



**making waves**  
FOUNDATION

Crew Accreditation Record  
for

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# MWF Crew Levels

MWF has developed its own system for accrediting crew with appropriate recognition of their skills and experience. This system of accreditation is not transferable to other organisations.

Volunteers start as an 'Inductee' and must complete one voyage as a 'Guest' before a Skipper signs off on a progression up to Crew Level 1 (CL1). You will be signed on as a CL1 as you then work through the syllabus.

There are three crew level designations, from CL1-CL2-CL3.  
After several years or previous experience, you can progress to a 2IC, then Skipper.

The On Water Operations Manager can only sign you off as 2IC, then Skipper. The competencies of each crew level are as follows:

Crew Level	Skill Level
Inductee/Inducted	A desire to be involved. Completed Guest sail.
CL1	Completed On-Board the Boat Training. Understand a sailing vessel or the project where operational.
CL2	Be a competent assistant in some aspects of that program
CL3	Be skilled in all aspects of program delivery and sailing
2IC	Be skilled in all aspects of program delivery and be a good leader of staff in that environment.
Skipper	Have mastery of program delivery and be an excellent leader of staff in that environment.

This booklet is designed as a tool for assessment to promote consistency throughout MWF, and as a detailed list of specific skills in relation to our Standard Operating Procedures.

It serves as a record of your competencies in our programs and should be brought with you on every sail.

## Crew Progression Process

Approach usual Skipper and nominate yourself for progression



Your Skipper can progress you from CL1 to CL3. You can work through the syllabus for each level, then advise the On Water Operations Manager and the Crew Coordinator



To progress to 2IC or skipper you will need to put yourself forward to the On-Water Operations Manager



If satisfactory,

Crew status updated on the system and shared with the Crew Coordinator



If unsatisfactory,

On-Water Operations Manager and Volunteer to design action plan and review at next quarterly crew review

## Skills Checklist

Inductee	Gust Sail Complete	
<b>Skills to be developed at Crew Level 1</b>		<b>Signed/Date</b>
<b>Sailing Knowledge &amp; Seamanship</b>		
Induction Stage 1	Completed On-Board the boat Training	
Induction Stage 2	Attended Onshore Induction either online or in person	
General Knowledge	Know correct terminology and understand instructions given concerning the sailing and day to day running of the boat	
Ropework	Tie the following knots and knows their correct use: figure-of-eight, clove hitch, bowline, round turn and two half hitches, reef knot	
	Know how to use winches, e.g. correct number of turns, use of self tailers, keeping hands clear	
	Handle ropes, including coiling, stowing, securing to cleats and bollards	
	Know how to use a sail tie	
Meteorology	Know forecasting services and where to obtain a forecast	
Navigation	Keep an efficient lookout and alert helmsman to potential hazards	
Engine	Can start and stop engine	
<b>Safety and Wellbeing</b>		
Personal safety equipment	Comply with guidance for the wearing of life jackets, can help guests fit their life jackets and know how to operate life jacket	
	Own and bring personal safety equipment such as knife, torch and tape	
	Stay hydrated and protected from sun and weather	
Seasickness	Know strategies for preventing and minimizing seasickness	
Boat emergency equipment	Know location of MOB equipment and understand deployment and when to use	
	Know location for fire extinguishers and fire blanket	
	Know location of torches	
	Know location of flares, hooter, anchor(s)	
Fire	Understand the hazards of fire and precautions necessary to prevent it	
First Aid	Know location of First Aid kit	
	Know location of Defibrillator	
<b>Pre-departure boat preparation as per SOP</b>		
Headsail	Furling headsail- knows action to take when furling or unfurling sail	
	Non furling headsail, can attach tack, head and clew	
Mainsail	Remove, fold and stow boom cover, in correct location	
	Remove boom sway rope, make ready traveller	
	Remove and stow winch and wheel covers	
	Place winch handles in correct pockets	
MOB equipment and ramp	Secure in place MOB buoy, throw line and retrieval sling	
	Attach Mob Lifting hook at mast (new line)	
	Secure rope on sling with bowline	
	Secure access ramp as per SOP, use for all WOJ programs	
Radio and Instruments	Handheld VHF on deck	
	Disconnect and stow shore power cable	
	Remove and stow instrument covers	
Welcome and introductions	Meet and greet clients	
	Make clients' name tags	
	Fit PFDs to clients	
	Assist clients boarding	

