



Skłodowscy Yachting
sp. z o.o. S.K.A.

Sail Training Ship Kapitan Borchardt

Sailing Yacht Statute.





1. General Provisions

- 1.1. The Statute defines the rules for the organization of life and the course of service on board of the STS Captain Borchardt Sailing Vessel.
- 1.2. All persons embarked on board of the Vessel are referred to as the Crew. Depending on qualifications and the function performed, the following kinds of Crew are distinguished: Professional Crew (constant), Officers, training Crew.
- 1.3. All members of the Crew should always remember that the appearance of the Vessel and their attitude - both on board and ashore shows Polish sailing.

2. The Crew

2.1. Professional Crew (constant)

- 2.1.1. The professional Crew includes: Captain, Mechanic, Bosun and Cook.
- 2.1.2. The shipowner shall appoint the Captain, who takes over command of the unit with the signature of the corresponding entry in the log book. The entry includes the date and time, place of transfer, information about the state of the Sailing Vessel, its documents and signatures of the transferor and the transferee.
- 2.1.3. Captain is the commander of the Vessel, he is superior to all embarked persons, he cares for the Vessel and Crew safety creates the proper atmosphere and implements the program of the cruise.
- 2.1.4. The Mechanic is the head of the engine department, he directs the Machine Crew and is responsible for the technical condition and operation of all mechanical and electrical equipment and all installations of the Vessel. The Mechanic supports the engine throttle during the manoeuvres in harbours. He is responsible for managing the fuel, oil, for the observance of the regulations on the prevention of marine pollution and for keeping adequate records. Detailed responsibilities of the Mechanic are contained in the document entitled "The scope of the Mechanic's responsibilities".
- 2.1.5. The Bosun directs the work of the on-board Crew, he is responsible for the condition and maintenance of the entire Sailing Vessel (with the exception of the gym) and for the cleanliness on board. Specific responsibilities of the Bosun are contained in the document "The scope of the Bosun's responsibilities".
- 2.1.6. The Cook directs the economic watch in the kitchen. He supervises the preparation and issuance of meals on time, preparing provisions lists, supply of the Vessel in food and its proper storage. The Cook supervises the cleanness in the kitchen, cold stores, provisions warehouses and spaces under the deck. Specific duties of cook are contained in the document entitled "The scope of the Cook's responsibilities".
- 2.1.7. Members of the professional Crew - if necessary - shall take part in the works outside of their departments.

2.2. Officers

2.2.1. The Watch Officers on duty keep watch both at the sea and in port, they are responsible for the proper training of the watch over which they exercise control. Specific duties of the Officer on watch are determined in the "Duties of the Officer on watch" document. Each Officer is required to read the document before the cruise.

2.3. Training Crew

2.3.1. The Training Crew includes all the other members of the Crew. The Training Crew is divided into four watches. The Watch Officer - with the help of the deputy of the Officer of the Watch - is in charge of the watch. The deputy of the Officer of the Watch is appointed by the Officer, as the most experienced among the members of the watch. He helps the Officer in the organization of work of the group and assigns the positions at watches.

3. Embankment and disembarkment

3.1. The embankment of a Crew Member takes place after his adoption by the Captain of the ship, passing the relevant personal documents, like passport or identity card (travel document) to the deposit and entering him into the Crew List (log book).

3.2. Disembarkment takes place upon return of the Crew member's documents and making an entry in the log book. Before the disembarkment, each participant of the cruise is required to clean up the cruise cabin and pass his safety braces. Completely packed luggage of the cruise ending Crew shall be deposited in the place indicated by the professional Crew, so that it wouldn't hinder the arrangement of the embanking Crew in the cabins.

3.3. Since the embankment, the entire Crew is subject to disciplinary authority of the Captain and only Captain has the power to allow any Member of the Crew for disembarkment or leaving the Vessel.

4. Discipline

4.1. Each Crew Member - in accordance with the service policy set by Captain - is required to perform all tasks resulting from the functions and alarm and manoeuvre positions assigned to him.

4.2. A Crew Member is obliged to immediate and strict execution of commands and orders the Captain and the Officer of the Watch.

4.3. Alcohol drinking is totally banned while the Vessel is on the sea. Absolute prohibition also applies to possession and use of drugs. Smoking is permitted only in the area designated by the Captain. It is not allowed to smoke in the cabins and corridors under the deck.

