

BRCN

2805

COXSWAIN'S GUIDE

ROYAL CANADIAN NAVY



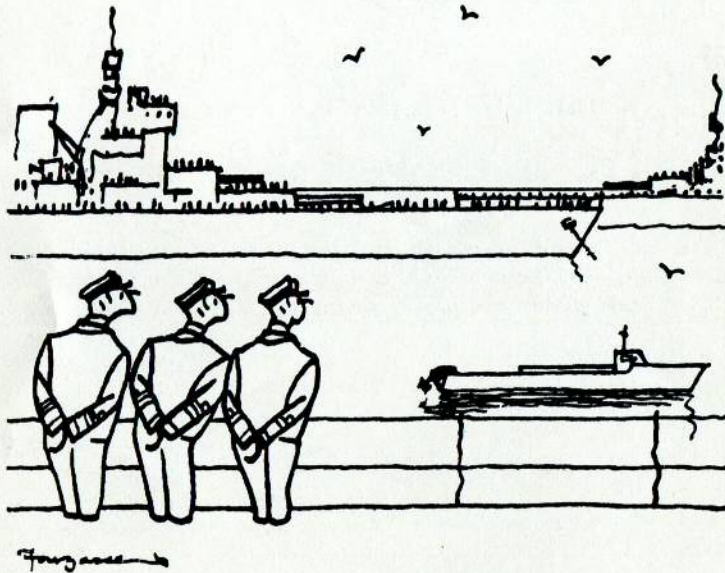
THE ROYAL CANADIAN NAVY

The 1st day of October, 1943

This publication which is entitled "Coxswain's Guide" (BRCN 2805) is issued under the authority of the Chief of the Naval Staff within his power under the National Defence Act.

W. A. D. M.
NAVAL SECRETARY

To all Flag Officers,
Officers Commanding
Her Majesty's Canadian
Ships and Establishments
and to all others concerned.



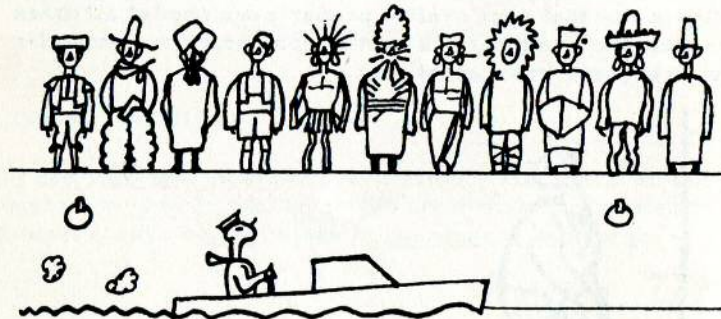
“Service Boats are apt to operate
very much in the public eye....”

(see para. (1))

COXSWAIN'S GUIDE

GENERAL

(1) Service Boats are apt to operate very much in the public eye. As coxswain, therefore, your responsibility for the reputation of the Service is a heavy one.



‘.....as a sample of Canada's Navy.’

(See para. (1))

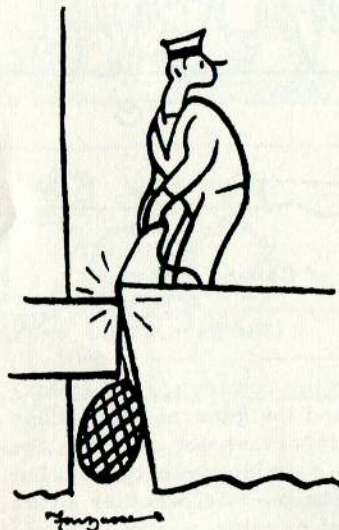
The way in which you handle your command, the smartness and keenness of your crew, and the general ship-shape appearance of your craft are important, not only for the efficient running of the Service to which you belong, but also because wherever you may be on duty, whether under way or secured alongside a vessel or jetty, you will be regarded as a sample of Canada's Navy. When handling a boat, there is only one satisfactory way to carry out every movement, and that is the right way, the way that has been thought out ahead, so that no matter what sudden emergency occurs, whether it is "man overboard", a sudden engine failure or a parted mooring, you and your crew will be able to deal with it without loss of life or damage to your boat.

