s lubberly.

It is also the aim of every ship to add to their knowledge and appreciation of America by visiting historic sites. There are many wonderful places available in every part of the country; for Sea Scouts there are sites along each coast as well as along the water trails—rivers, inland lakes, and streams. A visit to Mystic Seaport in Connecticut, tracing the canoe trail of Jean Nicolet in Wisconsin, and discovering what happened to the square rigger in San Francisco Bay during the gold rush are prime examples of historic adventures that can highlight a trek or cruise.

Information about historic trails is available through your council service center. *Tours and Expeditions* lists places to visit. For further information, check with your local historical society, public library, and museums. People connected with these organizations are familiar with most opportunities for historic treks.

An important element to success is to time your trek, if possible, with the seasonal pageant related to the site you are visiting. This will add to the fun, excitement, and historical significance of your trek; a visit after the annual observances would be like reading yesterday’s newspaper.

## The 24-Hour Clock

## Historic Trek

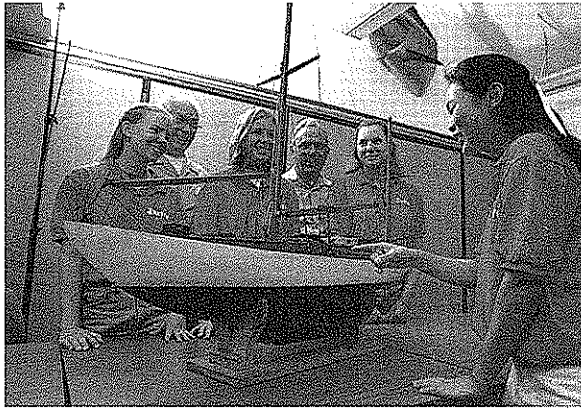
## Ship Meeting Program Helps

The modern ship proceeds safely and smoothly on a predetermined course. Its heading is based on known channels and obstructions as recorded by those who have sailed before.

Similarly, your Sea Scout ship should welcome the information in this manual when planning your meetings. It contains time-tested methods and experiences reported by successful Sea Scout ships all over the country. Among these are Skippers who have discovered ways of making ship meetings and activities increasingly successful.

A word of warning, however: Remember that the use of program aids, and the choice of when and where to use them, must be based on local conditions.





Place, time, equipment, money, and talent should determine your methods as you make practical use of the information in this manual.

As an example, you might think that the best place to learn the basic skills of sailing is in a boat in a good breeze. Experience, however, shows that it is far wiser to learn these basic skills in training activities staged ashore and follow this up with actual practice in a sailboat on the water. In this way you will be prepared.

Keep in mind that for the most part good programs do not just happen, they are planned. Capable petty officers are not just born; they are trained and coached. This chapter should supply you with many new techniques and ideas. It should make you aware of the additional help that you can find in other publications, training experiences, and petty officers' meetings.

## The Ship Code

Many ships are supplementing the Venturing Code and Sea Promise with ship codes of their own, statements of ideals and conduct developed and approved by the ships' members. Each ship code is different and meets the needs of the individual members involved.

### Contents of the Code

As you discuss and decide what goes into your ship code, keep in mind that in addition to supplementing the Sea Promise, your ship code should express

- The means of upholding your ship's reputation and traditions
- What the members consider important as a group
- The reason for their association in the ship
- Ideas that describe the ship's purpose
- A standard or goal for self-improvement
- A measure of performance or progress

### Developing a Code

Everyone in the ship should share responsibilities in this project since everyone is expected to subscribe to the results. One way to develop a ship code is to devote an entire meeting to it. Brainstorm about what ought to go into it.

Following this discussion, the ship's petty officers or a committee appointed by the Skipper can put everyone's ideas into a form that can be considered, corrected, and approved by the membership.

### Revising the Code

The ship code should be reconsidered and necessary revisions made at least once each year. A convenient way to schedule this is to make it a part of the annual ship charter renewal. However, a ship code may be revised as often as the majority of the members wish.

### The Use of Your Ship Code

The ship code, like the Sea Promise, becomes a part of the admission ceremony. New members are asked to subscribe to it as they sign the ship's log to gain official membership.

---

## A Skipper's Minute

It was the custom on old sailing ships for the captain to appear on the quarterdeck at intervals to talk to his ship's company. Sometimes this occurred when there was a special commendation to be made and at other times when the morale of the crew needed boosting.

## Sample SHIP CODE AND BYLAWS

### A. PREAMBLE—THE VENTURING CODE

#### *As a Venturer—*

I believe that America's strength lies in our trust in God and in the courage, strength, and traditions of our people.

I will, therefore, be faithful in my religious duties and will maintain a personal sense of honor in my own life.

I will treasure my American heritage and will do all I can to preserve and enrich it.

I will recognize the dignity and worth of all humanity and will use fair play and goodwill in my daily life.

I will acquire the Venturing attitude that seeks the truth in all things and adventure on the frontiers of our changing world.

### B. SHIP BYLAWS

#### 1. Objectives

The objectives of Ship No. 2502 are:

- To learn
- To share responsibilities
- To have fun

#### 2. Membership

Membership shall be open to all young adults of high school age living in the surrounding area who are in senior high school or at least 15 years of age. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Venturers and agree to and sign the ship code and bylaws.

#### 3. Officers

- The elected petty officers shall be boatswain, two boatswain's mates, yeoman, purser. The duties of the petty officers are described on page 8.
- The normal term of office shall be for one year starting on February 1. Elections shall be held in January.
- No member shall serve more than two successive terms in the same office.
- The boatswain shall appoint a nominating committee which shall consist of three members. The committee shall present a complete slate of candidates who have agreed, if elected, to serve to the best of their abilities.
- On the night of the elections, nominations may be presented from the floor by any member. If the nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot.

f. All contested ballots shall be secret.

g. Nominees must be willing and able to serve in the position elected for the full term of the office.

#### 4. Ship Business

Ship business will be conducted under the principles outlined in Robert's Rules of Order. Voting on all issues will be by simple majority, with the exception of changes or amendments to the bylaws, which will require a two-thirds vote of the total active membership. A quorum shall consist of one more than the majority of members for votes on routine business.

#### 5. General Meetings

General meetings will be held at least once a month, during the third week. Special meetings may be called by the boatswain as needed.

#### 6. Petty Officers' Meetings

Petty officers' meetings will be held at least once a month, during the third week. Special meetings may be called by the boatswain as needed.

#### 7. Newsletter

The ship will publish a newsletter the first week of every other month. Included in this mailing, too, will be all other supplemental information of interest to the membership. The newsletter will serve as the historical record of the ship.

#### 8. Dues

Dues will be \$5.00 per month, payable at the first meeting of every month. College reserve members dues will be \$2.00 per month. Two months of delinquent dues make the member ineligible to participate in activities.

#### 9. Money Earning

Dues will be supplemented by money-earning activities involving the participation of all members. Members not participating will not be entitled to the benefits of the money derived from the activities. All money-earning projects must be approved by the Skipper and meet the requirements listed on the BSA Unit Money-Earning Application, No. 34427.

#### 10. Activities

It shall be the intention of the ship's leadership to provide outside activities.



In our Sea Scout ships today, the Skipper will probably also take the opportunity to add a touch of inspiration to the ship meeting. In that moment, he or she will probably talk to you about desirable personal qualities. Listen well. His or her experience and knowledge may calm a rough sea for you or turn you on a course to success.

The Skipper's minute is generally given just before the meeting is closed. Except for the closing ceremony, nothing should follow. A Skipper's minute is never very long. It is most effective when it is about three minutes.

### Suggested Approach

A clever Skipper will usually plan to talk about character traits, tying them into the tradition of the sea. For example, a subject of perseverance or leadership may be associated with the story of John Paul Jones and his famous words, "I have not yet begun to fight."

Relate the subject of respect to the story of the double salute. This is a tradition based on a duty to God and to country. And if the subject is loyalty, why not quote Captain James Lawrence on the *Chesapeake* when he immortalized the words, "Don't give up the ship!" He died proving he meant it.

### Suggested Subjects

- Cheerful Service
- Obedience
- Teamwork
- Friendliness
- A Code of Conduct
- Service to Others
- Individual Responsibility
- Loyalty
- Reverence
- The Sea Promise
- Personal Fitness
- Our National Ensign

### Ship's Papers and Log

Ever since the early days, historians have been thankful that ship captains have kept accurate accounts and day-to-day logs of their travels. This is a tradition of the sea that should also be practiced by your ship. It will help you run a tight ship, while giving you a historical record of which you will be proud.

### Who Is Responsible?

The responsibility for records and a good log lies with the yeoman, but he or she needs the full support of his or her petty officers to get the job done.

Most or all of the following are essential to a good set of ship's papers.

A record book for the yeoman provides a place to keep minutes of both the ship and the quarterdeck meetings, as well as membership rosters, a record of attendance, advancement, dues, etc. It provides him or her with information on how to handle correspondence; this handy book contains a temporary file for it.

**A SHIP LOGBOOK.** There is no one recommended book for this purpose. Sea Scouting tradition has established this as an individual ship project. It should be an impressive-looking record of your ship, illustrated in a nautical manner.

The ship's log should contain the complete history of the ship. This should be supported by photographs, clippings, and program souvenirs illustrating outstanding achievements by the members of the ship.

In the front of this book should be a place where each new member signs in during the admission ceremony. This book should contain a roster of ship's officers and petty officers.



It should be a colorful book, the kind of production that would make you want to show it to every visitor who comes aboard your ship. The ship's log should be a proud record of a proud ship.

**THE DECK LOG.** A ship's deck log contains a valuable record of the vessel's cruising and activities under way. Along with the ship's documents and piloting notes, it is usually kept aboard during the cruising season and stored ashore during layup. The person appointed to serve as the ship's principal navigator is usually responsible for the deck log and related papers.

## The Boatswain's Pipe

The boatswain's pipe in the early days was known as the "whistle of command" and had its origin in the rowing galley of Grecian ships. Although it may look and sound a bit like a whistle, it is in reality a musical instrument on which many kinds of calls may be played. It is not like the whistle that a coach might use with his squad.

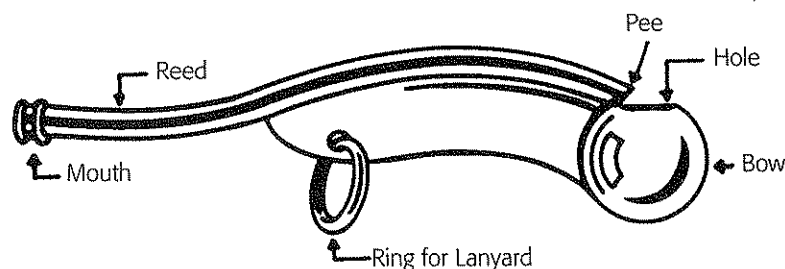
The pipe is used only by the boatswain and his or her crew leaders, not by the Skipper or the mate. The Skipper or the mate issues his or her orders verbally to the boatswain who, in turn, either uses a pipe or passes them on verbally to the crew leaders. The crew leaders wear the boatswain's pipe as an indication of their office and also to transmit orders to their crews.

The boatswain's pipe is worn suspended on a white lanyard and carried in the pocket on the left-hand side of the blouse, as shown in the illustration.

It can be tuned by adjusting the pee or by flattening or soldering the sides so as to fill the space between the pee and the bowl. Sometimes the call can be improved by scraping the wind edge or enlarging the hole in the bowl by filing.

It is essential that the reed strike the hole fairly. This can be tested by pushing a broom straw down through the reed and adjusting the wind edge until it splits the straw.

If correctly tuned, the pipe should sound even when blown very lightly with the hand open. With the hand closed, the call should sound clear and shrill when blown rather hard.



There are four positions of the hand: open, curved, closed, and clinched (see illustration).

These positions will also indicate the lung force or the pressure of blowing. As a rule, the open hand calls for the least pressure required to make a soft,



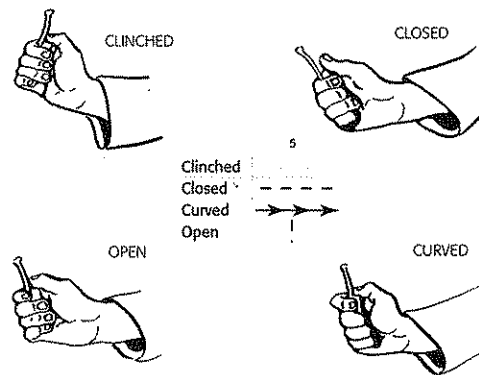
### Wearing the Boatswain's Pipe

### Tuning the Pipe

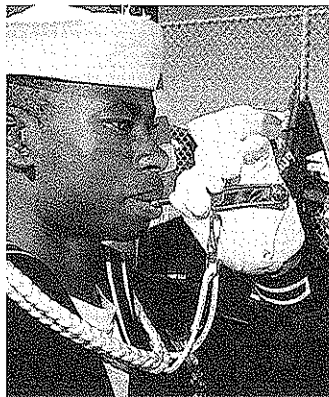
### Positions of the Hand



clear note; the clinched hand calls for all the wind pressure possible to make a note shrill and clear.



## Learning the Calls



To learn the six calls used in Sea Scout ceremonies, you must first understand the score. Note that the illustration shows how the four positions of the hand are designated in the four spaces of a musical staff.

The straight line on the staff indicates a smooth note. This is the way any ordinary whistle is blown, and is raised or lowered simply by the lung force used.

A dotted line indicates a rattled note, made by flipping the tongue against the roof of the mouth, imitating a whistle rattled by a pea.

A broken line indicates an undulating note. Undulating notes are made by a combination of the tongue slightly undulating while the throat checks the lung pressure or flow of breath, causing the sound to undulate smoothly, but continuously, at equal intervals.

Full arrowheads along a line indicate full breath impulses. Half arrowheads mean gentle breath impulses.

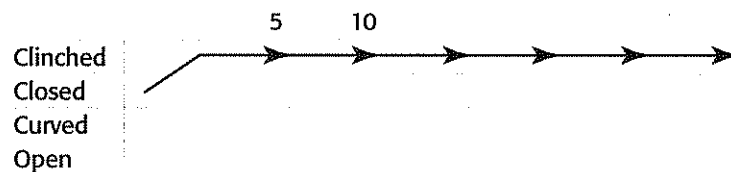
Intervals or rests are marked thus with the number of seconds above, if more than one is required. Otherwise the notes are slurred smoothly.