Skills to be developed at Crew Level 1		Signed/Date
Departure		
Spring lines	Undo springs and stow soft shackles	
	Tidy lines on dock	
	Get back on board when boat moving out of pen	
Roving fenders	One forward and one aft of shrouds	
	Hold fender at correct height	
	Establish a path on deck for movement	
	Move as required to protect boat	
Setting Sail: Mainsail Hoist		
Mast	Undo halyard and ensure it is not tangled,	
	Untwist head block	
	Listen for command and coordinate with pit to start hoist	
	Keep halyard clear from spreaders	
	Sweat halyard, showing clients the correct technique	
Trimmers	Remove main sail ties only as required as the sail is raised, correctly stow sail ties	
Pit	Coordinate with mast and helm to keep halyard going up	
	Know when halyard has enough tension	
	Figure 8 the halyard and stow down below	
Setting Sail: Headsail Hoist		
	Pull luff of sail to bow ready for hoist	
	Ensure halyard runs correctly	
	Feed luff rope through pre-feeder	
	Pull luff forward during hoist	
	Call jib tension to pit	
	Tension leech lines as required	
Mast	Coordinate with helm and pit	
	Sweat halyard and engage clients in this task	
	Show clients correct method to bounce and keep them safe	
Pit	Coordinate with mast and helm to keep halyard taut	
	Respond to bow call for halyard tension	
	Flake halyards when done	
	Engage clients in tailing and winching	
Trimmer	Prepare sheet(s) on correct side	
	Keep sheets free to assist hoist and avoid flogging	
Under Way		
Bow	Keep a lookout and alert crew of any hazards	
	Supervise clients on bow, especially through tacks and gybes	
	Skirt sail as needed	
	Flake sail and secure on deck when dropped	
Mast	Relay communications between bow and stern	
	Assist clients moving to and from bow	
	Deploy lazy jacks to correct tension prior to sail drop or reef	
	Assist bow in flaking and securing headsail when dropped	
Pit	Know which rope and clutch is which	
	Operate clutches and winches correctly	
	Winch halyards, outhaul, cunningham, reefing lines as required	
	Assist headsail trimmer whilst sailing	
	Relay communications between bow and stern	

Skills to be developed at Crew Level 1		Signed/Date
Headsail Trim	Release sheets safely to execute a tack and gybe and trim on again	
	Show clients correct techniques and winch safety	
	Prevent sheets from flogging	
	Assist with mainsail drop – correct use of sail ties	
<b>MOB Recovery</b>		
Spotter	Point to MOB continuously not getting diverted no matter what	
Swimmer	Knows what halyard the swimmer will be on, have it ready for deployment	
Casualty	Knows which halyard to use for casualty and how to deploy	
<b>Return and Pack down</b>		
Berthing	Secure correct fenders in the right places, at correct height with acceptable knots	
	Bring clients to center positions and settle down	
	Keep a good lookout and communicate to helm	
	Secure boarding ramp in correct position	
	Assist clients disembarking	
Headsail	Flake sail, leech or luff as required	
	Sail-bag neat and tied correctly	
	Install flopper stopper correctly	
	Bring halyards forward untangled	
	Coil and stow sheets correctly	
Covers	Replace boom cover	
	Replace instrument covers	
	Tie steering wheel	
	Replace wheel and winch covers	
Safety equipment and ramp	Stow MOB equipment – strobe not flashing	
	Place ramp in correct position	
	Check and stow PFDs	
	Hose boat. Clean and tidy below, remove rubbish	
<b>MWF Program Knowledge and Participation</b>		
General	Understand program's structure and objectives	
Teamwork	Work well with others, fun to be around	
	Follow instructions from senior crew, SIC and Skipper	
Working with clients	Be respectful of clients, teachers and carers	
	Show empathy towards clients without judgement	
	Actively engage clients in activity and conversation	
MWF Training	Working with the Blind	
	Working with Autism	
	On-dock activities	
<b>Learning Materials on the Volunteer Portal</b>		
Policies & Procedures	Work Health & Safety	
	Code of Conduct	
	Child Safety & Wellbeing	
	Bullying, Harassment & Discrimination	
Courses	Crew Accreditation	
	Working with Children	
<b>MWF Off – Shore ONLY CL1</b>	Knows location of EPIRBS	
	Knows how to use the radio and has radio operators license	
	Sea Safety Survival Course	