4.4. Orders, instructions and commands relating to shipping and maritime service are final and shall be immediately enforceable. The commands issued by the Officer of the Watch – under the condition of the immediate execution of such order - may be appealed to the Captain, who ultimately decides. Fail to obey those rules results with disembarkment of the Crew Member in the nearest port - he will be sent to his place of residence at his own expense.



5. Daily Schedule

5.1. An uninterrupted 24/7 service is in force on the vessel. The Captain sets the hourly distribution and the manoeuvre position for individual watches. The service takes place in 4-watch system:

00.00-04.00
04.00-08.00
08.00-12.00
12.00-16.00
16.00-20.00
20.00-24.00

In special cases, the Captain may change the distribution of Watches. The distribution of Watches is posted in the mess.

5.2. Meals

5.2.1. The meals shall be consumed only at the times specified in the schedule of the day. The night watch (24.00 - 04.00) shall be provided with night dinner. It is categorically prohibited to store perishable foods in the cabins. Meals are served at the following times:

7.30 - 9.00 Breakfast
14.00 - 15.30 Dinner
19.00 - 20.00 Supper

During the cruise, each Crew Member should save fresh water. During longer stays in the sea, fresh water may be rationed in accordance to the Captain's orders.

5.2.2. On the day of embankment and disembarkment - two dinners are issued: for the disembarked Crew and for the embarked Crew. The Galley Watch that ends the cruise shall prepare and provide dinner for the disembarking Crew, and then shall lay the tables for the embanking Crew. The Galley Watch from the embanking Crew shall support its own meal, and then cleans up after it.

6. Watches

There are the following types of Watches:

- a) Navigational Watch,
- b) Anchor Watch,
- c) Galley Watch,
- d) Port and Gangway Watch,

6.1. Navigational Watch

6.1.1. Watches shall be performed in accordance with the principles deriving from ordinary seamanship.



6.1.2. The moment of Watch transfer shall be deemed the moment when the Watch Officer of the ascending Watch states that information obtained from its predecessor (the current position, the situation at sea, weather conditions, Captain's commands, etc.) are sufficient to continue the cruise in a safe manner and the galley has been clarified (in case of the Night Watch).

6.1.3. The log book shall be filled by the Officer of the Watch or the deputy of the Officer of the Watch. After each Watch transmission - an entry shall be made in the log book, stating the position of the boat.

6.1.4. During the Navigational Watch, the sailors shall fill the following positions: helmsman, two observers (the "eye"), navigation assistants. The other sailors shall perform other works. The rotation of the helmsman and "an eye" positions shall occur not less often than every hour.

6.1.5. While keeping the Navigational Watch, one can go below the deck only for business purposes, at the behest of the Watch Officer or the deputy of the Officer of the Watch.

6.1.6. The Helmsman passing the Steer Watch shall communicate the deflection and the course given.

6.1.7. The Crew members passing the "on eye" Watch shall inform the successors on the objects observed and registered in their sectors. Place of the Watch shall be set by the Watch Officer. Reports shall be made to the Watch Officer. At night, it is obligatory to use the safety harnesses.

6.1.8. Before the end of the Watch, the deputy of the Officer of the Watch shall check if the deck and the galley are clean.

6.1.9. The deputy of the Officer of the Watch who performs his duties in the 04.00 - 08.00 hours shall wake up the Cook and the morning Galley Watch - by disposal.

6.1.10. During the meals, the Navigational Watch Officer shall be replaced by the Galley Watch Officer. The other sailors exchange depending on the shipping, at the behest of the Officer.

6.1.11. During the Navigational Watch, the Watch Officer is required to conduct the navigation pursuant to the drive of the Vessel. Officer is responsible for maintaining the proper speed and constant readiness of the Vessel to carry out all the necessary manoeuvres, proper steering and manoeuvring, permanent monitoring of the situation at the sea, keeping navigation and ship's position determination.

6.2.1. The Anchor Watches shall be performed according to the distribution of Navigational Watches.

6.2.2. During the Anchor Watch, the Watch Officer is obliged to provide secure parking for boat at the anchoring and Vessel's readiness to raise the anchor and continue the cruise. He is responsible for the constant supervision of the anchor chain and watching the situation at the sea.