## The Calls

### Word to Be Passed

This is piped to command silence before passing an order or information. Start in closed and clinch within a second. Impulse the shrill call with lung force about three times, and end sharply.

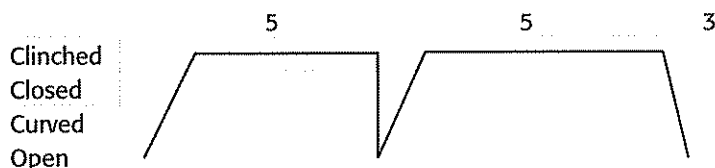
Follow with the order or information to be passed.



This is piped to order a boat away.

Start in open, close to clinched, hold the shrill five seconds; then open and close again to the clinch, and hold the shrill five seconds; then open and end softly, allowing three seconds for the fall to silence.

Follow with the order for the boat wanted.

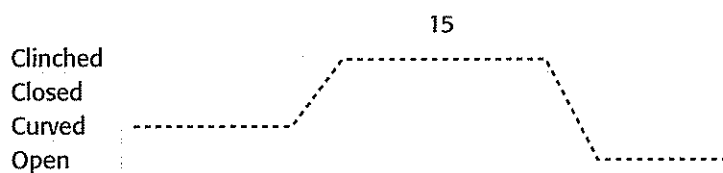


## Boat Call

This is piped to call side boys: one veer for two side boys, two veers for four side boys, three veers for four side boys, and four veers for eight side boys.

Start in the curved and close to clinched.

Follow with the order: "Side boys, post."

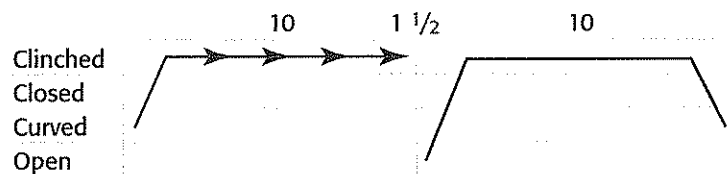


## Veer

This is piped to assemble all hands.

Close to clinched and impulse softly about three times, holding the shrill 10 seconds, ending sharp; again close to clinched softly, and hold the second shrill 10 seconds and allow it to fall softly to a finish for three seconds.

Follow with the order: "All hands on deck!" (or wherever they are to assemble).

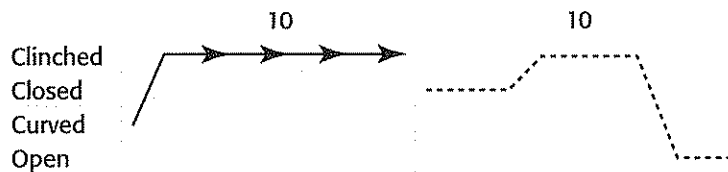


## All Hands

This is piped for dismissal from all ceremonies and assemblies, and for any meal.

It is a combination of the calls "word to be passed" and a "veer" of about 10 seconds, ending in a sharp, short peep.

Follow with the order: "Dismissed" or "Fall in for mess."



## Pipe Down

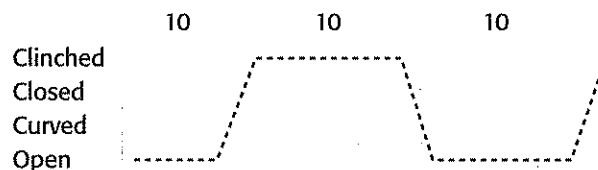


## Piping the Side

This is piped to accompany side honors.

Start in the open with low smooth note, rise slowly to the shrill, fall faster to low note, and finish with low soft shrill.

Officers and side boys come to salute at first note and hold it till last note. The boatswain holds the call with the right hand and salutes left-handed.



## Drill Ship Formations and Movements

The electives in Ordinary, Able, and Quartermaster ranks call upon Sea Scouts to demonstrate the ability to execute and give commands for formations and movements. The basic Sea Scout drill movements are described in the following pages. For a more detailed explanation of drill movements, the best source is the *Marine Corps Drill and Ceremonies Manual*, NAVMC pub 2691. This manual is the standard for the U.S. Marines, U.S. Navy, U.S. Coast Guard, and U.S. Merchant Marine. This manual has been adopted by Sea Scouting as the authority on Sea Scout drill. Remember, the use of rifles, swords, simulated rifles, or any type of weapon in connection with Sea Scout drill is strictly prohibited.

## Techniques for Close-Order Drill

In general, the leader of a drill formation must take several things into account when standing in front of the crew. First, he or she should take pride in his or her personal appearance and bearing. The leader should not expect the crew to act or look any better than he or she does.

Next, the leader of a drill formation must be extremely patient. Sea Scouts will make mistakes, especially when they are exposed to close-order drill for the first time or while learning new movements. Keep an open mind and be understanding. To lose one's bearing and become angry does not make a good leader and frustrates everyone involved.

When teaching new movements, ensure they are explained and demonstrated as clearly as possible and every member of the drill unit fully understands them. Do not touch individuals to position or adjust them. Rather, point to where they should move to or tell them how to adjust.

Always become familiar with a drill card before executing it, noting what movements need to be executed. During competition, look at the card you are given frequently by extending your left arm straight out in front of you. (You need your right arm free to salute with.)

Keep a positive mental attitude when teaching or leading close-order drill. It helps the unit to practice over and over when the leader is in high spirits.

Last, always watch your drill unit for mistakes. When they do occur, correct them immediately, noting what errors need to be worked out at the appropriate time. The crew members should understand that they should not correct themselves. Instead, wait for you, the drill leader, to correct them. When a correction has been made while practicing, the unit or element should repeat the movement to ensure comprehension.

Commands will become more familiar with practice. Many members of the armed services forget how to execute movements properly because they are not exposed to them regularly. When giving commands, the leader must be aware of four techniques. First, make the commands definite. Second, the commands must be given in a positive voice. Third, the command must be concise and understandable. Last, always look at the unit to reinforce the effectiveness of the leader, not just to note mistakes, but to show that you are really interested in the performance of the drill unit as well.

There are four types of commands Sea Scouts should be familiar with.

**PREPARATORY COMMAND.** The command that indicates what movement is to be executed. It is given in a normal voice loud enough to be heard by the entire unit with rising inflection. It normally lasts one count, but may last up to three counts.

**COMMAND OF EXECUTION.** The command that indicates when a movement is to be executed. It is given at a higher pitch than the preparatory command. There should be no inflection in the voice and it should be given with snap.

**SUPPLEMENTARY COMMAND.** A command given when an element of a larger unit is acting separately. One instance when a supplementary command would be given is in COLUMN OF FILES. The crew leaders would give supplementary instruction to the elements in their lines after the commands given by the drill leader. The commands are given in the same voice and inflection at the preparatory command and command of execution. The cadence is normally one count but may be more.

**POSITION OF ATTENTION.** The heels are together on the same line. The feet are turned out equally and form an angle of 45 degrees. The knees are straight without stiffness. The hips are kept level and drawn back slightly. The body is erect and rests equally on the hips. The chest is lifted and arched. The shoulders are square and fall equally. Arms are to hang naturally at your side with the fingers joined in a natural curl with the thumb touching the second joint of each index finger and the outside forward portion of the thumb tip on the trouser seam. No movement and no talking. The head is erect and squarely to the front, the chin drawn in so that the axis of the head and neck is vertical. The eyes are straight to the front. The weight of the body rests equally upon the heels and the balls of the feet.

**THE RESTS.** Being at halt, there are four positions of rests: FALL OUT, REST, AT EASE, and PARADE REST. The unit leader executes the command after the unit does. The unit leader may only give the command ATTENTION once he or she has given a REST command. The unit leader comes to attention before he or she gives the command of (1) SHIP, (2) ATTENTION. The unit leader positions himself or herself in front of the formation, at center, at a distance of six paces, facing the formation while giving commands. In large formations, the unit leader will do an about face after giving commands.

On the command (1) PARADE, (2) REST, the Sea Scouts move their left feet approximately 12 inches to the left. At the same time the left foot is moved, clasp the hands behind the back. The left hand is placed in the small of the back, just below the belt, and the right hand is placed over the left. The thumb of the right hand lightly grasps the thumb of the left hand. All the fingers are extended and joined, and the palms are to the rear. The elbows will be in line with the body. Do not move or talk. Hold your head and eyes in the same position as you would at the POSITION OF ATTENTION. Upon hearing the com-

## Types of Commands

## General Rules





mand (1) SHIP, (2) ATTENTION and on the command of execution, smartly bring the left heel against the right and at the same time drop the arms to the sides and assume the POSITION OF ATTENTION.

On the combined command (1) AT EASE, the unit first moves to the POSITION OF PARADE REST for an instant, and then the Sea Scouts are allowed to move their heads, hands, and adjust their uniforms, but keep their feet in position, no talking. Upon hearing the preparatory command of SHIP of the full command (1) SHIP, (2) ATTENTION, the unit will come immediately to the POSITION OF PARADE REST and then, upon the command of execution ATTENTION, will move from PARADE REST to the POSITION OF ATTENTION.

On the combined command (1) REST, the unit breaks the POSITION OF ATTENTION. The Sea Scouts may move about and talk in low tones. The only requirement is that the right foot remain in place. As with AT EASE, when the preparatory command SHIP is given, the unit will snap to the POSITION OF PARADE REST and then move to the POSITION OF ATTENTION, with the command of execution.

On the combined command (1) FALL OUT, the unit breaks formation and remains in the immediate area. The only command that may follow FALL OUT is FALL IN.

**EYES RIGHT OR LEFT.** (1) EYES, (2) RIGHT or LEFT. When marching, on the command of execution, RIGHT or LEFT, all except the Sea Scouts on the flank in the direction called snap their heads 45 degrees in that direction. The unit leader executes the movement with the unit and also executes a HAND SALUTE. When the unit has passed the reviewing officer, the unit leader calls (3) READY, (4) FRONT. On FRONT, the unit leader retires his or her salute and the Sea Scouts snap their heads to the front.

When halted, everyone turns their head 45 degrees in the direction called and the unit leader salutes. If the unit leader is the one giving the command, he or she gives it facing the unit, then faces about and executes the salute.

**POSITION OF THE UNIT LEADER.** The unit leader takes a position six paces in front of and at the center of the front rank. In the column, the unit leader marches at the head of the left file of the extreme left column. Stationary commands are usually given from the position of six paces in front of and at the center of the first line. The unit will fall in and fall out with the unit in line formation and the unit leader "front and six." The command FORWARD MARCH will only be given while the unit is in columns, and the unit leader will take his or her proper position three paces in front of the first person in the extreme left column before giving that command. If the unit is in line, the unit leader will give the command RIGHT/LEFT FACE to establish the unit in columns before giving the command FORWARD MARCH.

**TO ALIGN THE SHIP,** the command is (1) DRESS RIGHT, (2) DRESS. This command may only be given while the ship is in a line. On the command of execution, DRESS, each Sea Scout except the Sea Scout on the extreme left of the line will raise his or her left arm straight with the palm flat and the fingers and thumb straight and joined to establish interval. All Sea Scouts will turn their heads sharply to the right to correct alignment. The Sea Scout on the extreme right of the line keeps his or her head forward. The unit leader will then face half left and march by the most direct route until positioned on a line with the front rank and one pace from the extreme right flank Sea Scout. When in position, the unit leader executes a halt, facing to the rear, and then executes a right face facing down the line. He or she aligns the front rank by command-

ing those Sea Scouts in advance or rear of the line to move forward or backward until in line. The unit leader aligns each Sea Scout by calling out the Sea Scout's name and instructing him or her to move forward or back. The unit leader executes a series of short side steps to right and left to check and direct the alignment of the first line. When the alignment is correct, the unit leader repeats the alignment procedure with each line. Once the lines are aligned, the unit leader marches to the front of the extreme right flank and takes a position three paces in front of the first person on the right of the front line, facing left, and gives the command (3) READY, (4) FRONT. On the command of execution, FRONT, all Sea Scouts drop their arms and turn their heads smartly front at the same time. The unit leader will then give the command COVER. All Sea Scouts then slightly adjust their alignment with the person immediately in front of them. The correct distance in a column is 40 inches back-to-chest interval. The unit leader then marches to his or her position at the center and six paces in front of the first rank.

For close interval, the command is (1) AT CLOSE INTERVAL, DRESS RIGHT, (2) DRESS. This movement is the same as DRESS RIGHT DRESS except instead of Sea Scouts raising their arms straight out, they place their left hands on their hips, fingers and thumbs straight and joined, wrists at the belt line with elbows extended 90 degrees to the body, thus establishing a closer interval. If the unit appears aligned to the unit leader, the unit leader may just give the command COVER and need not inspect the ranks.

**FACINGS.** (1) RIGHT (LEFT), (2) FACE. Raise slightly the left heel and right toe and face to the right, turning on the right heel assisted by slight pressure on the ball of the left foot; place the left foot by the side of the right. Similarly, left face is executed on the left heel.

Half left or right is executed similarly, by turning 45 degrees.

To face the rear: (1) ABOUT, (2) FACE. Carry the toe of the right foot about a half foot length to the rear and slightly to the left of the left heel without changing the position of the left foot. Turn to the right on the left heel and right toe.

**SALUTE WITH THE HAND.** (1) HAND, (2) SALUTE, (3) READY, (4) TWO. At the command SALUTE, raise the right hand smartly, the fingers rigidly extended in a flat hand, till the tip of the forefinger touches the forehead just right of the right eye or the eyebrow if uncovered; the palm should be to the left, forearm inclined at 45 degrees, hand and wrist straight. At the same time look toward the person being saluted. At the command READY TWO, drop the arm smartly by the side.

**STEPS AND MARCHES.** All steps and marches that are executed from a halt, except right step and right flank, begin with the left foot. The length of the full step in quick time is 30 inches, measured from heel to heel. The cadence is 120 steps per minute.

The length of a full step at double time is 36 inches. The cadence of the step is 180 steps per minute. When necessary, the instructor indicates the cadence of the step by calling ONE, TWO, THREE, FOUR or LEFT, RIGHT, LEFT, RIGHT the instant the left and right foot respectively should be planted.

All steps, marches, and movements involving marching are executed in quick time, unless the ship has been commanded to march in double time. In this case, DOUBLE TIME is added to the preparatory command.

**QUICK TIME.** Being at a halt, to march forward in quick time: (1) FORWARD, (2) MARCH. At the command FORWARD, shift the weight of the body to the right leg, left knee straight. At the command MARCH, move the left foot smartly straight forward 26 inches from the right, sole near the ground; plant it



without shock. Next, in a like manner, advance the right foot and plant it as above. Continue the march. Let the arms swing naturally.

