



# **SANTA MARIA MANUELA**

**SHIPS MANUAL FOR  
TRAINEE GUESTS**

## WELCOME AND INTRODUCTION

Santa Maria Manuela (SMM) was launched on May 10 1937, in Lisbon, Portugal. The ship was built in the CUF shipyard in 62 days, together with its sister ship Creoula. The moment when the hull of SMM touched the waters of the River Tagus was witnessed by thousands, capturing the hearts of the people of Portugal, and marking the beginning of an iconic journey.

Between 1937 and 1993, SMM transported thousands of sailors to Newfoundland and Greenland in the pursuit of cod, the prize catch for the people of Portugal.



Life was harsh onboard. Sailors had to contend with cramped cold conditions below decks, and above with the bitter chill of the north winds, frequent storms and long hours fishing the perilous seas of the Grand Banks in small boats.

In 1940 a new danger emerged; the submarines of the II World War. Santa Maria Manuela is one of the last ships of the mythical White Fleet – a group of cod-fishing vessels that had their hulls painted white to avoid being torpedoed during the military conflicts.

Between 2007 and 2010 the ship was rebuilt by the fishing group Pascoal, and subsequently was taken on by Recheio Cash & Carry, part of the Jeronimo Martins Group.

The farsighted vision of the current owners has created a culture of sail training, expedition, exploration and team development aboard the Santa Maria Manuela. Passenger trainees are welcomed aboard as members of the sailing crew. During your voyage you will be given every opportunity get personally involved in the sailing of the ship.

We hope that through your voyage you not only discover the excitement of sailing this unique vessel, but also make new friends, explore new shores and perhaps learn something about yourself and the team you sail with.

 *Twenty years from now you will be more disappointed by the things  
you didn't do than by the ones you did do.  
So throw off the bowlines. Sail away from the safe harbor.  
Catch the trade winds in your sails.  
Explore. Dream. Discover.* 

*Mark Twain*



## CONTENTS

- Sail training
- The ship's company
- Your tall ship adventure
- Weather
- Further information
- Ships shop
- Once you are aboard
- Watches and watchkeeping
- Kit list
- Itinerary and timings
- Food and drink
- Smoking
- First aid and medical care
- Seasickness
- Alcohol and Drugs Policy





## SAIL TRAINING

Most people who step aboard the Santa Maria Manuela have not sailed before. Our professional crew are here to teach you and make sure your voyage with us is rewarding, engaging and most of all, fun.

Life onboard really is about joining in, so we invite you to roll your sleeves up and get involved.

Through this unique sailing experience, you will share life in a small maritime community, living in close proximity to others, carrying out the vessel's routines and learning as a team to sail the ship. This form of adventure training offers a wealth of opportunity for personal development through collaboration with others. By testing physical and psychological limits you will gain an enormous sense of achievement and confidence while your awareness and understanding of others will build mutual respect and lasting friendships; skills which will help aboard and in life beyond your sailing experience with us.

This handbook is written to help you prepare for life aboard and the jobs and duties we will ask you to participate in.

Specific joining instructions are sent separately before the start of your voyage. If you have any further queries, please contact our team.



