



Aquatic Consulting Services

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Boating Tip #43: Job Assignments

Delegate and assign responsibility. Crew members will lobby for specific jobs whether dinghy captain, pyrotechnics specialist, or mixologist and try to avoid the dreaded head mistress, or sanitation engineer assignments. Dividing up the numerous jobs that need to be done on a boat during a voyage makes it more likely that that something important will not be overlooked. The person assigned the task, doesn't necessarily have to do the job themselves, but just needs to make sure it does get done. This is a way to get the crew involved and to learn more about the operation of the vessel.

Sailboat Captain

- Safety of crew and boat
- Overall operation of the boat
- Provisioning and meal planning
- Itinerary and trip planning
- Making sure boat complies with all regulations for race participation, safety equipment, inspections, U.S. Customs decal, PHRF rating, sail #, entry, yacht club membership
- Location of documentation and registration papers, U.S. Customs forms, immigration papers, crew passports / ID

First Mate

- Look-out during docking or leaving the dock or in heavy traffic
- Anchoring or mooring, adjusting mooring / anchor lines
- Hand bearing compass checks, and setting anchor alarms
- Dock lines, fenders, sail covers, and sail ties
- Putting up and taking down the awning, sun shade, bimini or dodger

Racing Specialist

- Familiarity with racing rules, flags, starting procedures
- Sail adjustments and sail trim
- Keeping track of boat's place in the race
- Keeping track of our position in the race and the location of competitors

Dinghy Captain

- Gas and oil
- Bringing dinghy aboard and securing to foredeck (or lines secure when towing)
- Outboard on and off boat
- Check out rest of crew on boat handling
- Dinghy inflation
- Dinghy lights
- Kill switch cords

Nighttime and Rough Weather Sailing

- PFDs, harnesses and tethers, jack lines
- Light lists
- Running and steaming lights
- Spot light
- Reefing

Engineer

- Fuels (diesel, propane, oils)
- Boat batteries, and charger
- Shore power cord
- Inverter

Sanitation Engineer / Head Mistress

- Adjusting valves on heads and holding tanks, and macerating
- Checking the bilge and running the bilge pump if necessary
- Trash disposal ashore

Communications

- VHF radio calls
- Family talk radios
- Portable VHF
- Satellite Phone

Navigator

- Charting
- Chart plotter/GPS
- RADAR
- Trip log

Purser

- Banker
- Food inventory, ice, fresh water, coolers
- Keys
- Inventory lost and broken items

Entertainment Director / Mixologist

- Happy hour
- Use of kayaks, SCUBA gear, kites, fishing gear
- TV / DVD / CD system adjustment, and speaker settings
- Dinner or activity reservations ashore
- Knot tying and craft activities
- Flags
- Song leader

First Aid & Safety Officer

- First Aid, first aid kit and supplies
- Abandon ship bag
- EPIRB
- MOB
- Life raft
- Firefighting

Weatherman

- Monitoring weather reports, tides, moon phase, times of sunrise / sunset

Note: You don't have to actually do the jobs yourself. You can assign duties. But, you are responsible for making sure the jobs get done as necessary.

Everyone needs to pitch in and take turns with meal preparation and clean-up.