**MARK TIME.** Being in march: (1) MARK TIME, (2) MARCH. At the command MARCH, given as either foot strikes the ground, advance and plant the other foot. Bring up the rear foot and continue the cadence by alternately raising each foot about 2 inches and planting it aligned with the other. Being at a halt, at the command MARCH, raise and plant the feet as described above. Always start with the left foot.

**HALF STEP.** (1) HALF STEP, (2) MARCH. Take steps of 15 inches in quick time or double time. To resume the full step from half step or mark time, command (1) FORWARD, (2) MARCH. This is the only occasion when the command (1) FORWARD, (2) MARCH may be given when the unit is not halted.

**BACK STEP.** Being at a halt or mark time: (1) BACKWARD, (2) MARCH. Take steps 13 inches straight to the rear. The back step is used for short distances only.

**HALT.** To arrest the march in quick time: (1) CREW, (2) HALT. At the command HALT, given as either foot strikes the ground, plant the other foot as in marching. Raise and place the first foot by the side of the other.

**MARCH BY THE FLANK.** Being in march: (1) RIGHT (LEFT) FLANK, (2) MARCH. At the command MARCH, given as the right foot strikes the ground, advance and plant the left foot; then face to the right while marching then step off in the new direction with the right foot.

**MARCH TO THE REAR.** Being in march: (1) TO THE REAR, (2) MARCH. At the command MARCH, given as the right foot strikes the ground, advance and plant the left foot. Turn to the right on the balls of both feet and immediately step off in the new direction with the left foot.

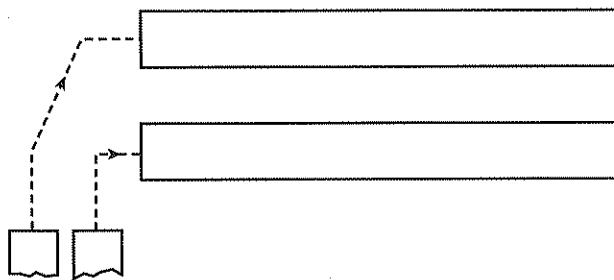
**COUNT OFF.** At this command all except the right file execute EYES RIGHT. Then, beginning on the right, the Sea Scouts in each rank in turn count ONE, TWO, THREE, FOUR. Each Sea Scout turns their head and eyes to the front as they count.

Being in line, forming a column and marching to the flank. The commands are: (1) RIGHT (LEFT), (2) FACE, (3) FORWARD, (4) MARCH. The line must be at normal intervals, so that after facing, there is sufficient distance for a full marching step between Sea Scouts. All Sea Scouts start off with a full left step at the command MARCH.

The crew normally marches in a column. It should march forward in line for short distances only.

Being in column, to change direction. The commands are: (1) COLUMN RIGHT (LEFT), (2) MARCH. At MARCH, the leading Sea Scout executes by the right flank (by the left flank) and continues in the new direction. The other Sea Scouts execute the same movement successively at the same pivot point as the leading Sea Scout.

**COLUMN OF TWOS.** When marching in small groups, not at drill, the crew may be formed in two ranks and given the command: (1) RIGHT (LEFT), (2) FACE.



COLUMN RIGHT, MARCH  
(Two crews)

**FOLLOW THE LEADER.** To march the ship without unnecessary commands, the leader places himself or herself in front and commands:

FOLLOW ME, and the column follows the leader.

---

## School of the Ship

**TO FORM THE SHIP.** The petty officer in charge commands: FALL IN. The first group (fixed by custom or rotation) forms in line at normal intervals, its center opposite and three paces from the petty officer. The other groups form in rear of the first group and in the same manner with a 36-inch interval between ranks. Crew leaders are on the right of their groups. Sea Scouts (other than ship's petty officers) not assigned to groups fall in on the left at normal interval.

To form at close interval, the commands are: (1) AT CLOSE INTERVAL, (2) FALL IN.

The petty officer gives the command: (1) DRESS RIGHT, (2) DRESS. He aligns each group successively, returns to point A, and commands: (1) READY, (2) FRONT.

Returning to the post in front of the center of the ship, the petty officer faces the Skipper or mate, salutes, and reports, "Sir, the ship is formed."

**TO MARCH THE SHIP.** The normal formation for marching is in columns of twos, threes, or fours, depending on the size of the ship. The unit leader will march at the head of the column to the extreme left. He or she takes that position once the unit is formed and ready to march. On the command (1) FORWARD, (2) MARCH, Sea Scouts step forward with their left feet smartly and take 30-inch steps. At the same time, they begin to swing their arms in their natural arc, 6 inches to the front and 3 inches to the rear of the legs, taking 120 30-inch steps per minute. Do not half-step unless giving the command to do so.

**TO CHANGE DIRECTION IN COLUMN.** The commands are (1) COLUMN RIGHT/LEFT, (2) MARCH. At MARCH, given as the right foot strikes the ground, the right flank person of the leading rank executes a right flank movement, stepping off in the new direction with one full step, followed by half steps. The other group column leaders turn to the right without changing interval, and continue at full steps until abreast of the pivot person. When all group column leaders are again in line, they resume the full step. The rank in the rear of the leading rank executes the movement on the same ground and in the same manner.

**OPEN/CLOSE RANKS.** This movement forms the unit for inspection. The command is (1) OPEN RANKS, (2) MARCH. On the command of execution of



MARCH, the first rank will take two steps forward and execute a DRESS RIGHT DRESS. The second rank will take one step forward and execute a DRESS RIGHT DRESS. The third rank will stand fast and execute a DRESS RIGHT DRESS. The fourth rank will take one step backward and execute a DRESS RIGHT DRESS. Each additional rank will take another step backward and execute a DRESS RIGHT DRESS. The unit leader makes a half left face and marches to a position at the extreme right flank of the first line of Sea Scouts, calling cadence until he or she reaches the position. Then he or she will check the alignment of each rank as described in DRESS RIGHT DRESS. After every rank has been checked, the unit leader will step off, marching so as to take a position one pace to the right and three paces in front of the first Sea Scout on the extreme right flank. There, execute a left face and give the command (3) READY, (4) FRONT. On the command of execution, FRONT, the Sea Scouts drop their arms and turn their heads back to the front in one count. The unit leader gives the command COVER, then takes one step forward to post in front of the first Sea Scout in the first rank, executes a RIGHT FACE, and reports the unit ready for inspection. When the inspection is over, the unit leader will return to three paces in front of the first Sea Scout in the first rank. After receiving directions from the inspector, the unit leader will execute a LEFT FACE and give the command (5) CLOSE RANKS, (6) MARCH. On the command of execution, MARCH, the first rank will stand fast. The second rank will take one step forward, the third rank will take two steps, and so on. The unit leader will march to the position of six paces and centered, again, giving cadence while he or she is on the march. The unit leader will pace his or her steps so the last step will be on the right foot, which he or she will place on the deck, bringing the left foot up to assume the POSITION OF ATTENTION, and execute a LEFT FACE, analyze his or her position, and adjust as necessary, taking side steps to the left or right to move to center and forward or back to place himself or herself center and six of the first rank of Sea Scouts.

To form for inspection at close interval, the command is (1) AT CLOSE INTERVAL, OPEN RANKS, (2) MARCH. All is the same except instead of raising their arms straight out, the Sea Scouts place their left hands on their hips, fingers and thumbs straight and joined. The command (1) CLOSE RANKS, (2) MARCH is used to re-form the unit at both normal and close.

**MARCH AT THE OBLIQUE.** This movement may be executed only when marching at quick-time cadence. (The word "oblique" is pronounced to rhyme with "strike.") Upon receiving the command (1) RIGHT/LEFT OBLIQUE, (2) MARCH, all Sea Scouts in the formation will half turn to the right/left and continue marching. Each Sea Scout shall keep a position with his or her shoulders parallel to the Sea Scout in front.

The command MARCH is given as the foot in the direction of the turn hits the deck. The Sea Scout takes one more step forward, faces half right/left in marching, and steps off at an angle of 45 degrees from the original direction of march. To resume the original direction of march, the command (1) FORWARD, (2) MARCH is given. Once the unit is marching at the oblique, the only commands that may be given are (1) FORWARD, (2) MARCH or (1) SHIP, (2) HALT. If the unit is marching at the oblique at half step, the command to resume full step to the oblique is (1) RESUME, (2) MARCH.

---

## Preparing a Report, Paper, or Statement

Fortunate are those who are able to evaluate a situation or a discovery and then write a convincing report about it. Sea Scouts, like all others, need to acquire this ability to develop a meaningful report or statement.

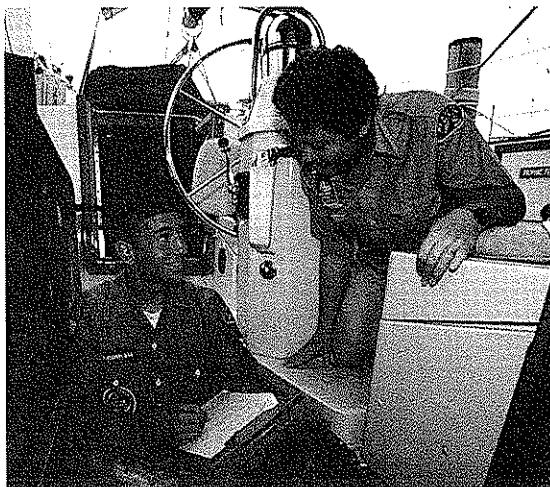
A project along this line is the Able requirement which reads: "Submit a statement of about 200 words that tells how the sea history of our nation has contributed to our way of life."

Read the chapter on "History and Traditions of the Sea" in this manual. You may also want to use information found in history books from your school or library.

After reading the references, discuss the project with your parents, history teacher, or friends. With their help, you will be able to decide those things that prove our sea history has contributed to our way of life.

Before you start to write, make a brief outline of your report in this manner:

1. Introduce the report by stating the subject and a list of resources. Tell where you found the resources and who you talked them over with.
2. Make a list of the brief statements that show our maritime history was a factor in the growth of our republic and its way of life.
3. Close with a brief statement summarizing your reasons and confirming your conclusion.



Keeping in mind the 200-word limitation, write your report from your outline.

### Write the Report

After you have written a paragraph for each main point of your outline, read the entire report. Eliminate duplications and ineffective words and phrases. Add any ideas necessary for a clear understanding of your views. When you are sure it makes sense, submit a neat, easy-to-read copy to your leader.

---

## Making a Speech

Public speaking gives you valuable practice in the most common way of communicating ideas. Throughout your life you will have opportunities to entertain, instruct, and persuade groups of people by speaking the right words to them. This includes your friends, classmates, teammates, club members, Sunday school class, union members, employees, board of directors, PTA, etc.

**PREPARE YOUR SPEECH.** Choose an appropriate subject if one has not been assigned.

Evaluate your audience, considering the sort of people in it, and what they probably know or want to learn about your subject.

Write down the purpose of your speech and the main ideas you think should be covered.

If it is necessary to get more information on the subject, read about it or talk to others who know it. Take brief notes.

Write an outline of your speech, including only the most important points, the fewer the better, and put them in a logical order. These points may be written on 3 x 5 cards.





**PRACTICE YOUR SPEECH.** Practice it, either aloud or silently, until you have it well rehearsed.

Time it so you stay within the limit.

Do not read your speech or memorize it word for word; just depend on an occasional glance at your outline or note cards.

**MAKE YOUR SPEECH PERSONAL.** Having chosen a subject of interest to your audience, briefly state its central idea or main problem and its importance to them.

Let each person feel you are talking to him or her by looking at the audience as individuals, not as a group.

**ILLUSTRATE YOUR SPEECH.** Show what you are talking about by using posters, charts, graphs, photos, etc. This makes it easier for you to talk and gives the audience a clearer understanding.

**MAKE YOUR POINT.** Summarize by restating the issue and its importance. State your conclusion by enumerating your main ideas.

---

## Leading a Discussion

The informal discussion method can be used in ship activities to exchange information and reach decisions. However, just because it is informal does not mean that it need not be planned. Follow these ideas:

**PREPARE FOR THE DISCUSSION.** Know the subject thoroughly either through experience, reading, or talking to experts.

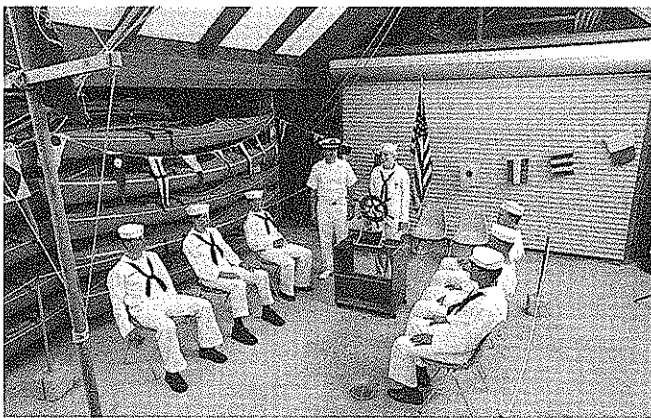
Write an outline so you have a pattern of ideas to follow. Have an opening statement that defines the subject and the purpose of the discussion.

**MAKE THE GROUP FEEL AT EASE.** Arrange them comfortably in a circle or square so they face one another. Ask them to remain seated while talking.

Suggest that they need not ask permission to speak as long as they do not interrupt others or talk too often or too long.

**GIVE EVERYONE A CHANCE TO TALK.** Keep in mind that you should direct, not dominate, the conversation; that you should get other people's opinions; that you are helping them think as a team.

Call on people when they seem ready to talk or when you know they have something to say, rather than taking turns.



Draw out shy members by directing questions at them and by complimenting them on their ideas.

Discourage speechmakers by reminding them of the limited time or by suggesting that they cut it short till others have had a turn.

**KEEP THE DISCUSSION MOVING.** Make the conversation flow around you, not necessarily through you. You are like the baseball pitcher who starts the play but does not always have the ball come back to him before going to someone else.

If the discussion goes off on a tangent, get it back on the right track by restating the purpose of the discussion or by suggesting there are more important points to be covered in the limited time.

Put many of your suggestions in the form of questions. Encourage informality and good humor. Permit friendly disagreement, but make sure that the conversation stays on the point under discussion and doesn't become personal.

**SUMMARIZE OCCASIONALLY.** Review the points that have already been made. Suggest other points that you think should be covered.