6.2.3. The duties of a Watch include observing the situation on the water, checking the position and controlling whether the anchor holds, as well as controlling the lighting and VHF radio listening.

6.2.4. Under normal conditions, the Watch is performed by an Officer and two sailors changing every hour. Other members of the Watch remain in readiness to work - in accordance to the disposal of the Officer of the Watch.

6.3. Galley Watch

6.3.1. The Galley Watch lasts 24 hours, it is passed at 4 PM. Gathering of the Galley Watch for the Watch transfer takes place in front of the kitchen.

6.3.2. Tasks of the Galley Watch are as follows:

- a) maintaining order in the mess and common areas of the ship,
- b) helping the Cook in preparing and issuing meals,
- c) cleaning up after meals,
- d) working in victuals' reviews, cleaning the food storage and the cold storage,
- e) issuing fresh water at its rationing.

6.3.3. The rules of hygiene must be strictly observed while work.

6.3.4. Attention shall be paid to saving fresh water while washing dishes.

6.3.5. In order to maintain cleanliness, cabins shall be cleaned by the Crew arranged in them. Prior to leaving the Vessel - the cleanliness of the cabins shall be checked and approved by a designated Member of the Professional Crew.

6.3.6. Each Crew Member is required to maintain cleanliness and order in his bunk and around. The cabins of the Professional Crew, their toilet and the communal toilet as well as the corridors and storages will be cleaned by the members of the Galley Watch.

6.3.7. It is prohibited to throw garbage and waste overboard in ports, canals, internal waters and coastal areas, and on the high seas, the waste may be thrown in accordance with the instructions regarding handling of the waste.

6.4. Port/ Gangway Watch

6.4.1. During the Port Watch, the Watch Officer is obliged to provide a safe stay of the Vessel in the harbour - he is responsible for arranging appropriate supervision of the Vessel and determines whether the persons wishing to board or leave it have the Captain's consent.

6.4.2. Port Watch shall be performed in accordance to the Marine Watches schedule or by the Captain's orders.

6.4.3. The Officer of the Watch shall replace the Captain in his absence (without the right to change orders) and entertain the representatives of port authorities, officials, visitors and guests.

6.4.4. The tasks of the Port Watch are as follows: ensuring the safe mooring of the Vessel - if necessary - shortening or loosening the moors and springs, checking fenders, traffic control of the people entering and exiting the Vessel, watching the movement of ships in the vicinity of the place of mooring, paying honours with ensign, VHF radio listening, putting and lowering a flag and the flag gala, maintaining full cleanliness on board, touring the Vessel's visitors.

6.4.5. Immediately after mooring and gangway building, the current Watch shall take the gangway positions. Distribution of the Gangway Watches shall be set by the deputy of the Officer of the Watch.

6.4.6. From raising the flag to the curfew, the Gangway Watcher shall perform his Watch properly dressed.

6.4.7. The Gangway Watcher can move away from the gangway only to inform the Officer on the arrival of the officials or guests, or to fire a salute with ensign, if the situation requires so.

6.4.8. The Port Watch members leaving the Vessel requires the consent of the Captain. Officer



of the Watch may only be replaced by another Officer of the Watch.

7. Training

- 7.1. Each participant of the cruise should improve his sailing skills by participating actively in the training run and independently, using the available help.
- 7.2. It is the responsibility of each of the participants of the training cruise to - as soon as possible after embanking - get to know his responsibilities, as well as the Vessel itself. The participants of the cruise shall familiarize with the intended use and placement of all the running rigging as well as the deployment of emergency and fire fighting equipment and alarms.
- 7.3. Using the navigation aids, navigation library and navigation and radio equipment instruction for training purposes is possible with the consent of the Officer of the Watch.