Additional skills to be developed at Crew Level 2		Signed/Date
Sailing Knowledge & Seamanship		
Meteorology	Recognise wind direction and strengths	
Navigation	Know rules regarding stand on and give way	
	Know lateral marks, cardinal marks and special marks	
	Understand the use of the depth sounder	
	Know how to source tide information and how to use it	
Engine	Know gear positions, neutral, ahead, reverse	
	Can read and report engine revs, oil pressure and temperature	
Emergencies		
Person	Understand action to be taken to recover a man overboard	
	Understand how cold-water shock can affect a casualty in the water	
Pre-departure boat preparation as per SOP		
Engine	Check fuel level in tank	
Mainsail	Reefing lines run and snatch blocks in place	
Departure		
Bow lines	Release one line, hand hold second line	
	Check channel clear, use hand signals	
	Move to a beam bollard to hold boat and ease or pull line as asked	
	Release line when instructed by helm	
	Continue lookout until out of marina, use hand signals	
Stern lines	Remove ramp and stow on dock	
	Remove 'off-side' stern line	
	Undo and hold dockside stern line over stanchions, pull stern in or out as asked	
	Release as required	
	Connect lifelines at stern in correct order	
Setting Sail: Mainsail hoist *with 1 reef		
Mast	Open reefing clutches as required	
	*Apply reefing cringle holding until set	
	Close reefing clutches	
	Tighten leech line as needed	
	*Cleave off reefing line	
	Manage reef cringles, reefing lines and clutches in reefing	
	Deploy lazy jacks after hoist	
Pit	*Put reefing line on another winch	
	*Know the correct order of halyard/cringle and reef	
	*Coordinate with mast re halyard tension	
	*Coordinate with mast re reef tension	
Mainsheet	Ensure backstay tension correct	
	Ensure vang off and mainsheet ready	
	Prepare traveller as required	
	Coordinate with helm and mast	
	Trim as required once sail is ready	
	Keep boom under control and clients safe	

Additional skills to be developed at Crew Level 2		Signed/Date
Under Way		
Headsail trim	Trim headsails on all points of sailing	
	Understand use of sheets, luff tension, car position	
	Show clients correct techniques and winch safety	
Mainsail trim	Trim mainsail on all points of sailing	
	Understand use of sheet, traveller, vang, outhaul, luff tension, and cunningham	
	Control the main sheet through a gybe	
	Coordinate with helm and respond to overpowering	
Helm	Understand the basic principles of sailing and recognise when the boat is sailing well	
	Steer a compass course, under sail and power	
	Steer on all points of wind under sail	
	Tack the boat including check for clear path, call and acknowledge intentions to crew, and establish new course after tack	
	Know terminology of steering eg. "height", "up", "down", "bear away", "luff up"	
MOB Recovery		
Halyard	Knows and controls both swimmer and casualty halyards	
Hauling up	Can grind winch keeping casualty and swimmer together	
Swimmer	Has trained as rescue swimmer	
Return and Pack down		
Berthing	Identify mooring lines correctly	
	Correctly attach lines and lead through stanchions	
	Tie off lines to avoid rubbing damage correctly	
	Use soft shackles correctly	
Pack down mainsail	Install boom sway rope and secure traveller	
	Tie reefing lines tied without shortening	
	Stow snatch blocks	
	Secure jack stays and main halyard correctly	
	De-tension backstay and outhaul	
Power, radio and instruments	Switch off instruments	
	Switch off main power	
	Plug in shore power and check charging	
	Replace handheld radio and check charging	
Learning Materials on the Volunteer Portal		
Policies & Procedures	Communications	
	Conflict of Interest	
	Risk Management	
	Privacy	
MWF Off – Shore ONLY CL1	Can operate distress flares and EPIRB & know when to use	
	Know when to wake Skipper as per 'Standing Orders'	