Close with a complete but brief summary of points covered and the conclusions reached.

---

## Involving a Guest Speaker

When you invite or introduce a guest speaker, you may be associating with an outstanding person. Something of his or her personality and way of doing things rubs off on you. In turn, the impression you make on him or her may result in his or her further interest in you and your ship.

**SELECTING A SPEAKER.** Set your expectations high. Don't hesitate to invite prominent people. Your ship has the name of Venturing and the Boy Scouts of America to support your efforts.

Choose a speaker for his or her knowledge of the subject plus the ability to get it across to young people in an interesting fashion; this is important. It prevents you from being stuck with a technical expert who also is an expert at creating a dull evening.

**INVITING A SPEAKER.** Make an appointment with the person you want to speak and extend the invitation in person.

An invitation over the telephone is less personal, but if necessary, the details can be arranged almost as quickly as in person.

If distance requires a written invitation, send it early enough to allow for any exchange of correspondence to complete the details.

Reach an understanding with the speaker about the length of the speech including any question-and-answer period, perhaps allowing a leeway of five or 10 minutes for the total. Discuss with the speaker the scope or angles of the subject to be covered.

Inform your speaker of the size of the audience, its age range, the meeting location including room number as well as the address, the time to arrive (perhaps after part of the program is in progress), the name of the person to ask for (probably yourself), and the time the program will end if he or she cares to stay on after finishing the speech.

Possibly, you may offer your speaker transportation, explain where to park, or extend any other courtesy you think of.

**INTRODUCING THE SPEAKER.** Be brief, you are only introducing the speaker. Omit clichés—stale, stilted phrases such as “a speaker who needs no introduction” or “we are gathered here tonight.”

To save time for the speaker, tell the audience briefly:

- Why this subject is of general interest
- Why it is of interest to this audience in particular
- Why it is of interest at this time
- Why this speaker is the one to present it

Give the speaker's ability to handle the subject a sincere buildup, but do not cause embarrassment by overselling him or her.

Save the speaker's name for the last words of your introduction. The name is usually the signal for the speaker to rise and come forward.

Make the speaker's name definitely the climax by pausing before it, saying it clearly, and raising your voice a bit: “It is an honor to present (short pause) Mr. Donald Olson.” Face the audience until saying the name, then turn to the speaker for acknowledgment.



**HANDLING THE QUESTIONS.** Since many speeches at ship activities are instructive, a question-and-answer period at the end can be helpful.

The moderator may, if the speaker wishes, preside over this period, calling on those who have questions.

Have a couple of members primed with questions, at least to save the embarrassment of having none asked.

**THANKING THE SPEAKER.** On behalf of the ship, the moderator publicly thanks the speaker at the end of the presentation.

In addition, it would be appropriate to thank the speaker with a letter from the yeoman expressing the appreciation of the ship.

---

## Giving a Demonstration

A demonstration is a talk brought to life. It can be given alone or by two or more Sea Scouts, with one serving as the commentator while the others carry out the action. If you work alone, you may find that doing what you are talking about is easier than just talking. At least it gives you something to do with your hands. The audience, of course, likes action in addition to the movement of the jawbone. They will also understand and remember better what they have seen.

A demonstration can be one of the most effective ways of showing off the Sea Scout program to public groups.

**PREPARE FOR THE DEMONSTRATION.** Size up your anticipated audience to determine their knowledge of the subject and how much detail you should give them.

Collect and prepare needed equipment.

Think it through and, if possible, make notes on the comments needed to explain your demonstration clearly.

Practice the demonstration from beginning to end until you can do it smoothly.

For a long demonstration, write an outline of the steps.

**GIVE THE DEMONSTRATION.** Briefly tell your audience the major points to watch for. Watch the audience reaction and fit the amount of detail and the pace of action to them. If necessary, repeat difficult or important steps, either as you go along or after all steps have been completed.

Adjust your speed to the difficulty in learning various steps.

If you warn against the wrong way by showing, always demonstrate the right way both before and after the wrong way.

**SUMMARIZE THE DEMONSTRATION.** Briefly review the important steps in the correct order.

Give your audience a chance to ask questions, or better, a chance to practice while you coach.

---

## Coaching a Skill

A talk, movie, or demonstration about a skill such as sailing or water-skiing can be interesting. Yet none of these make the skill as interesting as going out and getting your feet wet. Coaching—the method of supervised learning by doing—is the perfect follow-up to the demonstration of a skill.

When you think you are proficient in a skill, try coaching someone else in it, particularly a beginner. This will confirm your opinion of your ability or make you work some more until you have it perfected.



Be able to perform the skill well yourself. Review your own experience in learning the skill and work out a series of steps for teaching it.

Keep the coaching on a personal basis by working with a small group of trainees, perhaps only one to start with. Get additional coaches, if necessary, to keep the groups small.

Evaluate the abilities and personality traits of those you are coaching, as relating to their power to learn a particular skill.

If a trainee has acquired little or none of the skill through reading, discussion, or past experience, go slowly at first. Insist on accuracy or form first, then speed.

Don't interfere with the person's honest attempts. Don't interrupt efforts unless he or she bogs down or goes off on the wrong track.

Let the person make mistakes if the trainee can learn from them. But definitely point out any mistakes.

Never make corrections sarcastically or for the entertainment of onlookers.

Encourage the trainee by remarking on progress, pointing out the completion of each step and the steps done well.

Urge the person to practice and perhaps to coach someone else, when he or she has mastered the skill.

## **Suggestions for Coaching**

---

## **Publicizing Your Ship**

The boatswain's mate and the first mate give leadership to the publicity of their ship. They must secure the cooperation of all the petty officers and members in establishing and then following through on good public relations. The following suggestions have proved successful for many ships.

Find out what publicity media reach the people that you would like to inform. For example, let's assume you wish to recruit additional members. Would you want to put a story in the school paper, on the school bulletin board, on the sponsor's bulletin board, in the community newspaper, or would you prefer to advertise your ship on the radio or TV? Once you determine the outlet, talk to the person in charge of that medium, such as the editor of a newspaper, the station manager, or the principal of your high school.

Once you have established a good working relationship with this influential person, follow up with clear, interesting stories about your ship. Be sure your stories are sent before the deadlines.

The kind of stories he will take a second look at and probably print generally have some or all of these elements:

- It tells who, when, what, where, and how.
- It is brief and to the point and lists the full names of those who are involved.
- It is an interesting story accompanied by good, sharp photographs (glossy prints).

Your effectiveness with the news media, whether a radio station or your local newspaper, is often based on your attitude toward them. Be considerate of their problems and be as helpful to them as possible. As an example, always type your story double spaced.

Whenever you are successful in publicizing your ship, be sure to thank those who made it possible.

## **Searching Out Media**

## **Send Interesting Stories**

## **Show Appreciation**



## SUGGESTED AGENDA FOR QUARTERDECK MEETINGS

(The boatswain presides. Other petty officers participate as indicated.)

1. CALL TO ORDER — by boatswain
2. MINUTES OF LAST QUARTERDECK MEETING — by yeoman

Minutes are read, corrected, and approved.
3. REPORTS OF PETTY OFFICERS — called for by boatswain

Communications — by yeoman

  - Reads or summarizes all correspondence depending on its importance.
  - Takes notes and plans appropriate action.

Membership — by boatswain's mate

  - Presents plans for future ceremonies.
  - Reports progress in recruiting, including a discussion of prospective members.

Finances — by purser

  - Reports last month's income, disbursements, and balance.
  - Reports members owing dues or fees.
  - Obtains authorization for payment of bills.

Boats and equipment — by storekeeper

  - Reports last month's new, lost, or damaged items.
  - Reports needed maintenance or repairs.
  - Secures approval for items to be purchased or repaired.

District and council activities — by boatswain

  - Reports district and council activities and leads a discussion concerning ships' participation in them.
  - Secures suggestions for future district or council activities.

Past activities review — by boatswain

A brief review of the last month's activities, complimenting those responsible for success and encouraging positive discussion of any weaknesses.
4. APPROVAL OF SHIP MEETING AGENDA — by boatswain

The boatswain presents for approval the agenda for the business part of the two regular meetings to be held this month.
5. CHECK OF THIS MONTH'S ACTIVITY PLANS — by Skipper

A thorough check on all activity plans for this month with definite action to tie up any loose ends. Action concerning any necessary changes in activities or committees.
6. PROGRAM PLANNING SESSION FOR FUTURE ACTIVITIES

The program planning procedure is followed at this time during each quarterdeck meeting. Under the supervision of the Skipper, the petty officers use this practical and democratic four-step method to make final decisions concerning the activities that they feel will meet the needs and desires of the ship's membership. The process which serves as a guide for this session is outlined in detail on the following pages. Here are the four steps summed up briefly for your convenience:

Step 1: Collect activity ideas.

Step 2: Select the activities you want.

Step 3: Assign committees to conduct them.

Step 4: Double-check all plans and enthusiastically promote—and enjoy—the activities.
7. ADJOURNMENT—by boatswain



---

## Quarterdeck Meetings

The quarterdeck meeting is a monthly business meeting of all the ship's petty officers. It is usually held during the first week of each month at a regular time and place.

The meeting serves an extremely important purpose in the Sea Scout program, it helps accomplish the basic objectives of Sea Scouting and the Boy Scouts of America. These objectives must be thoroughly understood by both youth and adult officers if the quarterdeck meeting is to be planned and conducted effectively.

The meeting provides the petty officers regular opportunity to review the ship's program. It also affords an opportunity to plan future activities to satisfy the special interests of the members.

Equally important is that this meeting allows petty officers to practice the democratic principles of self-government. This is done with the counsel of qualified adult officers.

To make the most of these opportunities, follow the meeting pattern outlined in this chapter.

---

## Democratic Leadership

A properly conducted Sea Scout program is ideally suited to train young men and women in democratic procedures. However, this can be accomplished only when the ship elects its petty officers and conducts its program by youth and for youth with the advice and coaching of qualified adult officers.

There have been Skippers of old-time Sea Scout ships who got results from the tradition of the sea that "a captain's word is law." They might deserve some credit, yet they would have served Scouting's purposes better with less autocratic management. There will be times, especially aboard ship, when the Skipper's word must be law, but this action should be reserved for emergencies.

Operating under democratic methods in no way minimizes the Skipper's role. Rather, it calls for more skillful effort on his or her part. As the skipper works as a friend and adviser in the background rather than as the captain on the bridge, he or she will be even more respected by the ship members and committee.

The key to democratic Sea Scouting is an understanding of the makeup and operational procedures of the ship by the petty officers. Successful leadership by either an adult or youth depends on how much each understands the other's responsibility and their relationship to the operation of the ship. Training is the answer. In Sea Scouting it is the Skipper's training of the elected leaders that assures success.

The Skipper, the mates, and the elected petty officers attend quarterdeck meetings. Crew leaders, ship committee members, and consultants may attend by invitation. These meetings are generally held at the home of one of the petty officers or in a place that has a similar informal atmosphere.

Although the quarterdeck meeting is for both business and fellowship, it is probably the most important meeting related to the operation of a ship. It is significantly tied into the selection and preparation of program activities.

## Success Through Training

## Who, When, and Where





Therefore, this meeting must be held each month. By scheduling it during the first week of each month, the petty officers are in a better position to give administrative direction to the ship's program of activities.

### **Skipper-Boatswain Preparation**

A few days prior to every quarterdeck meeting, the boatswain and Skipper should meet to make up the agenda. They determine and then discuss each item of business and reach a mutual understanding of how it is to be handled. The agenda given here should serve as an outline and checklist when preparing for the quarterdeck meeting each month.

### **Stick to the Channel**

The suggested agenda includes every essential item. Others may be added, but none of those listed should be overlooked.

So important is the agenda to meetings that it compares closely to the planning that precedes a cruise. In plotting a course for a cruise, you would adhere to the channel and not get into trouble by overlooking channel markings, shoals, or the tide. So it is in planning a quarterdeck meeting. If you do not shortcut the essential items, you will never run aground and your meeting will be clear sailing.

---

## **A Balanced Program**

Youth of high school age join Sea Scouting to take part in interesting and exciting activities. This puts the creation and production of activities high on the list of those things for which the petty officers of the ship are responsible. However, there is one other equally important function that the Skipper must carry out through his or her quarterdeck meetings, and that is to guide the unit into a well-balanced set of exciting and interesting activities.

In selecting and promoting activities, ships have a valuable tool—the six experience areas. These areas, designed to give a Sea Scout a well-rounded program, are the social, leadership, outdoor, fitness, service, and citizenship experiences.

They grew out of a nationwide survey among high school-age youth. Those surveyed revealed that they felt that a balance of experience in all areas would do much to give them the rounded experience need for participating citizenship.

As you cast your eye over the six experience areas, you will find that they aim to provide fun and adventure with a meaning and not, as you might think, to limit the fun or adventure.

These areas add variety to Sea Scouting by suggesting new activities and new ways of doing old things. Thus, the experience areas must be a serious concern of the petty officers for very real and worthwhile reasons.

Consider the following six experience areas each time you select activities at your monthly quarterdeck meeting:

- **Social Area**—Activities that improve a Sea Scout's ability to get along with other people—friends, strangers, adults, and the opposite sex.
- **Leadership Area**—Activities that provide opportunities to develop leadership skills.
- **Outdoor Area**—Activities that provide adventure and recreation in the outdoors.
- **Fitness Area**—Activities that develop self-reliance through physical, mental, and emotional growth.



- **Service Area**—Activities that give opportunity to help other people without expecting material reward.
- **Citizenship Area**—Activities that give a better understanding of our American heritage and the accomplishments of our democracy.

## Program Planning Pattern

Planning the activities for your ship program is easy if you follow the simple procedure described and illustrated on these pages.

The best sources are ship members. The agenda for the final ship meeting of every month should include an opportunity for the boatswain's mate (program) to secure program ideas from members. At that time he or she should ask members to suggest things that they would like to do.

It is also a time when the boatswain's mate can test ideas about what he or she thinks members may like. The yeoman makes a list of these ideas for consideration at the next quarterdeck meeting.

**PROGRAM CONFERENCES.** These provide excellent opportunities for an exchange of activity ideas for the ship's program.

**SEA SCOUT MANUAL.** The petty officers should remember to check this manual for activities that have proven successful in other Sea Scout ships. Many fine activities can be found in this manual. Other pages list interesting trips and cruising suggestions.

