

GREAT LAKES SAILING ADVENTURE

2016 Leaders Guide

MICHIGAN CROSSROADS COUNCIL, BSA





2016 Sailing Season

Ahoy sailors,

We are thrilled to host your group aboard the **Retriever** for an exciting and unique sailing experience on the Great Lakes.

We have a full agenda during your voyage aboard the **Retriever**. Please take a few minutes to read through the information in this guide. It contains meal planning guidelines, packing lists, safety information and also serves as a sailing primer, with terms and other basic information to help your members better prepare for their time aboard the **Retriever**.

We look forward to spending time with you in the beautiful Straits of Mackinac and the northern Great Lakes.

Thank you for joining THE GREAT LAKES SAILING ADVENTURE.

Sincerely,

Dave

David Rowe
Chairman, Great Lakes Sailing Adventure

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RISK ADVISORY STATEMENT

The Great Lakes Sailing Adventure is a live aboard sailing program with inherent risks of remote aid, weather and exposure to the environmental conditions. Participants must be in excellent physical condition, **must meet the BSA height/weight guidelines** on the BSA Health and Medical Record. **The vessel contains steep ladders, narrow passageways and confined spaces. People with medical conditions, including mobility conditions that prevent full active participation in the Great Lakes Sailing Adventure will not be allowed to participate.**

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Ships Store

Visit the *Ships Store* for unique Great Lakes Sailing Adventure **Retriever** merchandise, including tee shirts, polo shirts, fleece jackets, hats, duffle bags and more.

http://www.sgtradingpost.com/sub_cat.php?sub_category_id=183

Great Lakes Sailing Adventure

Crew Orientation- Check In

UNIT# _____ **UNIT LEADERS** _____

CRUISE DATE _____

Initial when completed

___ **TOUR AND ACTIVITY PLAN SUBMITTED**

___ **BOAT TOUR**

- **ABOVE DECK ORIENTATION**
- **STOWING GEAR PROCEDURES**
- **GALLEY**
- **COOKING GEAR**
- **FREEZER**
- **HEAD – INSTRUCTIONS ON HOW TO USE**
- **LIFE JACKETS**
- **IMMERSION SUITS**
- **FIRE EXTINGUISHERS**
- **WATER SUPPLY**
- **SAILS**
- **SAILING TERMS**

___ **HEALTH RE-CHECK**

MEDICATIONS CHECKED IN

___ **UNIT ROSTER**

Fill out customs roster and fax to Canadian customs –If Required

FIRST MATE VERIFY MANIFEST WITH Frank Reigelman – office – 810-228-7501 or mobile – 817-705-2924

___ **BUDDY SYSTEM**

TRAVEL ON SHORE (MINIMUM OF TWO PEOPLE)

CHECKOUT

CURFEW

___ **SAFE SWIM DEFENSE PLAN-FIRST MATE WILL ORIENT ADULT LEADERSHIP**

No swimming or diving off of boat

___EMERGENCY PROCEDURES

- **FIRE- EMERGENCY PROCEDURE**
 - **MAN OVER BOARD- PROCEDURE**
 - **DONNING IMMERSION SUITS**
 - **SEVERE WEATHER- PROCEDURE**
 - **MEDICAL EMERGENCY**
 - **ABANDON SHIP PROCEDURE**
-

___BOAT DRILLS

- **FIRE DRILL**
- **MAN OVER BOARD DRILL**
- **SEVERE WEATHER DRILL**
- **ABANDON SHIP DRILL**

DOCKING PROCEDURES

ROLE OF THE CREW – KNOTS – CASTING LINES

___LIFE JACKET USE

___STOVE SAFETY

**ADULTS IGNITE STOVE AND REMAIN WITH LIT STOVE AT ALL TIMES
BURNERS NEED TO BE TURNED OFF WHEN FLAME GOES OUT**

___RADIO USE – CAPTAIN, FIRST MATE OR PERSONS AUTHORIZED BY THE CAPTAIN ONLY

___CHARTS AND NAVIGATION- ELECTRONICS ARE “HANDS OFF”

___SLEEPING

- **CURFEW AT CAPTAINS DISCRETION**
- **APPAREL**
- **QUARTERS-AT CAPTAINS DISCRETION / IF YOUTH ARE ABOVE DECK
ADULTS MUST BE AS WELL**

___BIKES AND FISHING POLES ARE NOT PERMITTED

___ASSIGNMENT OF THREE CREW ROTATION

- **GALLEY ABOVE DECK BELOW DECK**

___CODE OF CONDUCT- WE REPRESENT BOY SCOUTS OF AMERICA

- **ON SHORE: WE ARE GUESTS OF THE COMMUNITIES WE VISIT**
- **VESSEL SAFETY: ORDERS FROM CAPTAIN OR FIRST MATE ARE MANDATORY**
- **INAPPROPRIATE LANGUAGE/BEHAVIOR WILL NOT BE TOLERATED**