(2) There are 3 parts of your job for which you are equally responsible, namely:

- (i) Care and maintenance of your boat and its equipment.
- (ii) The proper handling of your boat under way.
- (iii) The discipline of passengers and crew and observance of Naval Customs and marks of respect.

CARE AND MAINTENANCE

(3) While it is no part of your duty to carry out large repair work or to attempt to retune an engine, it is your responsibility to see that your craft is properly equipped at all times and that the equipment is kept in good order and stowed in the right place in the right way.

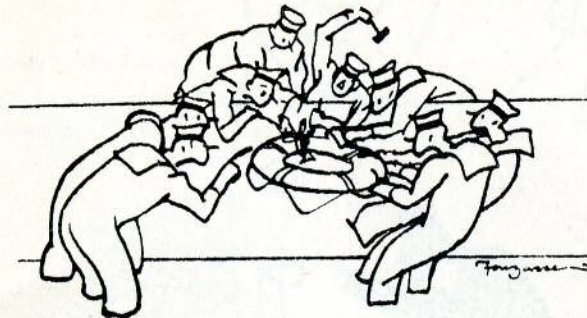


Fenders

(see para. (4))

FENDERS

(4) There is never any excuse for absence of fenders. Even if they are in short supply from your base stores, it is always possible to improvise fenders from old rope ends, which can be "made up" in a seamanlike way to be both neat and effective. At least four fenders should always be ready for use -- one for the bow, one for the stern and two for the sides. When fenders are in use, see that they are properly tended and not allowed to work free from the part of the boat which is in danger of being rubbed.



".....stowed securely but with "
(see para. (5))

LIFE SAVING GEAR

(5) See that this is stowed securely but with quick release toggles so that it can be let go immediately it is wanted. It must always be kept clear of passengers and cargo.

-- quick release "
(see para. (5))



NAVIGATION LIGHTS

(6) Make sure that all lights are in working order by testing them BEFORE it gets dark.



". . . . before it gets dark!"
(see para (6))

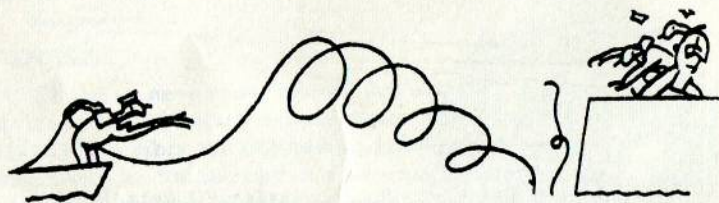


" know how to use them."

(see para. (7))

FIRE EXTINGUISHERS

(7) These must be kept filled and free in their housings and clear of all obstructions. Make sure that all your crew (including yourself) know how to use them.

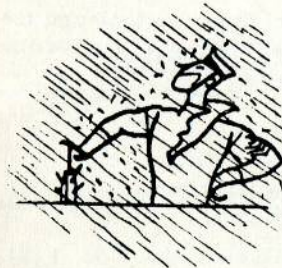


" have two heaving lines ready"

(see para. (8))

HEAVING LINES

(8) Always have TWO heaving lines ready to hand and coiled down properly for immediate use.



" much happier in fog
or blinding rain"
(see para (10))

REMEMBER

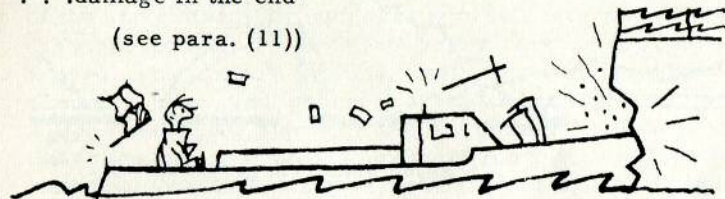
(9) If you find a defect in hull, engines or equipment, ALWAYS report it as soon as you return to base.

COMPASS

(10) Learn from the chart the magnetic bearings of one or two convenient transits in your harbour and check the compass on these transits often. You will then feel much happier in fog or blinding rain.

" . . . damage in the end"

(see para. (11))



BOAT HANDLING

(11) The golden rule in all matters of boat handling is to think out what you are going to do and how it can best be done in good time BEFORE you start to do it. In making your plans, remember that an extra two or three minutes spent in making a careful and seamanlike approach will

often save time and damage in the end.

