

# Key Roles & Responsibilities of a Mate

## THE ROLE

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Mates assist the skipper with the sailing of the boat and the safety of young people and other volunteers on board. You will get fully involved with all aspects of the trips - helping the crew leader and skipper look after young people both on the boats and ashore.

Seamanship skills and tasks a mate should be able to achieve are:

- Preparing mooring lines and fenders for coming alongside.
- Stepping off the yacht safely whilst coming alongside.
- Making off on a cleat.
- Putting the headsail away and sheeting in the mainsail to a central position.
- Turning the vessel's engine on and off.
- Knowing what to do in the event of a man overboard - including if the skipper were to fall overboard.
- Knowing how to contact the other skippers.
- Knowing how to operate the VHF and start a mayday call.

## RESPONSIBILITIES & DUTIES

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### Prep the boat

- Pick up the boat from the charterer (Isle of Wight trips only).
- Get the food delivery unpacked on board (liaise with other boats and the shore team to identify any missing items in good time).
- Unpack the games and supplies from the office (and hide your water pistols!).
- Prep the boat with Ellen MacArthur Cancer Trust branding and flags.
- Help the skipper in ensuring the boat is trip ready.
- Talk to the skipper about yours and their expectations for the trip.
- Attend a team briefing and receive your briefing booklet.

### Meet the crew

- Get involved in icebreaker activities.
- Help young people get settled on the boat.
- Support the skipper in giving the safety briefing.
- Help with fitting the lifejackets and waterproofs for young people.
- Contribute to your crew charter - your crew's agreement on how to have a fun, safe and inclusive trip.



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## Setting sail

### Supporting your skipper in running the boat, including:

- Helping with the safe operation of the boat.
- Keeping in contact with other boats on the trip.
- Ensuring your crew are safe and engaged.

### Helping young people learn and develop their sailing skills, including:

- Trimming the sails.
- Tacking and jibing.
- Learning and practicing knots.
- Attaching fenders.
- Helming as necessary.

## Shoreside, or when not sailing

- Make sure young people are safe, supervised and having fun.
- Encourage young people to join in with activities and games (and join in yourself when appropriate).

## Saying goodbye

- Help young people pack away.
- Check the boat for any left items / lost property.
- Collect any Trust-owned equipment young people have used throughout the trip.
- Share your best bit, worst bit and funniest bit of the trip.

## Packing away

- Help your skipper clean the boat and return any Trust-owned equipment to the office.
- Complete your feedback.
- Return your briefing booklet.
- Deliver boat back to charterer (Isle of Wight trips only).