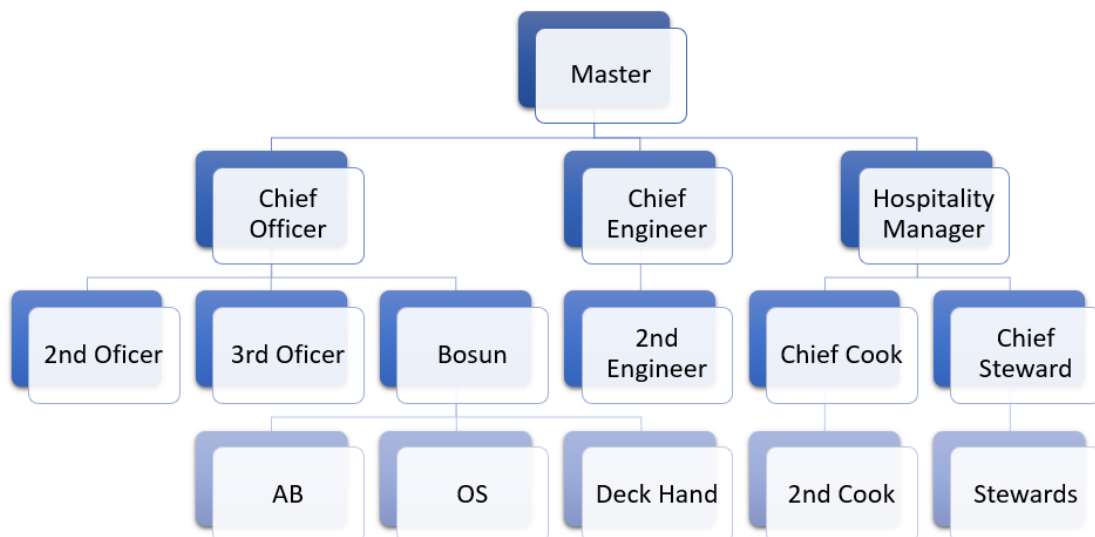
## THE SHIP'S COMPANY

The ship is run by 18 crew and supported by up to 46 trainee crew – that's you!

The Captain and his 4 officers oversee the safe and efficient running of the ship and the sailing and learning experience aboard, while his Hospitality Manager ensures that the ships trainees and guests are cared for. The ships two engineers keep the engines running below decks, while on deck the ships boatswain and his team of four able seamen make a point of working with the trainee to get the sails up at every opportunity.

If an army marches on its stomach, the crew of SMM certainly sail on theirs. Expertly provisioned by our colleagues at Recheio Cash & Carry, the alluring armorer of Portuguese home cooking wafting from the ships galley calls everyone to the mess room three times a day like clockwork.

The family values which are so celebrated in Portugal are evident through the service provided by our Chief Steward and his team, with meal times forming a central element in the development of the crew as a unified team.





## **YOUR TALL SHIP ADVENTURE**

Your voyage aboard the Santa Maria Manuela will be a unique and memorable experience. For young and old alike, this experience presents many personal development opportunities that will be invaluable both during your time sailing with us and through life.

You will get involved in all aspects of sailing the ship from handling ropes and sails, helming, passage planning, working in the galley (kitchen) and keeping the Santa Maria Manuela shipshape and clean.

When you arrive on the ship you will be split into teams called watches. You'll find that you form really strong friendships with your watch mates as you learn to sail the ship together and perform other formal and informal activities.

## **WEATHER**

Every effort will be made to put to sea, but in the event of bad weather the safety and comfort of the Crew & Trainees will not be compromised. The Captain makes all the decisions concerning the safe operation of the vessel and the safety of everyone onboard.

## **ONCE YOU ARE ON BOARD**

Once you joined the ship you will be escorted to your cabin and given you a tour of the ship.

Before the ship departs the dock there will be a mandatory safety brief with all the crew and trainees. Following this briefing you will have a chance to meet the crew and hear more about your voyage ahead.





## WATCHES & WATCHKEEPING

You will be expected to undertake the various duties required for the ship's operation. These tasks vary from the exhilaration of going aloft to set sails (although this is voluntary) to passage planning, cooking and keeping the Santa Maria Manuela shipshape. Some of the work is physically demanding so you will soon appreciate what good teamwork can achieve.

You will be divided into 4 groups (depending on total number of trainees). Each group will have a designated color and a matching bracelet to identify you and the crew member in charge of your mast and watch.

RED	Fore Mast.
GREEN	Aft-Fore Mast.
BLUE	Main Mast.
YELLOW	Mizzen Mast.

While underway there will always be at least one watch on duty. The watches rotate duty on a schedule as set by the captain and posted in the Multi-Purpose Room.

**WATCH DUTIES** - for a period of 4 hours you will be assign to:

**Lookout:** Posted on the bow or, in heavy weather, astern. Reports all objects sighted by speaking with the officer on watch.

**Helmsman:** Posted at the wheel on the astern. Steers the ship under supervision of the ship's crew - a close attention to the compass course and do not engage in unnecessary conversation or become otherwise distracted from your duty.