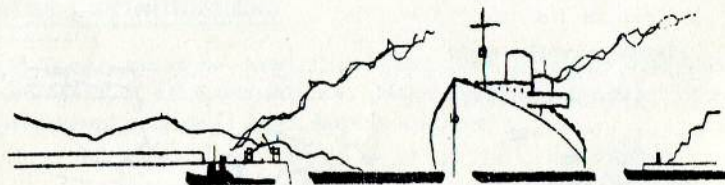
Know and Understand the Rules of the Road. (Regulations for preventing collisions at sea.)

(12) The easiest way to remember them is to learn the application of the rules to steaming at night with navigation lights. The daytime rules are the same.

"Meeting steamers do not dread,
When you see three lights ahead,
Starboard wheel and show your red,
Green to green and red to red,
Perfect safety, go ahead."

"If to starboard red appear,
'Tis your duty to keep clear;
To act as judgment says is proper,
Port or starboard, back or stop her."

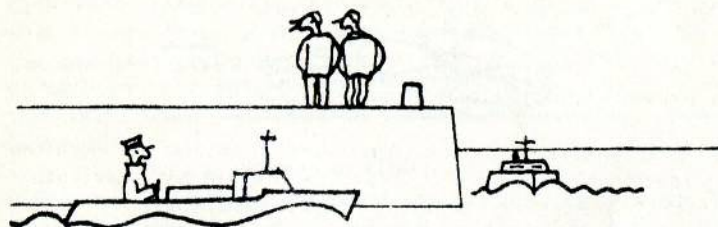
"When upon your port is seen
Steamer's starboard light of green,
There's not so much for you to do,
For green to port keeps clear of you."



". . . often unable to give way"

(see para. (13))

(13) When you sight, another vessel steering a course which, by the rules, you must avoid, give way in plenty of time and make your intention obvious to the other vessel. Also remember that big vessels in narrow waters are often unable to give way in accordance with the rules. In such cases, or when in doubt, it is your duty to keep clear.



". . . . which you cannot see. . . ."

(see para. (14))

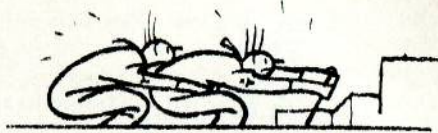
NEVER CUT CORNERS

(14) If you are rounding the end of a vessel or jetty, keep well clear so that you are not in danger of colliding with another vessel which you cannot see but which may be coming round the corner on a converging course.

(15) If you are rounding a buoy marking a shoal or a wreck, keep outside the buoy even if you think there is enough water to pass inside the buoy. The tide may be lower than you think.

NEVER APPROACH A SHIP OR JETTY "HEAD-ON"

(16) This is the most frequent cause of serious damage to boats. A head-on approach relies entirely upon the ability of the stoker (and his engine) to give full astern at exactly the right moment. If he is late or his reverse gear fails to engage, you cannot avoid a nasty accident resulting in damaged bows and perhaps a man overboard as well. Always make your approach at a slight angle, so that if anything goes wrong at the last moment you will be able to turn your boat away from danger, make another approach, and do no harm. To decide from which direction to make your approach, notice which way the tide or current is running alongside the vessel or jetty you wish to close, and plan your movements so as to stem it. The only time this rule does not apply is if there is a very strong wind, in which case it may be safer to approach down stream, but when doing this great care is necessary and it is best to approach very slowly and to let the wind do most of the work.



" fails to engage."
(see para. (16))

APPROACH FROM THE LEE SIDE IF POSSIBLE

(17) You will then have calm water alongside. If a strong wind is blowing, remember that as soon as your craft enters sheltered water close alongside, you will experience a sudden stoppage of wind and sea, which appears to have the effect of dragging you in towards your mark.

(18) When altering course near other vessels, always show what you intend to do by making the correct sound signal.

(19) Before altering course look astern. There may be another vessel close behind you.

(20) Keep to the starboard side of the channel, even when there are no other vessels in sight. Then you will never be caught on the wrong side in a sudden emergency.

(21) When pulling clear from alongside a vessel or jetty use a "spring" from the near side stern bollard and give a touch of slow astern power. This will draw your bow clear and will allow you to make a clean turn instead of having to scrape your stern alongside before you can turn.