- **AS GUESTS OF CANADA (A FOREIGN COUNTRY) WE MUST FOLLOW THEIR LAWS**

Trip Planning Timeline

All BSA and *Retriever* forms can be found at www.michiganscouting.org

- Jan 11 First Payment to MCC: See online payment schedule
- Jan 31 All participants complete BSA on-line Safety Afloat, Safe Swim Defense, Weather Hazards and Venturing Youth Protection training
- Mar 14 Second Payment to MCC: See online payment schedule
- Mar 31 Complete BSA Health and Medical Record, parts A, B and C.
- Apr 30 Complete BSA Tour and Activity Plan and file online.
- May 2 Third Payment to MCC: See online payment schedule
- May 31 Complete BSA Float Plan with the Captain
All participants complete Scout Swim test
Complete the menu with the First Mate

Two weeks before arrival – verify all information is in a binder ready to give the First Mate upon arrival.
The following tabs are suggested

- Roster
- Medicals
- Youth Protection
- Central Registry Background
- Swim Test
- Menu

Arrival Day- Deliver to the First Mate the following items:

1. Proof of BSA membership registration for all participants
2. BSA Health and Medical Record (No. 680-001) for all crew members. Verify that all are signed by parent/guardian and physician and include a photocopy of health insurance card. Download current form here: <http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>
3. Tour and Activity Plan submitted to Local Council
4. Evidence that all adults have completed Youth Protection Training within the last 2 years
5. Michigan Department of Human Services (DHS) Central Registry Background Check or equivalent form from the adult leaders state of residence
6. Documentation of all participants completing the Scout Swim Test. Download form here: http://archive.michiganscouting.org/pubs/MCC_CorpsV_Swim_Classification_Record.pdf
7. Cruise menu approved by the First Mate

BOARDING AND DEPARTING INFORMATION

EXTENDED WEEKEND CRUISES- Boarding Friday afternoon/evening. Depart Monday mid-day. Final schedule determined for each group by GLSA staff.

WEEK-LONG CRUISES - Boarding Sunday, after 1:00 PM disembarking the following Friday, before NOON. Groups board the boat at Straits State Harbor, 409 S. Huron Street, Mackinaw City, Michigan.

If circumstances prevent the *Retriever* from returning to home port, leaders will be notified of alternate harbors for boarding.

Crews are expected to arrive and depart in BSA field uniform. Uniforms will be stored in vehicles during voyage.

DUTIES ON BOARD SHIP

Each group coming aboard the ship will be divided into three crews or “watches”. Each watch will change daily.

Example:

	<u>#1 Watch</u>	<u>#2 Watch</u>	<u>#3 Watch</u>
Crew #1	Galley	Below deck	Topside
Crew #2	Topside	Galley	Below deck
Crew #3	Below deck	Topside	Galley

EXPLANATION OF DUTIES

Galley Crew:	Prepare and serve meals, wash dishes and clean galley
Topside Crew:	Helmsman, sail handling, tend mooring lines, lookout and watch, Quartermaster and clean topsides
Below deck Crew:	Clean below deck, clean heads, stow vessel gear (sails, cleaning equipment, etc.), fill water tanks and navigation

POLICIES

Alcohol– Possession, consumption, or being under the influence of alcohol, including beer, will not be tolerated on the properties of the Boy Scouts of America. Violation will result in immediate removal from camp (no refund) and/or legal prosecution. The *Retriever* is a Drug & Alcohol Free Zone.

Illegal, Immoral or Unacceptable Acts – As a character building organization caring for other people's children in camp, illegal, immoral or other activities generally considered unacceptable by society have no place in the Boy Scouts of America. This includes all forms of hazing and troop initiations.

Illegal Drugs – Possession, use of, or being under the influence of illegal drugs, including marijuana and medical marijuana, will not be tolerated on the properties of the Boys Scouts of America. Violation will result in immediate removal from camp (no refund) and/or legal prosecution. Obviously, this would not involve the proper use of prescribed medication by a

patient under the care of a physician. These prescription medications, however, will be dispensed by the Camp Health Officer or designated Troop Leader in your site.

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SMOKING REGULATIONS – Smoking is not permitted on the *Retriever* in accordance with BSA and Michigan Crossroads Council policy. Smoking will be allowed on shore in designated areas only.

YOUTH PROTECTION

All adults in camp must have a current certificate of training for Youth Protection prior to coming to camp.