Additional skills to be developed at Crew Level 3		Signed/Date
Sailing knowledge & Seamanship		
General knowledge	Set the example and anticipate what needs doing	
	Mentor other crew on skills and procedures	
	Is thoroughly familiar with boats	
Safety and Wellbeing		
Boat emergency equipment	Can operate of bilge pumps and sea cocks	
	Can operate EPIRB	
	Can operate fire extinguishers and fire blanket	
	Know how to set anchor	
	Can operate flares, hooter	
Fire	Know location of fire blankets and extinguishers	
	Carry out the actions to be taken in the event of a fire; can use equipment	
Radio	Familiar with VHF radio operation and protocols in emergency	
First Aid	Have current first aid certificate	
Pre-departure boat preparation as per SOP		
Engine check	Open water inlet seacock	
	Verify correct levels for coolant, engine oil, gear box oil	
	Verify correct v-belt tension	
	Check bilges including quadrant bilge (Kayle)	
Radio and Instruments	Radio check to MROCP standard	
	Handheld VHF on deck	
Departure		
Helm	Check for neutral gear, no lines in water before starting	
	Check water from exhaust	
	Check gear engagement, neutral, ahead, reverse	
	Establish rudder amidships	
	Establish the approach to leaving taking tide and wind into account	
	Command and control crew for departure	
	Turn keeping boat clear	
Setting Sail		
Helm	Keep boat into the wind, using reverse if needed to maintain sea room	
	Coordinate with mainsheet once sail is up	
MOB Recovery		
Helm	Is aware of traffic	
	Understands difference between up-wind and downwind sides	
	Can accurately approach MOB under power	
	Keep sling at rear and keep clear of retrieval equipment	
	Is aware of propeller danger (under power)	
	Approach MOB under sail using figure of 8 or other method	
Return and Pack down		
Engine checks	Close engine water seacock	
	Check quadrant bilge (Kayle)	
MWF Program Knowledge and Participation		
General	Provides input and suggestions on how to improve running of program	

Additional skills to be developed at Crew Level 3		Signed/Date
Teamwork	Acts as a role model	
	Communicates effectively	
	Mentors and teaches less experienced crew mates	
	Not afraid to speak up when notices something is not right	
Working with Clients	Has awareness of how to work with people with a broad range of disabilities	
	Notifies when clients are not feeling safe or comfortable	
Online Learning		
Courses	Standard Operation Procedures	
Additional skills to be developed at 2IC Level		Signed/Date
Sailing Knowledge & Seamanship		
General knowledge	Gives clear and timely commands	
	Instructs crew	
	Sets the example onboard	
	Proficient in all aspects of crewing and boat operation	
Navigation and Pilotage	Understand the use of the depth sounder	
	Know how to source tide information and how to use it	
	Knows how to read a paper and electronic chart	
	Fills out and monitors key information through the ship's log	
Safety and Wellbeing		
Radio	MROCP certificate	
	Able to make VHF call as required	
Management of Procedures as per MWF SOP		
Pre-Departure/ Planning	Can manage and assign roles for timely and efficient departure.	
	Manages crew to get clients onboard and settled	
Under way	Can manage crew to hoist/drop sails, adjust trim, get clients involved, manage the boat through manoeuvres	
Return and Pack down	Can manage the crew and assign roles for timely return and complete pack down	
	Manages crew to make sure clients disembark safely and return equipment	
Pre-Departure		
Safety Briefing	Deliver as per orange sheet: history and aims of MWF, safety	
	Outline plan for the day, crew names, set tone for engagement	
Instruments	Insert depth/log transducer	
Return and Pack down		
Helm	Command and control of the crew in all positions	
	Determine method of docking and communicate to crew	
	Keep rudder under control in reverse	
	Choose appropriate pace for conditions	
	Turn into berth at right time letting crew alight onto finger	
	Slow and stop boat	
	If necessary, go forward on stern line to bring bow in	
Know when to abort and try again.		
MWF Program Knowledge and Participation		
Teamwork	Check in with crew for input and suggestions	
Working with clients	Understand what to do in case of an emergency or crisis with a client	

Additional skills to be developed by Inshore Skipper		Signed/Date
Sailing Knowledge & Seamanship		
General	Ensure procedures are followed and that boat, crew, and passengers are safe	
	Comfortable making decisions	
	Ensure crew is being trained	
Navigation and Pilotage	Can plan a route with waypoints on paper and electronically	
	Can plot a position on a paper chart	
	Can fix a position visually	
Engine	Can troubleshoot minor engine problems such as air in fuel, impellor failure, drive belt failure	
Management of Procedures as per MWF SOP		
Pre-Departure/ Planning	Make appropriate decision regarding weather, sail plan and area of operation	
	Make sure procedures are followed as per SOP	
Under way	Make appropriate operation decisions and adjustments based on traffic and weather conditions	
	Ensure vessel is handled safely by crew and clients	
MWF Program Knowledge and Participation		
Teamwork	Debrief crew on learnings to improve running of boat/program	
Additional skills to be developed by Offshore Skipper		Signed/Date
Sailing Knowledge & Seamanship		
Navigation and Pilotage	Plan a coastal passage considering hazards, crew, boat and weather conditions	

**EXTERNAL COURSE  
COMPLETION RECORD**

eg. SSSC, RYA Day Skipper, Radio

Course Name	Date	Expiry Date