(22) When approaching a vessel secured by the bow, watch for the sheering of her stern in wind and tide, and lay a course on the outside limit of her movement. You will always be able to turn in alongside once you have passed her stern.

(23) Always have fenders inboard when under way unless you are just going alongside a vessel or jetty, but NEVER go alongside without fenders outboard on the near side.

(24) When going astern, remember that a single screw boat will always tend to kick her bow in the same direction as the normal rotation direction of her engine. The majority of harbour craft have "right-handed" engines, which means that their bows will slew to starboard when astern power is used.

(25) Remember that the slower you are moving through the water the more helm you must use, but that it is impossible to steer a boat unless she is passing through the water.

(26) Tell your crew what you intend to do. They will then be able to help you by obeying your orders smartly because they will know what sort of orders to expect.

(27) Keep a sharp look out for small craft -- pulling boats, etc. -- either under way or secured alongside, and reduce speed as necessary so as to avoid causing trouble by your wash.

(28) Know where berths and anchorages are situated.

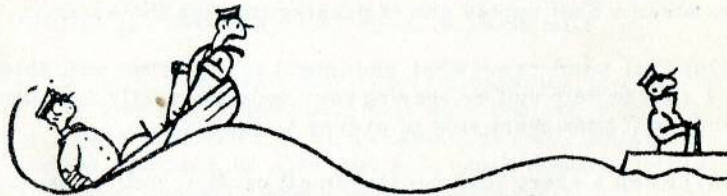


"Tell your crew what you intend to do"
(see para. (26))

(29) Know where all fuelling and water points are.

(30) Never run over the D.G. range as a "short cut", even if you cannot see any vessel using the range.

(31) When taking over a strange craft find a clear stretch of water in which to try out her turning circle and stern power BEFORE you close anything.

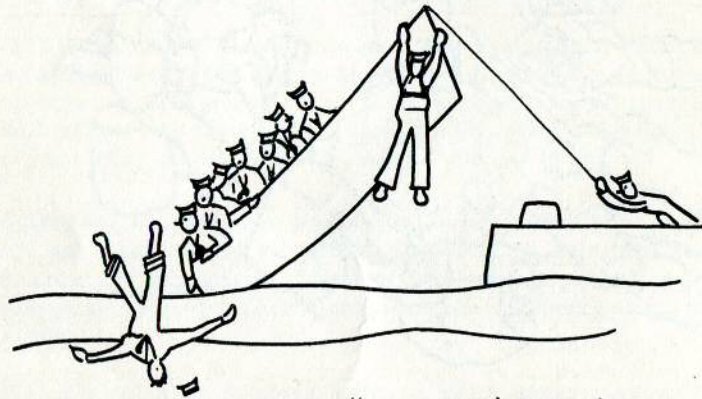


"... by your wash." (see para. (27))

CREW, PASSENGERS AND OWN SHIP

Authority of Coxswain

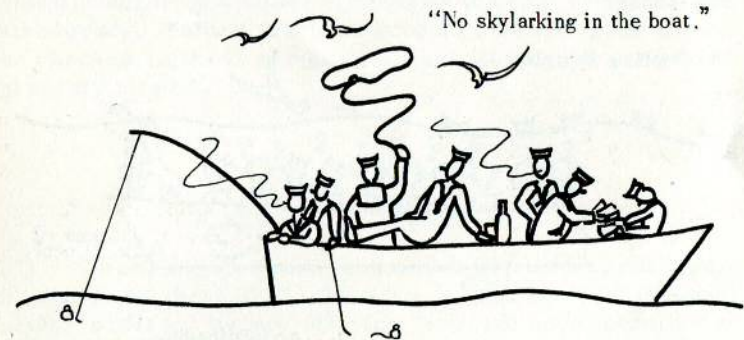
(32) When running your boat you are the "Captain" and are responsible for the behaviour and discipline of all persons



"... correct places to trim the boat properly." (see para. 32(3))

carried, whether crew or passengers. You should demand strict adherence to certain rules viz:

- (1) Orderly movement entering or leaving the boat when permission has been given to do so.
- (2) Proper boat etiquette regarding precedence of rank entering and leaving. (i.e. the senior officer enters the boat last, and leaves first.)
- (3) That passengers sit in the correct places to trim the boat properly.
- (4) That no one has his hands or other limbs outboard when slipping underway, or coming alongside.
- (5) No skylarking in the boat.