8. Safety

- 8.1. Safety requirements apply to the entire Crew.
- 8.2. After the embanking, each Crew Member is required to familiarize with the deployment of alarms, fire instructions, location of emergency exits and also to check the lifebelt and adjust the safety harnesses.
- 8.3. Entrance to the masts and bowsprit is permitted only with the consent of the Bosun or the Officer of the Watch on Watch (sea or port). When working on masts, bowsprit and outboard - use of safety harnesses is obligatory.
- 8.4. No one is permitted to leave the Navigational Watch without the consent of a Navigational Watch Officer on Watch.
- 8.5. On board, everyone is obligated to move carefully - no running or sliding allowed. One needs to watch the low-slung blocks, low doors, high thresholds (one is not allowed to stand on those) and steep stairs. It is forbidden to sit on life-rafts and hold to their locks (jet hooks).
- 8.6 While the waterfront reaching and leaving manoeuvres - jumping to the shore is not allowed, unless the Captain stated otherwise.
- 8.7. Before unbelaying any rope, the Crew Member is obligated to check what rope it is and what its purpose is.
- 8.8. On board, one shall use full footwear, which holds the foot well.
- 8.9. It's strictly forbidden to manipulate any mechanical, electrical, navigation or radio device without prior training and consent of the Officer of the Watch or Professional Crew members.
- 8.10. Presence in the navigation cabin and the machine room is permitted only for official purposes.

9. Alarms, maneuvers and gatherings

- 9.1. The whole Crew is required to know the distribution of alarm functions and to take part in the alarm instructional provided. In particular, before going on another cruise, it is crucial to conduct emergency training, practice "to the sails" alarms, "abandon the ship" alarms,

and - depending on sea conditions - partial (without throwing a pontoon on the water) or full "man overboard" alarms.

9.2. Security alerts related to the Vessel's Crew safety and their assigned signals include:

- a) "to the sails" alarm (8 seconds) _____
- b) "abandon the ship" alarm, "man overboard" alarm _____
- c) fire alarm .. _____
- d) manoeuvring alarm • ____ • ____ • ____
- e) gathering of the Crew on board ...

The alarm schedule is posted in the mess, in corridors and navigation cabin.

9.3. In good time before the scheduled manoeuvring alarm, the Captain or the Officer of the Watch notifies the Mechanic and the Bosun, prepares the Vessel to manoeuvres, checks the anchor, rudder, siren, manoeuvring station, VHF radio, clocks and informs the Crew on the attire required. The Bosun checks the cleanliness on board and in the premises. The Mechanic prepares the machine room and the main engine.

9.4. The manoeuvring alarm is announced by the Captain.

The following manoeuvring positions are set:

- a) The Bow - Bosun is in charge, he supports anchors and the bow winch. The I Watch takes place on the left side before the foremast, on command - it supports moorings and bow springs and heaving lines, puts out the bow landing. While manoeuvring the sails, the Watch supports the lines in accordance with the schedule set by the Captain in the cockpit and presented in the navigation cabin.
- b) Midship - II. and III. Watch - take up space on the side amidships, on command they support the fenders across the side and assemble the gangway. While manoeuvring the sails, they support the lines in accordance with the schedule set by the Captain in the cockpit and presented in the navigation cabin.
- c) Stern - IV Watch takes place on the side on the stern deck, on command it supports moorings and stern springs, heaving lines, stern winches and flag, it puts out the stern landing. While manoeuvring the sails it supports the lines in accordance with the schedule set by the Captain in the cockpit and presented in the navigation cabin.

9.5. After completion of the manoeuvres, all the Crew Members return to their positions waiting for the alarm buffer. Sailors of the Galley Watch may be exceptionally excluded from the in the kitchen, or at other assigned duties.

9.6. At the beginning of the cruise, prior to manoeuvres on sails, the Officers and the Bosun carry training with work on the sails with the Watches. All commands during manoeuvres issued by the Captain are addressed to the Officers or persons responsible for handling the position, who are required to confirm them by voice or by hand rising.

10. Clothing and personal equipment



10.1. Each Crew Member should have a stand suitable for the cruise route, various occasions, and climate and weather conditions.

10.2. Outfit of the entire Crew and Professional Crew when entering and leaving the ports, going ashore and on solemn occasions shall be determined by the Captain (depending on the weather and situation).

11. Marine ceremony, customs, traditions

11.1. The Vessel carries the flag from 08.00 AM local time until sunset. The flag is raised during the daily gathering of all the Crew on board. During the gathering, current issues concerning the cruise are discussed. Leaving the flag is done without gathering - an Officer on Watch determines sailor to take the flag down.

11.2. When entering the Vessel and leaving - everyone shall honour the flag by returning the head in its direction and an uniform cap salute or head bending (no caps) when crossing the side. Men shall remove their civilian headgear. Honours are not required from the Crew Members performing work that requires going through the gangway or entering

the Vessel and leaving it in formation.

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