**Bridge watch:** Posted on the bridge. Listens for incoming radio and telephone calls and sounds. Is also responsible for monitoring the voyage respecting the voyage plan.

**Engine Room Watch:** when underway using engine posted wherever the chief engineer needs you. Might be checking temperatures, transferring fuel or any other activity related with the engine room department.

The watches and routines are posted around the ship and will quickly become second nature.

## KIT LIST

Below is our recommended list of kit to bring. You only have a small space to stow your belongings so when packing consider the weather, location and time of year - will it be warm in the Azores or cold in the North Sea?

When dressing for a sailing trip its best to use a layering system which allows you to add or remove layers depending on the conditions.

- Base layer – Thin warm layer worn close to the skin.  
Mid Layer – Warm flexible clothing  
Outer layer – Waterproof breathable clothing which keeps the wet out and allows moisture from sweat to escape

### PERSONAL KIT LIST GUIDE

#### Clothes

- Waterproof jacket and trousers
- 2 jumpers or fleeces
- 2 pairs of trousers/shorts
- 2 t-shirts or mid layers
- Underwear
- Several pairs of warm socks
- Thermal base layer
- Nightclothes
- Stout footwear to wear on deck
- Spare pair of shoes
- Casual clothes for going ashore
- Beach towel (a micro fibre / sports towel is a good idea)
- Swim gear
- Sunhat/Baseball Cap (plus string to tie on)
- Fleece hat and scarf (avoid wool)
- Waterproof gloves (worn when helming)
- Toiletries and personal medication
- Seasickness pills (Stugeron)

#### Gadgets

- Ear plugs (a must!)
- Camera (plus spare batteries)
- Sunglasses and cord
- Small torch
- Suncream
- Refillable water bottle
- Small musical instruments if you wish





### **Medication**

- If you are on medication please bring plenty for your voyage with extra in case you suffer from sea sickness and have to take additional doses.
- Bring your own sea sickness medication

### **Documentation**

- **A valid passport** and any necessary travel documentation

### **Kit list notes**

1. There are 240v 2 pin European sockets in each cabin.
2. Mobile phones may be used on board when in range.
3. For your safety jewelry should not be worn on deck.
4. We recommend glasses and caps are secured with a cord

### **We will provide:**

- Harness
- Lifejacket
- Safety Equipment
- Bedding
- Towels (but please bring a beach towel)



## ITINERARY AND TIMINGS

Sailing vessels have destinations, not arrival times as we are at the mercy of Neptune and rely on the wind and currents he sends us. Each voyage has a start and finishing port. The captain will try to follow an itinerary but this may vary depending on the wind direction or sea state.

## SMOKING

Smoking is permitted, but only outside on the designated deck area.

## FOOD AND DRINK

All meals on board are included in your voyage fee. The chef will endeavor to meet any special dietary requirements which have been noted on your booking form. Meals are served in the Salon Terra Nova. Hot drinks, water, biscuits and fruit are available in the Salon Terra Nova at all times on a self-service basis.

On longer voyages, each watch provides one team member per day to help in the Galley (Kitchen).

Everybody will take turns to help in the galley with general chores such as cooking, washing up, laying tables and serving meals for at least one day during every voyage.

## FIRST AID AND MEDICAL CARE

The ship has two First Aid Trained officers on board should you need assistance. If you require personal medication, please bring enough with you to last the duration of the voyage.

## SEASICKNESS

You are advised to bring your own seasickness medication if you get motion sickness. Most of the anti-seasickness products must be taken at least two hours before sailing to be effective.

## ALCOHOL AND DRUGS

On Youth Voyages, no alcohol may be consumed on board at any time by any member of the Voyage Crew. Any alcohol found will be confiscated until the end of the voyage.

Voyage Crew under the age of 18 **may not** consume alcohol at any time whilst ashore in the care of Santa Maria Manuela.

Non-prescription, illegal drugs are not permitted on board.

Anyone found in possession of such drugs will be put ashore at the earliest opportunity and the Police informed.



**Jerónimo  
Martins**

**RECHEIO**  
CASH & CARRY