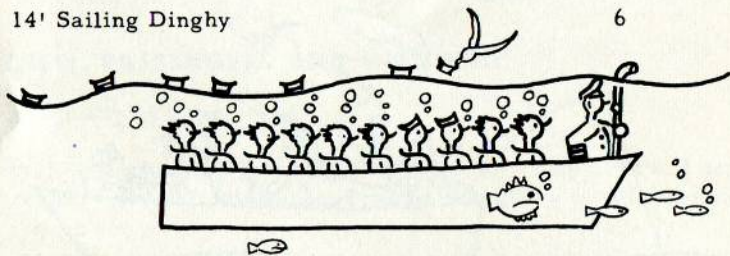


Do not overload your boat.

(33) The number of persons your boat may carry in calm weather must be known to ensure that there is no overloading.

The numbers given in the following table represent the normal carrying capacity of each boat in calm weather. The numbers should be reduced at the discretion of the O.O.W. according to the weather and the nature of duties to be performed. In exceptional circumstances, such as "abandoning ship" in calm weather the normal capacity may be exceeded but this must be left to the discretion of whoever is in charge of the boat.

<u>BOAT</u>	<u>CARRYING CAPACITY</u>
32' Motor Cutter	31
30' Fast Motor Boat	35
27' Motor Seaboat	26
25' Motor Cutter	26
16' Motor Boat (slow type)	8
16' Motor Dinghy (skimmer)	7
32' Sailing Cutter	29
27' Whaler	15
14' Sailing Dinghy	6



.... no overloading....

(see para. 33)

Cleanliness and upkeep of boats.

(34) You should keep your crew employed at every available opportunity while running or while at the boom awaiting orders. Particular attention should be paid to thwarts and paint work marked up by passengers and cargo, water in bilges, oil marks at water line, exhaust smudges, etc.

If constant attention is given to the job of continual cleaning and to the proper disposition and conduct of passengers, the boat will always be ready for any duty.

Responsibilities of Coxswain re - outward appearance of ship.

(35) Coxswain and boat's crews are responsible to the O.O.W. that all irregularities in the outward appearance of their ship are reported as soon as observed. The following points should be looked for: rags, clothing, rope ends hanging out of the scuttles or over the side and the general appearance of boats booms and ladders, guest warps, boats ropes, observed from outboard.

Manning of boats.

(36) When your boat is called away, it is your responsibility to see that your boat's crew is properly dressed in the rig of the day as piped. Gym shoes only are to be worn. Chin stays down, dirty weather clothing in the boat ready for any emergency. Before leaving the boom all boats gear should be checked, lights if at night, oil, fuel, life saving equipment properly stowed.

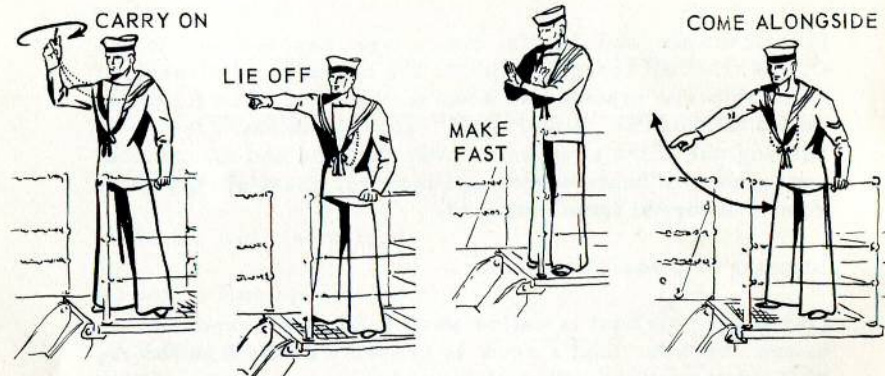
Reporting for Orders

(37) On coming alongside accommodation ladder, you report in person to the O.O.W. the state of the boat and request further orders. Before slipping from the boom permission of the O.O.W. must be obtained. Before proceeding to carry out any orders, make certain that you fully understand the order.