**PROGRAM CAPABILITY INVENTORY.** The ship committee is responsible for producing a program capability inventory (PCI) each year. The PCI is a list of vocational and avocational skills of people related to the chartered organization and the immediate community.

Once completed, this list can be used by petty officers in planning programs for the ship. The inventory provides manpower and activity ideas, and new sources for equipment and outside contacts helpful in planning and conducting activities. It is a means of recruiting consultants in the various fields of navigation, radio, sail racing, etc., and provides a firm foundation for regularly scheduled meetings.

It may be a survey conducted by the managers of your chartered organization or by the Skipper. At any rate everyone in the chartered organization is asked to fill out a brief questionnaire at least once a year. The format of this questionnaire, sometimes available in local council service centers, is variable to suit the needs of a particular group. Brevity is of the essence if you hope to have good returns on any questionnaire.

Vital information, such as name, address, and phone number, is basic. Next would come two vocations of choice and two avocations of choice. Finally the question of availability and interest in training youth should be carefully phrased to elicit yes or no answers. You will find people eager and anxious to speak on topics they know best. In Sea Scouting we know them as consultants.

This is a cornerstone of the foundation of your entire program. It is the quarterdeck's duty to pick out the topics for discussion for one-third of the allotted time for each meeting as far in advance as possible. It is the boatswain's duty to extend invitations by phone or letter to each consultant as far in advance as is possible. The boatswain must let the speaker know what facilities are available, how large the audience may be, and who composes the audience. If speaker's

## Collecting Activity Ideas



aids such as chalk and blackboard, microphone, projection equipment, etc., are needed, the time to agree on that is at the time of invitation or shortly thereafter.

**Table 6: Ship Programming Outline**

<ul style="list-style-type: none"> <li>• The Skipper collects activity suggestions at the second ship meeting each month—in September for November's activities.</li> <li>• The petty officers select three activities at the next quarterdeck meeting—in early October for November's activities.</li> <li>• The Skipper appoints three activity committees soon after the quarterdeck meeting—in early October for November's activities.</li> </ul>	<ul style="list-style-type: none"> <li>• The committees prepare for their assigned activities—throughout October for November's activities.</li> <li>• The petty officers check on detailed plans of the activities at the next quarterdeck meeting—in early November for November's activities (and choose December's activities).</li> <li>• The committees conduct their assigned activities for the ship—one activity at each of the two November ship meetings and one at a separate time and place.</li> </ul>
--	--

A speaker who can physically demonstrate what he or she is talking about will hold more interest than a dry lecturer. The Skipper must take this into account when recommending consultants to the quarterdeck. In addition to carrying out some of the Skipper's responsibilities for training, such speakers are a mine of information on the recruitment of adult and youth members for your unit. Do not forget to have the boatswain thank the consultant, on behalf of the ship, at the conclusion of the presentation. A neat touch is to present a miniature Sea Scout universal lapel pin to each speaker following the words of appreciation.

While you are conducting your survey of the chartered organization do not overlook the parents of your members. You will find a veritable storehouse of where to look for boats, summer homes, storage and repair facilities, and a host of other facilities required from time to time in ship operation.

## Selecting the Activities

Your petty officers hold a quarterdeck meeting the first week of each month. On the agenda is the "program planning session for future activities." Follow the ship programming outline as you consider these suggestions for that session.

- A. Suppose it is the first week in September and the activities in October are all set (they were selected and planned earlier). This month's activities are double-checked to make sure they will come off as planned. Once this is done, the petty officers select possible activities for November.
- B. The petty officers carefully consider all the activity ideas collected. Then, by majority vote, the November activities are chosen. The ship might have selected a marlinspike session for the first ship meeting, a fire-at-sea drill for the second, a radio communications class at the local Coast Guard station for the third, a rules of the road class for the fourth, and a college visit for an additional activity in November.

## Activity Committees

The Skipper consults with the elected petty officers on the selection of chairs for each activity committee. This is one of his or her major responsibilities. The overloading of "workhorses" should be avoided in order to help all Sea Scouts develop leadership abilities.

**BOATSWAIN AND CHAIR SELECT THE COMMITTEE.** The size of the committee, chosen by the boatswain and the activity chair with the advice of the Skipper, should be tailored to the size of the activity. A very interesting yet simple activity may need but one person to handle the job. In contrast, plans for a progressive Sea Scout dinner party could involve a large central planning committee and, eventually, every Sea Scout in the ship.

It is the responsibility of the boatswain or boatswain's mate, assisted by the Skipper or a mate, to see that the committee chair has enough information and organizational know-how to do the job. They give him or her sufficient freedom to do the job, but should check progress and stand by to help when needed.

Make sure that every scheduled activity does happen. Not only must activities happen; they must be well organized and be enjoyable.

Both the boatswain and the Skipper must make sure activity chairs schedule meetings and make plans well in advance of their deadline date. Invite activity chairs to a quarterdeck meeting to report on their progress. This ensures reliable information concerning the project, and recognizes the importance of each activity chair.

You can see in the ship program outline that the activities selected at the October quarterdeck meeting are conducted in November. There should be an activity as part of each of the November ship meetings and another one at another time and place.

By now, new activity committees are busy getting ready for December's activities. Thus, there is a month-by-month pattern for planning and conducting Sea Scout activities.

Publicly give credit to those who helped, including the consultant; then thank them privately.

Be sure the location of the activity is cleaner than it was before the activity.

Return equipment to its proper place in good condition. Anything lost, damaged, or destroyed should be repaired or replaced, particularly if it was borrowed.

Settle financial matters for the activity with the purser. This includes any bills paid or unpaid by the committee and any income collected or to be collected. It is important to make this financial report in writing and attach any receipts and invoices.

Report any suggestions for improving similar future activities to the boatswain.

Although the ship has a simple month-by-month procedure for program planning, it is sometimes necessary to do some long-range planning.

Once a long cruise has been set, the petty officers need to schedule those things that must be carried out to ensure the success of the cruise. The cost of food and lodging, essential equipment, and transportation have to be considered carefully for any superactivity. From such discussion will come a monthly plan of action.

## **Preparing for the Activities**

## **Checking on Detailed Plans**

## **Conducting the Activities**

## **After Each Activity**

## **Cruise and Superactivity Plans**

---

## **The Activity Committee**

The affairs of the modern world are carried out through committees. This is true in government, business, religion, and even our social activities. Sea



Scouting, through its activity committees, brings about an understanding of how volunteers share both their ideas and workload.

In order to produce a successful Sea Scout activity, there are two elements that must be present. The first is a good idea, and the second is a good committee to carry it out. A good activity idea can be a complete washout if the committee does not have the spirit and know-how to plan, organize, and promote it.

The activity committee method of conducting programs in Sea Scouting is more than just a way of getting things to happen. Rather, for each Sea Scout it must be an experience that prepares him or her for citizenship in a democratic republic.

### **The Committee's Role**

Once the activities for the next month's program have been selected at the quarterdeck meeting, it is the responsibility of the assigned activity committee to organize and conduct the activity. If the proper program planning procedures are followed, the activity is usually favored by the entire membership and, therefore, has a pretty good chance of being successful.

For each activity, a committee is appointed and is responsible for producing it at the scheduled time. Sometimes dates, places, and programs are suggested; other times the activity committee may be free to determine those things that are essential to the success of the event.

### **The Committee Makeup**

The chair of each activity committee is selected by the boatswain. Of course, this is done in consultation with the ship petty officers and Skipper at their quarterdeck meeting.

The rest of the committee is chosen by the Skipper with the help of already-selected committee chairs. The chair, in turn, notifies members of their appointment.

The boatswain announces all committee appointments at the next ship meeting so that everyone knows who is responsible for the various activities that have been selected.

### **Size of Committee**

Activity committees vary in size depending on the amount and the kind of work they have. For example, arranging to swim in the local YMCA pool may take just one person, whereas arranging a bowling party with prizes and refreshments may require several.

### **Chair**

This must be a Sea Scout with real enthusiasm for the activity. At times, he or she may be one of the ship's petty officers, if the assignment does not interfere with other duties.

### **Committee Members**

Most committees are composed of Sea Scouts; occasionally you may need outside help. Be sure every ship member gets involved on at least one activity committee during the year.

### **Consultant**

This is a person who has special skill, knowledge, equipment, facilities, or contacts with other people, and who, therefore, contributes to the success of your activity.

---

## **How to Be a Successful Committee Chair**

As the chair of an activity committee, you are responsible for the success of that activity. With the help of your Skipper or a mate, form your committee



with members who are also interested in the activity. Then, as their leader, organize to do the job. The following plan suggests that you divide the tasks you must do into three distinct periods: before, during, and after the activity.

**NUMBER OF MEETINGS.** Meet with your committee just often enough to get the job done in the manner that will make you proud. With many activities, two meetings are enough—one to get the work organized and under way, the other for a final checkup on the preparations.

**FIRST COMMITTEE MEETING.** Go to the first meeting with a written agenda or list of things the committee must do. Your consultant, boatswain, mate, or Skipper can help you prepare this. Invite the consultant to attend if necessary.

Encourage committee members to have discussions that are free, informal, and friendly. But come out of the meeting with definite decisions and plans.

Divide the jobs so no one is overburdened or is not included. Put as many committee members on each job as needed to do it well. Be sure to give everyone a definite assignment.

Try to use the various committee members' interests and abilities where they will do the most good.

List the jobs on a schedule with deadline dates for each to be finished on time.

**FOLLOW-UP ON THE COMMITTEE.** Much of the follow-up can be done by telephone and by contacts at school and ship meetings.

Remind committee members of deadlines and see that these are taken seriously.

If your committee isn't being effective and you can't get them back on task, send out an SOS to your consultant, boatswain, mate, or Skipper.

**REPORTS.** Report on your committee's progress when requested by the boatswain. You may be invited to a quarterdeck meeting to do this. Reports enable you to get whatever help you may need before it is too late.

**PROMOTION.** On the ship meeting agenda there is time allowed for activity chairs to promote their programs. At each meeting have a sales talk ready. Alert your committee to be a sales force whenever they are with the "customers" who will participate in your activities or events.

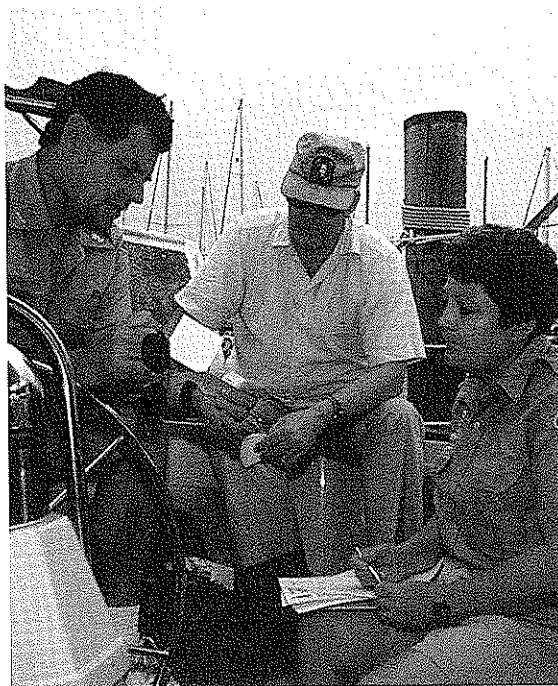
If interest appears to be lagging, you may have to put on an intensive campaign. Many activities have been picked up off the deck and turned into winners by a determined chair and committee. Here again your consultant or Skipper can help set up your strategy.

**FINAL COMMITTEE MEETING.** Be sure all preparations are completed. There will be plenty to do once the program starts, without trying to do something that should have been done beforehand.

Make sure that every committee member knows their assignment during the program. Double-check so that the right people and materials are together at the right time and place.

When the program starts, work your plan as well as you can. But be flexible enough in your thinking to adapt to unforeseen circumstances. Don't get upset if things seem to go wrong.

## Before the Activity



## During the Activity





As chair you may take a prominent part in the program or you may work behind the scenes. Someone else may be master of ceremonies or several others may be responsible for various parts of the program. Your basic assignment is to keep things running smoothly.

---

## Consultants

"Water, water everywhere and not a drop to drink"—on a salty sea with your fresh water gone, this is a true statement. But on a Sea Scout ship the cry, "No one, but no one ever helps us," heard from the ship's petty officers, is a sure sign that either they are not aware of consultants or they are not recruiting them.

Actually there are hundreds of skilled people within reach of every Sea Scout ship who can be recruited to improve the ship's program. Most of these people, if properly approached, will not only contribute their time and talent, but—once interested—will offer use of facilities and equipment.

You need their help, and many of them want to be given the opportunity to help high school-age youth in a satisfying way.

### What Is a Consultant?

A consultant is someone who can help you with your program because he or she has special knowledge, equipment, facilities, or contacts with other people. Consultants need not be registered. However, people such as the members of the ship committee may be registered in one capacity and still be consultants. In addition to a special skill, a consultant must also be a person of good character and high standards to be of service to Sea Scouting.

### Sources of Consultants

Listed here are some of the more common sources of consultants. This group is important, but is merely an example of the vast reserves that are within easy reach of your Sea Scout ship.

- Yacht club members
- Other national boat club members and officers
- Local Power Squadron or Coast Guard Auxiliary flotilla members
- Boating supply and equipment store personnel
- Owners and employees of marinas
- Military personnel, especially active and reserve members of the Navy and Coast Guard
- Your own ship committee members
- Parents and friends
- Members of district and council Venturing
- Teachers in schools, colleges, and universities
- People in industry, businesses, and professions
- People in government and other public agencies.

You are right if you think you have consultants within your ship, too. Anyone with special skills, such as your Skipper, could be a consultant. However, with so many outside consultants available, don't get into the habit of using only your own officers and members. They have their own duties to perform.

### Examples of Consultants

You may ask, "Are consultants worth the time and trouble to recruit?" The answer is an unqualified "Yes!" And here are some everyday examples of how Sea Scout ships are successfully using them.

**SHIP 1009.** For Ordinary rank, a knowledge of boats and the actual handling of a rowboat or cutter is required. Ship 1009 recruited a consultant from the local yacht club who had at his disposal the know-how and the necessary boats.



Not only did he do a fine job of handling his assignment, but he later recruited two other yacht club members to help the ship.

**SHIP 361.** Maintenance of their boat was a problem for this ship until it recruited Mr. Spitler at the local marina. As the ship's consultant, he contributed expert guidance and arranged for a price reduction on materials and equipment. In exchange for some yard cleanup and special service, the ship's members arranged with Mr. Spitler to get their boat hauled out and stored every year.

