

Norfolk Wherry Trust

Crew Application Form

The Norfolk Wherry Trust welcomes applications from anyone who has an interest in learning to sail the historic trading wherry Albion and crew her on Charter Trips. No previous experience of sailing is necessary, just an enthusiasm to help keep Albion sailing. If you would like to join us then complete the following application form. Please note that you must be a paid-up member of The Trust to qualify.



First Name: Last Name:

Home Address Details.

Address Line 1:

Address Line 2:

Address Line 3:

Postcode:

Contact Details.

Home Telephone : Mobile :

Email address:

If your application is successful then you consent to your details being kept on the NWT crew database and your contact details (as above) being supplied to all other crew members for the purposes of contacting you to arrange crewing opportunities.

Emergency Contact Details.

First Name: Last Name:

Your Relationship to contact:

Contact Phone Number:

I agree the Crew Contract:

Signed: (Note5)

Existing Relevant Qualifications Held :

Do you hold a valid First Aid Certificate ? (Circle as appropriate) YES / NO

Type of Certificate (note 1 & 2):

Date valid from: **Date valid to:**

Do you hold any of the following RYA Certificates (Circle as appropriate) (Note 2):

RYA Powerboat Level 2: YES / NO

RYA Day Skipper Practical Tidal: YES / NO

RYA Day Skipper Practical NonTidal Waters: YES / NO

RYA Coastal Skipper: YES / NO

RYA Yachtmaster: YES / NO

Do you hold any other valid RYA certificates (Please specify) (Note 2):

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Do you hold a valid M.C.A. Boatmaster License ? (Circle as appropriate) (Note 2): YES / NO

Date valid from: **Date valid to:**

Are you a member of the Norfolk Wherry Trust ? (Circle as appropriate) (Note 3): YES / NO

Do you hold any Previous Sailing/Boat Handling experience (Please specify) (Note 4):

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Notes.

1. Please give the name of the First Aid Course exactly as shown on the certificate.
2. Please supply a photocopy of each certificate.

All crew members are required to be members of the Norfolk Wherry Trust. Membership forms are available at Base or can be found at [Membership Application Form – Norfolk Wherry Trust \(wherryalbion.com\)](#).

3. Please give brief details of any previous boat handling or sailing experience. Specify any time spent as Master if any.
4. I have read and understood the crew contract.

Further information about us can be found on our website at <https://www.wherryalbion.com> and on Facebook at www.facebook.com/NorfolkWherryTrust. There is a crew section on our website which you will be granted access to once added to the Approved Crew list.

Please provide a head & shoulders photograph for the "Who's Who" section of our website (digital copies can be emailed to our webmaster at webmaster@wherryalbion.com) and send this completed form to:-

Mr Mick Harris, Beech Farm, Thorpe Row, Shipham, Thetford IP25 7NN

Or Email crewadmin@wherryalbion.com

If you have any questions, please contact Mick by email crewadmin@wherryalbion.com

Crewing Contract

The Trust welcomes crew with any level of experience (and none). Although crew are unpaid volunteers, Albion operates in a strictly regulated environment so we perform all our duties at all times in a professional manner. This is key to the ethos of the Trust.

Training

Sailing Albion poses some unique challenges and so the Trust will undertake to train all crew to the standard necessary. Most of this training is hands on Training and is focussed on crewing on Albion. The Trust also provides shore based training specific to Albion. These training courses are provided free of charge in exchange for your time to crew on Albion. This training encompasses:

- The legal, statutory and practical responsibilities of a volunteer
- Full crew safety briefing for Albion
- Man overboard practical (both shore based and on the water)
- Emergency first aid
- Sail training
- Other courses as processes or legislation changes.

The Trust expects crew to attend the initial training and the refresher training courses unless you have an accepted certificate from another provider.

The Trust also expects the crew to fully understand the Albion Risk Assessment and the Safety Management System (SMS) so that you will automatically know what to do in an emergency scenario. The documents are on the crew website and in the skipper's box.

Continuous Professional Development

Every member of crew is provided with a Red book for the crew member to record their training history. As each trip out on Albion is a training event, the crew must complete a Log Sheet for the manual with records what you achieved on that trip. Once you are competent in a particular task in the training manual, you should get that task signed off by two skippers on two occasions. These records are evidence needed if you want to progress to mate and are external proof that the Trust has trained you.

Albion is operated with full disclosure of any incidents or accidents so that we are able to learn from them in a process of continuous improvement. The Trust expects all crew to follow both the spirit and letter of the incident reporting procedure.

The Trust also runs a Crew meeting in spring that gives the opportunity to update all crew in changes to the processes. At the same meeting we also give the opportunity for skippers to find crew for their dates. Crew are expected to attend if possible.

Health

Whilst the Trust would like everyone to be able to join the crew of Albion, operating her safely does require some physical effort and we must ensure that crew are capable of can look after the other crew and passengers in all conditions. The Trust expects the crew to be able to:

- Quant
- Raise with two and lower the sail alone

- Handle the gaff line when raising and lowering the sail
- Reef the sail
- Steer and set the sail
- Correct coiling of ropes; preparations required for leaving the quay and coming alongside the quay; how to use the mud weight correctly; learn knots required
- Interact with the passengers. Most like to chat and ask questions as this is a unique experience, so it is helpful to have some knowledge of Albion's history, and of the local area we are sailing in e.g. St Benet's Abbey; Thurne Windpump etc.
- Be aware of passengers wanting to 'have a go' at winching or helming and pass this onto the skipper.
- Be familiar with the souvenirs we sell onboard and get them out to sell during the latter stages of each trip and know how to use the card payment machine (Zettle).
- Take and act on instruction from the Skipper and Mate without question because situations can require an instant response
- Before every trip, take part in preparing both the boat and the dinghy ready for sailing.

The Trust will train you to perform each of these tasks, but if you are concerned whether you are fit enough to perform the tasks, the Trust can organise a test trip to give you a better idea.

The Trust also requires all crew to self certify their health conditions annually. If we need professional assistance to understand whether you are fit to crew Albion, we will ask you to have a formal medical.

If, at any time during the season, you are not fit to crew on Albion, you must notify the Trust. If you sail with another member of crew who you feel is not fit, you are also required to inform the Trust.

Before you start training as crew, the Trust requires you to submit a health declaration.

Reputation

If at any time there is any other reason you should not be part of a crew with paying passengers or doing so might affect the reputation of the Trust, you are required to notify the Trust.

GDPR

The Trust needs to hold data about you for you to be on the crew list and to share that when necessary. It is also necessary for name and contact data to be shared among the volunteers to facilitate information updates and to allow skippers to contact crew.

Timekeeping

The Trust expects all crew to be reliable. Once you have committed to a trip, you must remember to attend, and be on time as we are taking out paying passengers. Our reputation is all important to us.

Enjoyment

Finally enjoy yourself! You are a volunteer, so you need to get a sense of fulfilment from sailing on Albion. The Trust believes it offers the right balance between formality and fun to allow you to do that.

The purpose of this contract is to set expectations for both sides. The details may sound a bit daunting but it will become second nature to you. If you have any problems, don't forget you are part of a team, so ask, as we all started at this stage.