(38) If you are sent to another ship with a message or letter deliver it personally to the O.O.W. or the quartermaster. If you have to wait, lay off well clear on her quarter unless permission is granted to make fast to the boom, and keep a sharp lookout for the signal or hail to return alongside. (See Fig. for code of gangway hand signals.) Do not remain alongside an accommodation ladder unless expressly ordered to do so.

(Figure next page)

Code of gangway hand signals



(See para (38))

Boathook drill.

(39) You must make sure your crew understands this drill and see that it is carried out when leaving or coming alongside. Standard boathook drill is carried out as soon as the boat is clear when slipping and just prior to arriving alongside. After slipping the bowman and sternsheets men stand in their respective positions facing forward legs braced and feet well apart. The boathook is held in both hands knuckles up in a horizontal position at arms length. In time with the bowman both raise their arms straight up till the boathook is held horizontally above their heads. It is then brought down butt first till it is in a vertical position with the butt resting on the deck between the feet. The order to boat boathooks will then be given by you.

The procedure when coming alongside is the exact reverse of this and will end with the boathook horizontal at arms length with the hook facing in the required direction. Both movements should be practiced until crewmen can do it smartly.

Securing your boat.

(40) Boats are secured in calm weather by day, by reeving the boats painter through the eye of the lizard, then back through the thimble of the painter, and then secured by a double sheet bend round both parts; the scope of the painter should be adjusted so that the boat rides easily in the prevailing wind, sea, current or tidal stream.

Never secure to the lizard in rough weather or at night.

In rough weather and at night, instead of securing to the lizard, the boat is made fast to a boat rope, which usually has the outboard end fitted with a thimble eye and a short wire strop to which the boat secures.

The lazy painter should be secured to the bottom of the Jacob's ladder by means of a sheet bend but should take no strain.

If the boat tends to yaw at the boom, or if more than one boat is secured to the boom, a stern line should be used in addition to the above.

CEREMONIAL IN BOATS

Wearing the White Ensign in Boats

- (41) Boats belonging to HMC ships or establishments wear the white ensign on the following occasions when under way:-
- (a) In Canadian or Commonwealth waters
 - (i) from "colours" to sunset whenever ships are dressed and
 - (ii) whenever going alongside a ship of war of a nation outside the Commonwealth, by day or night;

- (b) in other than Commonwealth waters
 - (i) on all occasions during daylight hours, and
 - (ii) on all occasions, both day and night, when going alongside a ship of war of a nation outside the Commonwealth;
 - (c) between "colours" and sunset whenever wearing a Royal Standard or a Canadian or Commonwealth distinguishing flag of an authority other than a naval authority; and
 - (d) whenever carrying a corpse, the ensign being then worn at half-mast.
- (Note.- When the ensign is half-masted in ship's, boats ensigns if worn, should also be half-masted.)

Salutes and Marks of Respect in Boats

(42) Coxswains shall salute all officers getting into or leaving their boats.

The following rules govern the exchange of salutes between Service boats underway:-

- (i) Coxswain in charge of the boat will always salute, except that when he is in an inconspicuous position one of the boat's crew will be detailed to salute instead;
- (ii) the senior of the officers in the boat will also salute whenever this is practicable;
- (iii) the salute will be acknowledged by the officer being saluted, unless he details an officer or the coxswain to do so;
- (iv) no salutes are exchanged between boats carrying officers of equal rank.

In boats other than Service boats, whether alongside or underway, officers and men should pay and return salutes as dictated by courtesy, but only the officer or man in the most convenient position should salute.

In addition to these salutes, special marks of respect are paid to royal and important personages and senior officers, as shown in the table. (see page 18)

All coxswains should be familiar with the normal "Coxswain's Method" of indicating passenger's rank to other boats and to Officers of the Watch when approaching a ship. One finger one stripe; one flat hand - flag rank. This procedure should naturally be used with a certain amount of discretion.