**SHIP 600.** Piloting and navigation were a mystery to the petty officers of this ship until they recruited a retired Coast Guard captain. Among other things, as a consultant he contributed the know-how and guidance that led to the Quartermaster Award for three members.

**SHIP 320.** These Sea Scouts signed up two teams for an annual canoeing race. They had realized they had only three members who had ever canoed. In a big hurry, they recruited the assistant manager of a canoe rental shop as a consultant. They made a good showing by winning second and third place. For the last two years they have been canoeing at a special rate given by the same shop.

The selection of a consultant is made by the ship committee. This is done with the suggestions and help of the ship's petty officers and members. A good consultant is worth some time and effort, so those responsible should consider the following rules as they seek to recruit qualified consultants.

Choose the person you think would be the best consultant. Never assume that a good candidate is too busy to bother. Many prominent and busy people have been known to listen and accept a request for help that deals with high school-age youth in a character- and citizenship-building program such as Venturing.

Remember, never put all your eggs in one basket. Be sure you have a second and third choice on your prospect list for each consultant vacancy. This is a good precaution in case your first choice can't make it, and it avoids the delay of getting together again to determine whom you should ask next.

Figure out who has the best chance of recruiting the selected consultant. Generally, a friend of the prospect is the one who will most likely get a yes. Often having a team of Sea Scouts and adults is the best way to recruit your best prospect.

When you talk to the prospect, give a clear outline of what the ship wants to do and how he or she can be of assistance. Give a brief but thorough rundown so there will be no misunderstanding later.

When the consultant agrees to help you, be sure to work out a starting date so that he or she can get on a schedule. If there is time, go into details of the project and get the consultant's reactions and suggestions.

Thank the consultant for agreeing to help. Explain that he or she was selected not only for technical ability, but also because of a fine reputation in the community.

Once you have secured the help of a consultant, you must remember that he or she deserves your loyalty and cooperation. Be sure ship members and petty officers alike understand this and they express it with a positive attitude and a willingness to work. Here are a few ways that you can make the consultant a member of your team.

**RESPECT THE CONSULTANT'S TIME.** Be reasonable in the amount of time you expect from your consultant. For the most part, arrange to do things at his

## Recruiting a Consultant

## Cooperating With a Consultant



or her convenience. Above all, pay close attention during the time your consultant is working with you.

**RESPECT FACILITIES AND EQUIPMENT.** If your consultant is using his or her own equipment or has borrowed some equipment for your benefit, be careful. Offer immediate replacement if the unexpected happens. In other words, handle this property as carefully as if it were your own.

### Thank the Consultant

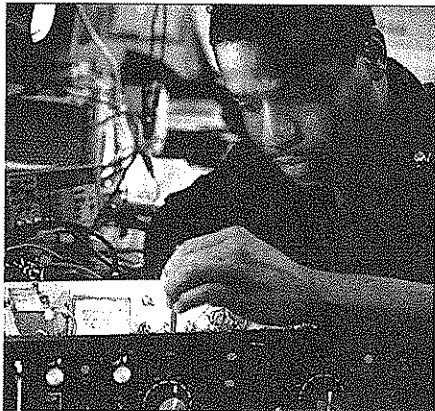
When a consultant completes the service you've requested, make sure he or she gets a sincere expression of your appreciation. You might simply have the yeoman write a letter of thanks signed by all members or you might offer an appropriate plaque or trophy.

Another idea is to present a souvenir such as an autographed photograph of the ship activity in which he or she assisted.

---

## Marine Career Programs

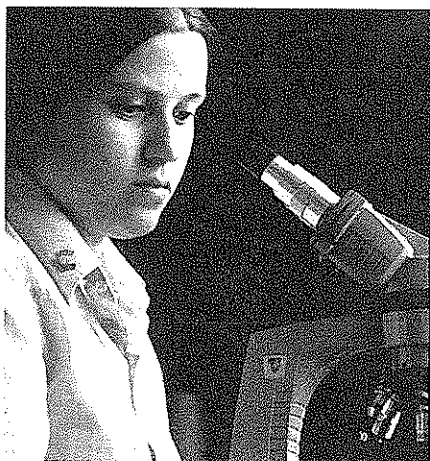
The petty officers of every Sea Scout ship must give serious consideration to widening the horizon of Sea Scouting for all ship members by unfolding, through specialized program activities, the wide and fascinating opportunities for marine career exploration.



Thousands of men and women have selected jobs within this area. The Sea Scouts within your ship who show an enthusiastic interest in the sea should have every chance to explore different phases of marine career work.

These opportunities vary from full-time service in the Navy or Coast Guard to an exciting future in what we now refer to as inner space, the relatively unknown area between the surface of the sea and the outer crust of the earth. It is a frontier as new and challenging as outer space.

During planning, the petty officers need to find and record the career interests of the present ship membership. They will probably fall into two areas. Some of your group will probably be highly interested in some vocational phase, such as piloting, marine biology, boat maintenance, or a career in the Coast Guard. Others may indicate interests in fields unrelated to marine careers, such as forestry, electronics, or medicine. Your goals with the latter group can be to help them establish an aquatic hobby that would serve them throughout their lives.



After determining the career interests of ship members, the petty officers of the ship should plan Sea Scouting programs related to those interests. Recruit a group of experts (consultants) in marine interest fields and schedule a series of programs.

Sea Scout ships can make a significant contribution to the marine interests of their community and nation by planning and conducting marine career activities.

Some of the more common career opportunities that merit consideration are:

**OCEANOGRAPHY.** The science that deals with the ocean and its phenomena.

**MARINE BIOLOGY.** The science of life in the ocean.

**ICHTHYOLOGY.** The branch of zoology that deals with fishes.

**OCEAN TRANSPORT.** An activity that deals with the movement of goods, etc., on the water.

**MARINE ENGINEERING.** A branch of engineering that deals with the construction and operation of the power plant and other mechanical equipment of seagoing craft, docks, and harbor installations.

**COASTAL FISHERIES.** The technology of catching fish or taking other sea products for commercial reasons.

**NAVAL ARCHITECTURE.** The field of designing ships.

**ADMIRALTY LAW.** The field of law having jurisdiction over maritime questions and civil and criminal maritime offenses.

**YACHTING AS A BUSINESS.** The business related to pleasure boats.

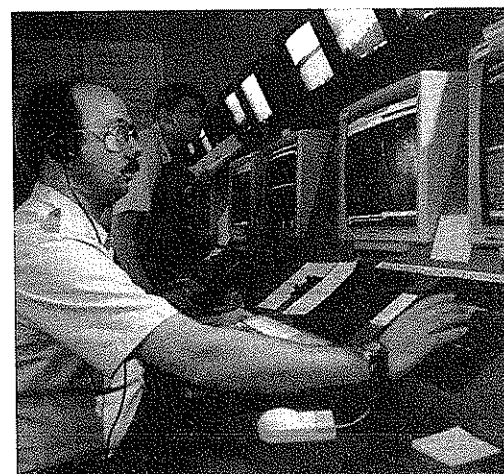
**MARINE INSURANCE.** The field of insurance that guards against loss by damage or destruction of cargo, freight, merchandise, or the means or instruments of transportation and communication.

**THE UNITED STATES NAVY.** The military organization for sea warfare.

**THE UNITED STATES COAST GUARD.** The armed service that guards the coasts and is responsible for the safety, order, and effective operation of maritime traffic in neighboring waters.

**THE MERCHANT MARINE.** The privately or publicly owned commercial vessels of our nation as distinguished from those of the Navy.

**BOAT MAINTENANCE.** The work involved in keeping seagoing craft in safe working order, fit for sea travel.



---

## Superactivities

Nearly every teenager, and certainly every Sea Scout, dreams of taking a cruise. For that matter, most young people who join Sea Scouting do so to make their dreams of a cruise come true. It is, therefore, not merely a good idea, but a solemn responsibility that the ship's petty officers plan at least one long cruise each year.

Yet cruises are just one phase of the many superactivities available to Sea Scouts. This chapter also provides a complete rundown of the many and varied high-adventure opportunities, tours and visits, and special at-home features available to ships. Scan the sections below to see what you can do.

---

## Cruising Opportunities

**THE LONG CRUISE.** A cruise of several days or weeks on charted waters or on large inland lakes in a powerboat or sailboat. This may be carried out in a boat owned by the ship or in a chartered boat, or you may even be lucky enough to be the guests of the owner. (See "Long Cruise Badge Requirements" on page 100.)

**FISHING TRIP.** When the season opens and the moon is right, plan to spend several days "going after the big ones." You can camp or stay in a fishing lodge.



This activity calls for careful planning. You need equipment and know-how to catch fish.

**SWAMP EXPEDITIONS.** There are some big swamps in the United States that automatically ensure high adventure. Plan your expedition by canoe, boat, or outboard motorboat and get a real thrill by penetrating such great swamps as the Everglades and the Okefenokee. But don't enter a big swamp without an expert guide. Follow his or her advice on both equipment and technique.

**INFLATABLE RAFT TRIP.** Launch your inflatable rafts on a stream with enough current to provide motive power and enough white water to provide thrills. Camp and fish as you go and don't overlook interesting side trips.

**NAVY OR COAST GUARD CRUISES.** Taking cruises as guests aboard Navy or Coast Guard vessels, you pay minimum rates for a topflight experience. Contact your nearest Naval or Coast Guard district headquarters for information on what is available.

---

## High-Adventure Programs

**FLORIDA NATIONAL HIGH ADVENTURE SEA BASE.** Located in the Florida Keys, this aquatic base offers flexible programs in sailing, scuba diving, canoeing, marine science, and trips to nearby islands, reefs, and the Bahamas. A real home away from home for Sea Scouts. Florida National High Adventure Sea Base, P.O. Box 1906, Islamorada, FL 33036; 305-664-4173.



**PHILMONT SCOUT RANCH.** Towering peaks two miles high present a mighty challenge. This challenge means rugged adventure in the tradition of the mountain men. Could you backpack into the towering Sangre de Cristo Mountains and survive on your outdoor skills? It means doing more and going farther than you ever thought you could. Discover yourself in the high country. Philmont Scout Ranch, Four Miles South, Cimarron, NM 87714; 505-376-2281.

**NORTHERN TIER NATIONAL HIGH ADVENTURE PROGRAMS.** High-adventure canoeing in the world's largest wilderness canoe country. Canoeing, fishing, and camping in Bissett, Canada; northern Minnesota and Wisconsin; and at a satellite base in Manitoba. Travel the routes where the voyageurs once carried the goods of the fur trade to open the great Northwest. Northern Tier High Adventure Programs, P.O. Box 509, Ely, MN 55731; 218-365-4811.

---

## Tours and Visits

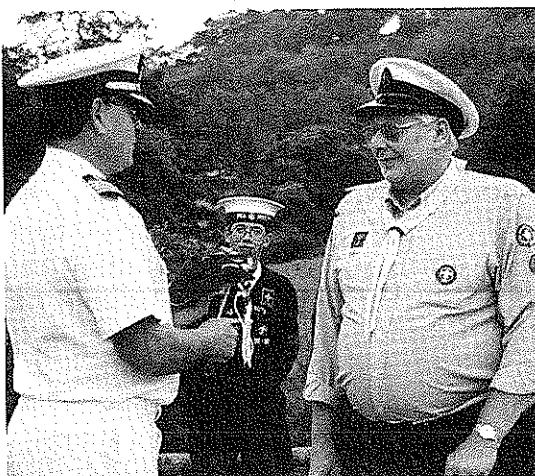
**KNOW-YOUR-STATE TOUR.** Circle your state on a carefully chosen route; visit scenic and historic sites, industries, farms, museums, the capitol and other government buildings, and other points of interest. Visit Sea Scout ships along the way.

**KNOW-YOUR-COUNTY TOUR.** Learn about your county in a tour like the state tour above. If the county is not large or too densely settled, try to visit every community, Sea Scout ship, military installation, and yacht club in the area.

**HISTORIC TREK.** Make a trip along a historic trail or to a historic site; improve or mark the trail or site in cooperation with those in charge of it. Arrange to take part in a ceremony or observance at the place. For example, a natural experience for Sea Scouts is a visit to historic Annapolis, Maryland, the sailing capital of the United States as well as home of the U.S. Naval Academy.

**VISIT ANOTHER COUNTRY.** Be ambassadors of friendship in a shrinking world; meet Sea Scout friends in other lands; bike or hike when you get there; take advantage of economy rates and hostels. For suggestions, write Boy Scouts of America, International Division, P.O. Box 152079, 1325 West Walnut Hill Lane, Irving, TX 75015-2079.

**COUNTRY-CITY EXCHANGE.** Invite members of another ship to live in your homes for a few days, meet your friends and neighbors, learn how you work and play, see the sights, go to a party, attend your ship meeting; then exchange visits, with guests becoming your hosts.



---

## Special At-Home Features

**DISTRICT AND COUNCIL ACTIVITIES.** Take part 100 percent at a Venturing program planning conference; be the host to a district or council Venturing activity.

**SPORTS TOURNAMENT.** Conduct competition in a sport or related sports, such as field sports, on a team and individual basis; invite nearby ships or crews; use a round-robin schedule so competition is continuous for everyone during a day or two.

**VISIT FROM ANOTHER COUNTRY.** Entertain several Sea Scouts from another country. Living in your home and exchanging Sea Scouting know-how sends them home as ambassadors for America. Get names from Boy Scouts of America, International Division, P.O. Box 152079, 1325 West Walnut Hill Lane, Irving, TX 75015-2079.

**SAILING FOR THE HANDICAPPED.** Conduct a sailing program suitable for your guests. Guests may be handicapped children, orphans, hospitalized war veterans, or people in homes for the aged.

**BRIDGE OF HONOR AND BALL.** Hold an annual formal dinner-dance and bridge of honor for your ship. Make it a big affair by having a special menu, music, and entertainment. Invite the ship alumni and special friends as honored guests.



---

## Planning a Superactivity

As a big production, a superactivity requires special planning and preparation. The ship's petty officers must be sure that the members really want the activity and that the decision is made far enough in advance to allow time for thorough preparations.





## **Get Everyone's Support**

Detailed plans are usually made months ahead. Then, as the petty officers meet for each monthly planning session, some portion of the preparations for the superactivity is included in their planning. In this way, essential preparations are made for the coming high-adventure experience.

A cruise or other superactivity must be the choice of the majority of the ship members. Unless they approve strongly of the event, they will not give it their wholehearted support. Therefore, involve as many members as possible from the very beginning to ensure success.

Many Sea Scout ships have assured the success of a cruise far in advance by involving the parents of all members in a special cruise "sales meeting." Once parents understand the nature of the cruise, its recreational and educational benefits, and meet the leaders responsible, they will give it their full support. To overlook this promotional phase is to go to bat with one strike against you.

If you want to go to bat with two strikes, ignore your ship committee. In the first place, superactivities must receive the approval of the committee and, second, once you get their approval, you have a fine team of adults to help you succeed. Secure their help in getting equipment, consultants, and leadership—and then be sure to give them credit.

## **Set Up a Special Committee**

A superactivity calls for a special committee of adults and ship members. The main ingredient needed to make this committee flourish is enthusiasm. If each member of the committee is looking forward to the activity with high anticipation, you can be sure that it will happen in a big way.

## **Consultants Are Helpful**

A consultant can play a vital role in any superactivity. An adult who is an expert in the central interest of your activity should have a knowledge of what is necessary for a successful experience.

The consultant should be able to help you find inexpensive sources for the equipment and materials needed. He or she can assist you in deciding whether those things should be rented, borrowed, or purchased. If you are planning to have a consultant accompany you, be sure he or she has the personality and stamina necessary.

## **Check Your Equipment**

The storekeeper has the responsibility for keeping a record of equipment and for maintaining it with the help of the ship members. Well in advance of any cruise or superactivity, all equipment, such as boats, camp gear, and trailers, should be carefully checked and put in good condition. All secondary equipment should be secured and readied for use.

## **Training**

A certain amount of training is necessary before almost every superactivity. Sometimes it involves the handling of a boat, other times a knowledge of the history and terrain of the area you are visiting. So, well in advance of a cruise or superactivity, decide what training must be conducted. This kind of preparation makes an activity safer, more exciting, and meaningful.

## **Finance in Advance**

Although most cruises or superactivities are somewhat costly, early planning permits Sea Scouts to earn and save their share of the expenses. It is the policy of the Boy Scouts of America to have the Sea Scouts pay their own way. Those who do get the most pride and the greatest value from their experience.

Ship members who have paid dues and helped to earn the money in the ship treasury are not always available to go on cruises or superactivities. It seems



unfair that their share of the ship treasury should be used for giving the rest of their shipmates a big time.

One way to avoid this is to have only those who take part in a cruise or superactivity finance it. This can be done by setting up a special account handled by the purser as part of the ship treasury. Those participating put their individual savings or the proceeds from special superactivity money-earning projects in this account. A fair method of handling expenses in relation to participation will go a long way toward high morale among the ship members.

When plans for a cruise or superactivity involve extensive travel, investigate the possible use of military facilities along the way. Travel stopovers at Air Force, Army, or Navy bases make meals and accommodations available at very reasonable rates. For complete information, read *Tours and Expeditions*, which is available at your local Boy Scout office.

For the protection of the Sea Scouts, every precaution should be taken to conduct cruises and superactivities safely. Safety must not be secondary. It must be a prime consideration from the very beginning of the superactivity planning experience.

A ship must go prepared with the right skills and equipment. Leaders, at all times, must avoid unnecessary risks even though their decisions may make them unpopular. Each Sea Scout must be mature enough to take care of himself or herself and to realize he or she is also responsible for the safety of the entire ship.

Cruises and superactivities are usually rugged experiences. Everyone must be in good health before starting out. Use the Personal Health and Medical Record Form—Class 3 to check each person in advance. Emphasize good health habits with those who are fit to go. Especially important to the health of the ship's company is good sanitation as it relates to cooking, drinking water, sleeping arrangements, and toilet facilities.

The ship should check with a local insurance agent on the advisability of carrying health and accident insurance.

Discipline is necessary in any group.

Remember also, as a ship travels, it is in the public eye. Its conduct is a reflection of its sponsor and the Boy Scouts of America.

Safety at sea is based on the assumption that each person will obey the leader as directed without murmur or complaint—especially in times of emergency. One person's wishes, demands, and hopes cannot be fulfilled at the expense of the group. The law of the sea makes leaders responsible for the safety of their ship and everyone aboard. Leaders must be fair and conscientious in the use of their authority.

Tour courtesy does not necessarily come naturally. A cruise sometimes makes young people feel light-headed as well as lighthearted. In the excitement of being on their own, courtesy has a tendency to slip a little. This may not seem important at the time, but it really is, not only to you but to other Sea Scout ships.

The public will remember you and will treat the next group of Sea Scouts accordingly.

All cruises, tours, and trips require a tour permit from your local BSA council. At least two weeks in advance, submit the Local Tour Permit Application, No. 34426, for a tour that is less than 500 miles. Submit the National Tour

## Military Cooperation

## Be Safety-Minded

## Ship Discipline

## Courtesy

## Tour (Cruise) Permit



## SAMPLE PLAN—LONG CRUISE

Because cruising is a fundamental activity of Sea Scouts, we use it as an example here to show how a big production of this type requires advanced preparation and planning. Although the example used here is a cruise, the general idea applies to any other superactivity. The techniques that ensure an enjoyable and meaningful experience are basically the same.

### OCTOBER

- Select a long cruise to meet the desires of the majority of the ship members.
- Get ship committee approval and support.
- Skipper selects cruise chair and together they select a committee.
- Determine adult leadership for the cruise.

### NOVEMBER

- Plan cruise in detail.
- Determine method of financing and, if necessary, select money-earning projects.
- Select and then secure consultants, if needed.
- If cruise is to be aboard a vessel not owned or operated by the ship, make necessary arrangements.

### JANUARY

- Conduct money-earning project.
- Secure or repair cruise equipment.
- Gather information and then discuss historic background, wildlife, maps and charts, etc., related to the cruise.

### FEBRUARY

- Plan and conduct a meeting of the parents to ensure their understanding and wholehearted support of the cruise.

### MARCH

- Conduct special training, if necessary.
- Chart detailed cruise plans and, if advisable, make special arrangements regarding campsites, docking, supplies, etc.
- Apply for a local tour permit or national tour permit, as required, through your local council service center.

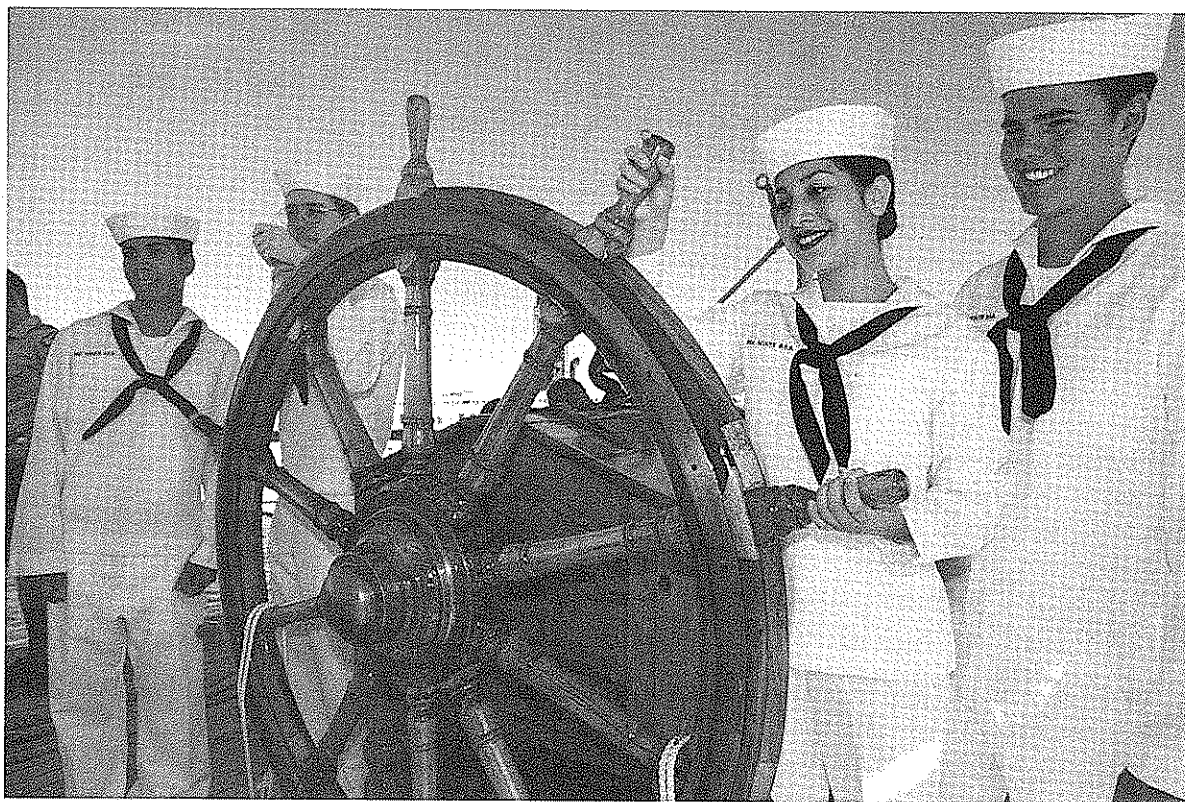
### MAY

- Put vessel(s) in shape and conduct a shakedown cruise.
- Make a final check of plans, equipment, supplies, and reservations.
- Firm up adult leadership.

### JULY

- Cast off—have a good time—keep an accurate log—and remember, travel courtesy pays off.

Help in selecting resource material can be found in other chapters of this manual. Additional information can be secured from your public library, boating enthusiasts, and Coast Guard and Navy personnel.



Permit Application, No. 4419, at least one month before you leave for a tour or cruise over 500 miles. Complete details concerning the tour permit and its advantages, both to you and to your council, are found in the BSA publication *Tours and Expeditions*, No. 33737.

Cruising—whether by sail, motor, or pulling boat on a river, lake or ocean—is the reason that 99 out of 100 of your shipmates joined.

This calls for training and interesting activities based on reliable information. Every ship should build up a small, relatively inexpensive library on cruising.

Sea Scouts wishing to qualify for the Long Cruise badge must first reach the Ordinary rank. The Long Cruise badge is then earned by participating in two weeks of cruising aboard any vessel or boat provided by the local council or by the Sea Scout under council or ship authority. Where a two-week cruise is not possible, your Skipper may authorize a series of overnight cruises. An adult officer may earn it without qualifying for Ordinary. (See page 100.)

Sea Scouts will salute the boatswain and the Skipper, but they love the cook. Give them three square meals a day and they will have a pretty good time, regardless of the weather or trouble.

The best advice regarding food on a cruise is to cook on land and not aboard, whenever possible. As a general rule, arrange for your main meals—breakfast and dinner—to be cooked and eaten in port or at a campsite. If you are on a long cruise, prepare sandwiches and wrap them in food wrap. These, with fruit, milk, and cookies, will make an ideal seagoing lunch.

Whether in port, in camp, or aboard your boat, apply the same principles of cooking as outlined in the *Cooking* and *Camping* merit badge pamphlets. Adapt your menu to the facilities, time, and fuel you have available. Check the bibliography for information about galley and outdoor cooking.

Stoves aboard ship are a potential source of fire and explosion. They must be kept in good repair. Always shut off the fuel source at the tank when the stove is not in use. Have a fire extinguisher in the galley.

There are various types of stoves that are used aboard boats. Each type has unique characteristics. Propane stoves use compressed gas that is heavier than air and could potentially get in the bilge and explode. The stove must have both an electrical and manual shutoff. The stove should be “therma-coupled,” meaning that if a flame is blown out, the gas automatically turns off.

Pressurized alcohol fuel stoves have a complex lighting sequence. The bowl under the burner must be filled with fuel and the stove valve turned off. The bowl is then ignited and more fuel added a little at a time until the fuel vaporizes when it reaches the hot burner. No liquid fuel should be visible in the bowl when the burner valve is opened.

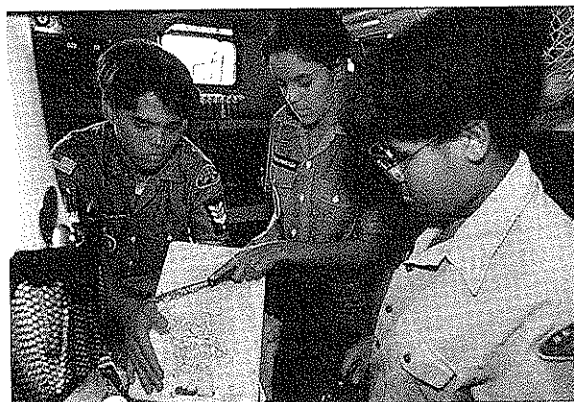
Compressed natural gas is lighter than air and for that reason is safer. This fuel unfortunately is difficult to find and does not last as long as propane. A compressed natural gas stove works like a home gas stove. White gas stoves are very dangerous on boats and should not be brought aboard.

When cooking on a stove while the boat is under way, it may be advisable to wear foul-weather pants for protection against scalding.

## Cruising Information

### The Long Cruise Badge

### Good Galley—Good Cruise

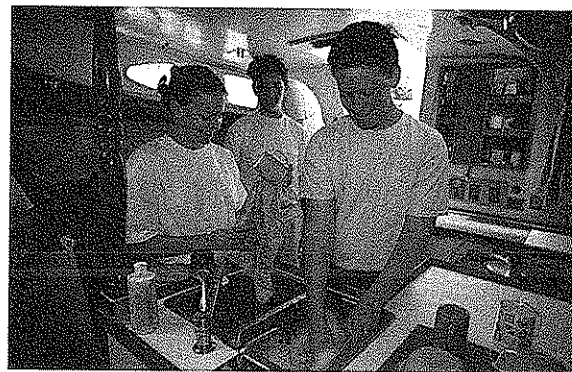


### Galley Stoves



## Sanitation

Sanitation is extremely important and calls for pre-cruise consideration and planning. The cruise must be planned so that latrine facilities are available en route, if there is not a "head" aboard the vessel. In temporary camps ashore, where there are no facilities, a simple cat hole or straddle trench latrine will be satisfactory.



Garbage must be disposed of properly. Burn what you can ashore. Deposit the rest in suitable containers, or take it home with you, if necessary. With the increased number of boats in coastal and inland waters, it is no longer considered correct to throw garbage overboard, even at sea. Let's not be seagoing litterbugs.

There are many points on sanitation to remember beyond those that are raised here. Read the information in the *Cooking and Camping* merit badge pamphlets, as well as the "Health and Safety" section of *Tours and Expeditions*.