BOAT HALLS

(43) At night, any boat approaching within hailing distance of a ship is challenged by the hail "Boat ahoy". If the boat is not calling alongside the hailing ship, she will reply "Passing". If the boat is to call alongside, her reply will be governed by the rank or status of the persons she is carrying, in accordance with the following table:-

<u>Person carried</u>	<u>Reply</u>
A Royal Personage or Head of a State	"Standard"
A member of the Naval Board of Canada	"Naval Board"
A Flag Officer, or a Commodore entitled to fly his broad pennant	"Flag", followed by the name of his flagship when appropriate.
Commanding Officer of a Ship	Name of ship he commands.
Other Officers of and above the rank of Lieutenant	"Aye, Aye".
Officer of the Guard	"Guard Boat".
All other persons and all boats going alongside not otherwise provided for	"No, No".

In the event you do not receive a hail you should assume that one has been made and reply before going alongside.

TABLE OF SPECIAL MARKS OF RESPECT TO BE PAID IN BOATS

Personage To Whom, or Occasion On Which, Marks of Respect should be paid

- ↓
- (i) The Sovereign; members of the Royal Family and equivalent personages of other nations; Ambassadors, Governors - General, and their equivalents in other Nations (Standard or appropriate flag is worn by the boat).
 - (ii) The Naval Board of Canada when acting as such, the Minister or a member of the Naval Board when the Naval Board flag disc is displayed, Commanders-in-Chief, Flag Officers and Commodores, and their equivalent in other Services or Nations when wearing the appropriate flag of their Command in their barges or boats.
 - (iii) A boat containing a Service funeral party with the Body; Ensign at half-mast is worn by the Boat.
 - (iv) During the hoisting and lowering of colors, and during the firing of gun salute.
-
- (v) The Minister, members of the Naval Board of Canada, Commanders-in-Chief, Commodores, non-executive officers of the rank of Rear-Admiral and above and officers or personages of equivalent rank in other Services or nations; when displaying a red or a blue disc in the boat.
 - (vi) Flag Officers, Commodores, and officers of equivalent rank in uniform or plain clothes; when displaying a white disc in the boat.
 - (vii) Any Canadian or other Commonwealth Naval Officer or a Naval Officer of another nation wearing a pennant in a boat.

NOTES

- (i) Marks of respect are paid in all boats on occasions (iii) and (iv) above. Otherwise only in boats in which officers junior to the personage, or officer passing are passengers.
- (ii) In decked in power boats, members of the crew who are not engaged in keeping the boat alongside, and all passengers stand to attention and face in the direction of the personage or officer being saluted.
- (iii) In open boats of all types, members who are not engaged in keeping the boats alongside and all passengers sit at attention.

Power Boat ↓	Boat under oars ↓	Boat under Sail ↓	Marks of Respect by a Boat alongside a landing place an accommodation ladder or made fast ↓
Stop Engines	Double banked Boats Toss Oars	Let fly sheets	Crew called to attention
	Single Banked Boats Lay on Oars		See notes II, III, IV, V below

Reduce Speed to Slow	All types of Boats Lay on Oars	Let fly sheets	Crew called to attention see notes II, III, IV & V below
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- (iv) Boat keepers sit at attention and senior man in the boat salutes.
- (v) The executive order for calling the crew and passengers of a boat to attention is "Boats crew". The customary attitude of attention when seated in a boat is sitting upright and squarely on the thwart or bench with arms folded.
- (vi) It is the custom in the Royal Canadian Navy for a boat to avoid crossing close ahead of any boat which is carrying an important personage or a senior officer, even if the former boat has right of way by the Rule of the Road.

(45) **DO'S**

- DO keep an all-round lookout.
- DO plan your movements ahead.
- DO obey the rule of the road.
- DO know and reply to sound signals.
- DO keep your craft ship-shape.
- DO keep your crew smart.
- DO take all fenders inboard when under way.
- DO take enough time.
- DO unto others as you expect them to do to you.



Do keep an all-round lookout.
(see para. (40))

(46) **DONT'S**

- DON'T make sudden alterations of course.
- DON'T approach vessels or quays head-on.
- DON'T use full astern except in real emergency.
- DON'T cut corners.
- DON'T play "last across" the bows of oncoming vessels.
- DON'T approach a vessel or jetty "down tide".
- DON'T let go moorings until engine is running correctly.
- DON'T pass small boats or painting parties at full speed.
- DON'T forget to report all defects as soon as possible.
- DON'T allow smoking in service boats.





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