## Pure Water and Milk

A ready supply of pure drinking water is essential. It should be available in clean, tightly covered containers. You must also be sure that it is dispensed in a sanitary manner—each person drinking from his or her own cup if paper cups are not available. If there is doubt about the purity of the water, boil the water for five to 10 minutes, cool, and pour back and forth from one container to another before drinking. Chemical water purification is not considered adequate by public health authorities.

Each youth should have one quart of milk per day, including that used in cooking.

## Cruising Equipment

There are many factors in determining what cruising equipment a Sea Scout ship should have. Each must reach its own decisions based on the kind of waters available, the number of members, the leaders' nautical experience, and the financial resources of the ship.

There are certain factors that apply to the cruising decisions of any unit. These are listed here and should be carefully considered.

### Selecting the Right Vessel

1. Consult local authorities and let them help you decide the type of vessel that would be best suited to the kind of cruising available.
2. All ships should own or have available at least one rowboat for training purposes. A boat rigged for a minimum of four oarsmen and a steersman is better.
3. A variety of small boats will give Sea Scouts a broader experience. But having several from a single class, such as the Sunfish or Laser, would enable members to have excellent competition in racing.
4. Large and elaborate boats are wonderful, but their cost and care make impractical demands on the finances, time, and skill of most Sea Scout ships. A ship's petty officers must carefully assess the condition of any large vessel to determine the cost of operating and maintaining it. Once this cost is known, then ship personnel must, in turn, carefully consider their ability to meet these costs.



Small boats that can be maintained, as well as sailed, by Sea Scouts have already proven to be the most worthwhile investment for the majority of Sea Scout ships. A boat small enough for a crew to put into and take out of the water, transport on an auto trailer, and store in the back yard or garage usually will not be a financial burden to the ship. Generally, it can be repaired and refitted by the average Sea Scout himself.

There are a variety of ways to secure boats, ranging from borrowing or building to buying or renting. Initiative and ingenuity are often as valuable as money itself in obtaining boats and equipment for Sea Scout ships. The generosity of donors who are interested in Sea Scouting is surprising. Many ships are able to secure boats from owners who are making changes or who have lost their interest in their present boating equipment.

Surplus Navy or Coast Guard boats and equipment are sometimes available to Sea Scout ships. Check with your council service center for details.

Sources of small boat plans can be found in boating magazines. Some manufacturers furnish plans and kits of materials cut to specifications and ready to assemble. If you buy one, stick to the plan.

Boats may cruise on waterways that are under the jurisdiction of one or more agencies of the federal, state, and local governments. Before outfitting and operating a boat, the ship's officers and members should be familiar with the rules of the road described in this manual in the section on piloting.

U.S. Coast Guard personnel or harbor police may be consulted and perhaps can assist in giving preliminary cruise training.

Many of the rules relate to the equipment required on a boat. The type and size of boat and the kind of cruising will govern what is to be carried in addition to the items required by law.

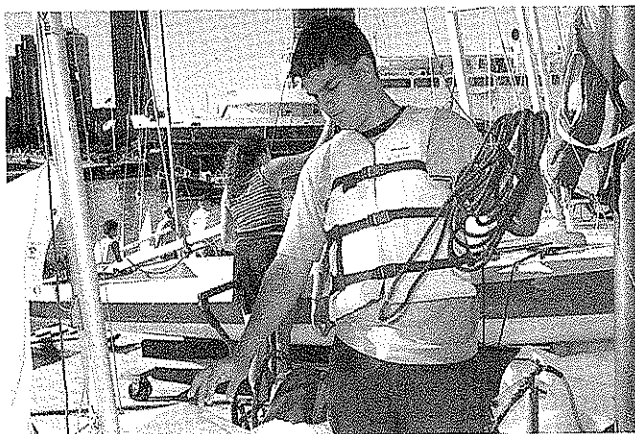
Certainly at all times every boat must have one tested personal flotation device (life jacket) for every passenger. An anchor is usually necessary. For night cruising, regardless of the waters covered or the class of boat, a flashlight or lantern should be carried in addition to the running lights that may be required. A whistle, horn, or bell is easily installed on any craft. Boats with gasoline or oil aboard should have fire extinguishers.

The following are more suggestions for boat equipment that is either necessary or desirable, depending on local regulations and individual choice:

Ring buoy, boat hook, kedge anchor, sea anchor, first aid kit and manual, auxiliary lights, flares, signal flags, bilge pump, fenders, carpenter tools, sail repair kit, extra canvas, nails, screws, bolts, extra rope of various sizes, engine tool kit, spare engine parts, extra gas and oil, paint and caulking, rags or cotton waste, mop and pail, radio direction finder, galley equipment and supplies, and sea or ditty bag for stowing personal gear.

## Securing Boats

## Boat Equipment



## District and Council Venturing Activities

These activities are big events of the size, makeup, and program content that an individual ship cannot provide for itself. Big activities of this type on a



council and district level can be a showcase for Sea Scouting and are, therefore, highly beneficial to each ship and to the council. Large, appealing, adultlike activities will help Sea Scouting in general and your ship in particular attain status in the eyes of parents, sponsors, the general public, and—most important—high school-age men and women. Participation will help membership recruiting and increase the ability of your petty officers to get the cooperation of parents and community leaders.

Council and district Venturing activities are conducted by activity committees made up of ship and crew petty officers. The boatswain and boatswain's mate should take an active part on these committees. Below is a brief explanation of how each ship should cooperate.

## **When and Where**

The selection of council and district activities is made at the program conferences usually held annually. These conferences are conducted by the program team. Your boatswain is a member of this association.

## **Selecting Activities**

Activities are selected from crew and ship ideas that are presented during the Venturing program conference. Your ship will be asked in advance of each conference to prepare a list of those activities your ship recommends to the conference. Activities presented by each ship and crew are discussed and a selection is made by a majority vote of elected petty officers.

## **Conducting Activities**

Once an activity has been selected, an elected petty officer of either a ship or crew is elected as the activity chair. In consultation with the presiding program team member, this activity chair selects the activity committee members. The petty officers and the committee, with the guidance of the program team member, carry out the activity, calling meetings as necessary to accomplish their mission.

Immediately after the activity is conducted, the committee is dissolved and a new committee is selected to handle the next activity from those members attending the next Venturing program conference.

## **Participation**

It is extremely important that every Sea Scout ship make a genuine effort to take part in creating, conducting, and participating in all district and council activities.

A ship must plan ahead to get good participation. This will happen if every district and council activity is made a definite part of your activity plans as far in advance as possible. Enrich your ship program—try for 100 percent participation at district and council activities.

## **Other Activities**

A number of Sea Scout regattas and related Venturing events are held in various locations around the country. Information on these events is sent to your local council.

## **Passport to High Adventure**

*Passport to High Adventure*, No. 04310, describes how to plan, prepare for, and carry out a high-adventure experience. This guidebook includes a directory of councils with high-adventure programs and a list of councils with high-adventure bases. There are many wonderful trip and expedition opportunities available to Sea Scouts. Ships should not restrict their superactivities to cruising. A Skipper once said: "We take almost as many land cruises as sea cruises. I find my Sea Scouts like camping and wilderness hikes just as much as the other Venturers do."



*Passport to High Adventure* opens a new world of high adventure to Sea Scouts. It does this by describing opportunities that are possible for just a fraction of what you might have thought the cost would be.

Do you need copies of tour permits and information on how and when to use them?

Do you have maps and charts of overnight campsites across the nation and do you know how to make reservations for them?

Would you like information on the kind and amount of insurance to carry?

Do you need simple methods for keeping financial records of your travel and copies of the forms to use?

Would you like advice on how to organize a group and make work assignments?

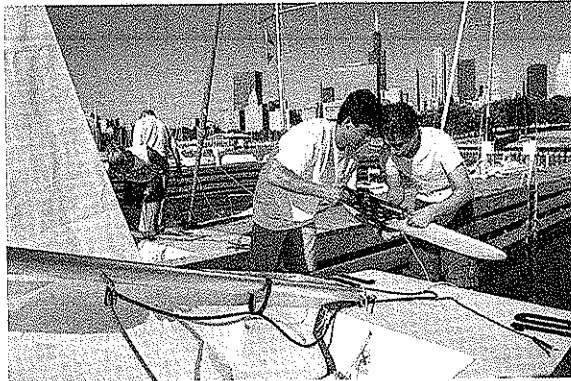
Could you use information about overnight facilities at military installations and a copy of the application required?

Do you know the policies of the Boy Scouts of America on travel?

Would you like suggestions from experienced leaders regarding tour and trip equipment, supplies, and menus?

Do you know what is necessary for health, safety, and sanitation on trips and cruises?

## Tour Questions



---

## Resources for Smooth Sailing

At times Sea Scouting is as simple and easy as cruising down a quiet stream. But at other times it can be as complex and difficult as navigating in unfamiliar waters during a storm. As you gain experience and become a real seaman, you will discover how much there is to learn.

You will need the advice of consultants who are expert in the various fields of seamanship. You will need publications that can give you other information necessary for the operation of a Sea Scout ship. This section consists of resources that are available to you. Various publications related to Sea Scouting are found in the bibliography.

The government agencies described here, such as the Coast Guard and the Defense Mapping Agency Hydrographic Center, have official publications and charts that your ship will need for any kind of cruising. Some of these agencies also have experts in your area who can be of immediate help to your ship.

The U.S. Coast Guard was first authorized by Congress in 1790. It is part of the Navy in wartime, but comes under the Department of Transportation in peacetime. When concerned with peaceful efforts, the Coast Guard has several functions, including the maintenance of buoys, lighthouses, and other aids to navigation.

It conducts search and rescue operations. It enforces federal laws on U.S. navigable waters and the high seas. It oversees the numbering of undocumented powerboats in states that do not. It checks on the sources of water pollution.

## U.S. Coast Guard



The Coast Guard is responsible for maintaining standards for all pleasure-craft safety equipment. It also produces a variety of basic marine publications, including the Navigation Rules—International and Inland (COMDTPUB P16672.2 [series]), the Light List (COMDTPUB P16502.1 through P16502.7), and the Local Notice to Mariners.

The Coast Guard maintains a chain of marine inspection offices, lifesaving stations, communication centers, repair and storage depots, air stations, and other facilities along the coasts of the United States, Newfoundland, Bermuda, and Puerto Rico, as well as on the Great Lakes and major inland rivers. These facilities are often available to Sea Scout ships.

The Coast Guard operates hundreds of cutters (ranging from about 65 feet to almost 400 feet long), icebreakers, motor lifeboats, surfboats, buoy tenders, launches, and auxiliary boats. It also has an aircraft division with helicopters and planes.

For ships with radiotelephones, the Coast Guard maintains a series of primary and secondary listening stations. They maintain a round-the-clock vigil on the standard calling and distress frequencies of 2182 kHz (marine MF-SSB) and 156.8 MHz (marine VHF-FM channel 16).

The Coast Guard has developed a simple, effective visual distress signal: raising and lowering your arm, outstretched to either side, slowly and repeatedly.

The Coast Guard can be reached by telephone (if need be) or by mail. Each of the district offices includes a rescue coordination/operations center with 24-hour telephone service. Look in the telephone directory under "U.S. Government, Department of Transportation."

Marine inspection offices are located in or near district Coast Guard offices, and usually in other cities as well.

Publications may be purchased from: U.S. Government Printing Office, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954; or call 202-512-1800 to place a telephone order. For more information on Coast Guard publications, contact the commander at the nearest district office, boating safety branch. Also, the nearest district office, aids to navigation branch, can provide, free of charge, the local Notice to Mariners.

---

## Inspection of Boats and Operator's Licenses

Policies governing the inspection of vessels and licensing regulations for boat operators are established by the U.S. Coast Guard. For information about these policies, contact the commander at the nearest Coast Guard district office or Coast Guard Marine Safety Office. (Look under "U.S. Government, Department of Transportation" in your telephone directory.) It is essential that your information apply locally; Coast Guard regulations vary with the size of boats and the water in which they are used. More information can be obtained from your local Coast Guard Auxiliary or local U.S. Power Squadron.

## SEA SCOUT INTEREST SURVEY

---

- |  |   |
|--|---|
| <input type="checkbox"/> Learn about computers           | <input type="checkbox"/> Hold a poster art contest        |
| <input type="checkbox"/> Sailing                         | <input type="checkbox"/> Basketball                       |
| <input type="checkbox"/> Volleyball                      | <input type="checkbox"/> Council Olympics                 |
| <input type="checkbox"/> Learn scuba diving              | <input type="checkbox"/> Visit a foreign country          |
| <input type="checkbox"/> Enter a road rally              | <input type="checkbox"/> Ice-skating                      |
| <input type="checkbox"/> New Orleans Mardi Gras          | <input type="checkbox"/> Roller-skating                   |
| <input type="checkbox"/> Winter camping                  | <input type="checkbox"/> Bowling                          |
| <input type="checkbox"/> Tour a cave                     | <input type="checkbox"/> Tennis                           |
| <input type="checkbox"/> Hold a folk songfest            | <input type="checkbox"/> Listen to music                  |
| <input type="checkbox"/> Backpacking                     | <input type="checkbox"/> Learn rock climbing              |
| <input type="checkbox"/> Snow skiing                     | <input type="checkbox"/> Learn about astronomy            |
| <input type="checkbox"/> Make a movie of ship activities | <input type="checkbox"/> First aid                        |
| <input type="checkbox"/> Boating                         | <input type="checkbox"/> Canoe trip                       |
| <input type="checkbox"/> Philmont trip                   | <input type="checkbox"/> Sommers High Adventure Base      |
| <input type="checkbox"/> Cut and sell firewood           | <input type="checkbox"/> Waterskiing                      |
| <input type="checkbox"/> Track and field events          | <input type="checkbox"/> Big Bend rafting                 |
| <input type="checkbox"/> Hold a progressive party        | <input type="checkbox"/> Florida Keys sailing             |
| <input type="checkbox"/> Whitewater rafting              | <input type="checkbox"/> Carlsbad Caverns                 |
| <input type="checkbox"/> Build camping equipment         | <input type="checkbox"/> Visit Texas coast                |
| <input type="checkbox"/> See a movie                     | <input type="checkbox"/> Cycling                          |
| <input type="checkbox"/> Have a holiday party            | <input type="checkbox"/> Service to community             |
| <input type="checkbox"/> Wilderness survival             | <input type="checkbox"/> Learn gourmet wilderness cooking |