One of the most rewarding experiences in Scouting is providing leadership to youth at a BSA camp and the Great Lakes Sailing Adventure is no exception. Few outdoor settings offer such a unique opportunity to serve in responsible positions that combine the teaching of important skills to Boy Scouts, Ventures', and Varsity Scouts with tremendous personal growth experiences.

Part of your adult leadership responsibility is to be alert to any activities or conditions that could threaten the safety of participants. When any threat to the safety of participants is detected, troop leadership must inform the Captain or First Mate immediately.

One of the areas for which unit leadership must be on the alert is child abuse. Child abuse affects all segments of our society and may happen wherever children are found - even in Scouting. Child abuse is never acceptable, and child abusers are subject to legal consequences. Troop leaders and staff members are the eyes and ears of the camp and, as such, have an essential role in preventing abuse in camp as well as in helping Scouts when they have been abused - wherever the abuse occurred.

A great resource available to you is the brochure "Camp Leadership - Youth Protection Begins With You" available on the MCC website. This brochure will help BSA camp staff & troop leadership members be prepared to fulfill their youth protection responsibilities.

The Boy Scouts of America believes that its top priority is to protect the safety of children. The BSA has developed "Barriers to Abuse within Scouting" that create safer environments for young people involved in scouting activities. All Scout leaders must comply with these policies. Violations of these policies put Scouts at risk and will result in disciplinary action, including expulsion from camp and revocation of membership.

- Two-deep leadership
- No one-on-one contact
- Respect of privacy
- Separate accommodations
- No secret organizations
- Appropriate attire
- Constructive discipline
- Youth leader training and supervision
- Member responsibility
- Unit responsibilities
- Prohibition of hazing
- Prohibition of bullying

Physical contact between adults and youth should be kept to a minimum. Using common sense, it is acceptable to shake hands, pat a participant on the back, or touch when demonstrating or teaching a skill, such as first aid, or when taking action to prevent an accident. Giving long hugs or massages, or wrestling are examples of inappropriate contact with a child.

All campers are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, hazing, bullying, theft, verbal insults, ethnic slurs, crude or

sexual jokes, pornography, demeaning behavior, and drugs and alcohol have no place in Scouting and may result in discipline up to, and including, the revocation of membership.

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YOUTH PROTECTION REPORTING POLICY

Any suspicion or belief that any child is or has been physically, emotionally or sexually abused, exploited or exposed to any form of violence, threat, pornography or obscene material should be reported to the local authorities AND to the Scouting executive. On the *Retriever*, the First Mate serves as the designee for the Scouting executive.

The Michigan Department of Human Services hot line telephone number is 855-444-3911. This toll-free number allows you to report abuse or neglect of any child or adult any time day or night.

CHILD PROTECTION ACT

The following is published in compliance with State Laws regarding child protection, and this policy is adopted pursuant to rule 115 of the Michigan Department of Social Services.

Camp staff and volunteer leaders will report all suspected incidents of child abuse and/or neglect to the Camp Director and Health Officer.

“Child abuse” means harm or threatened harm to a child’s health or welfare by a person responsible for a child’s health or welfare which occurs through non-accidental physical or mental injury; sexual abuse including a violation of Section 14c of Act 328 or Public Acts of 1931, being Section 750.145c of the Michigan compiled laws; or maltreatment.

“Child neglect” means harm to a child’s health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care. Suspected incidents of child abuse and/or child neglect will be reported to the Camp Director or Health Officer irrespective of geographical location of the suspected occurrence.

The Camp Director will investigate all allegations of child abuse and child neglect referred by camp staff and volunteer leaders. Upon verification of information regarding suspected child abuse and/or neglect, the Camp Director will notify an appropriate governmental agency. No camp staff member or volunteer leader will be prevented from notifying an appropriate governmental agency when a suspected incident of child abuse and/or child neglect is reported. All camp staff members and volunteer leaders will monitor and enforce ACT 238 PA of 1985 as amended.

STATE LAWS OF MICHIGAN

PUBLIC ACT 116 OF 1973 PROVIDES FOR THE LICENSING OF YOUTH CAMPS. ADMINISTRATION RULES ADOPTED BY THE JOINT LEGISLATIVE COMMITTEE ON ADMINISTRATIVE RULES ON APRIL 17, 1984 REQUIRES WRITTEN PROCEDURES ON THE ITEMS BE PROVIDED TO EVERY STAFF MEMBER.

Rule 111: The ratio of campers (staff members and Scouts under the age of 18) to adults (volunteer leaders and staff members 18 years of age and older) will be maintained at a 10 to 1 ratio in the activity areas and campsites.

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Rule 113: No camper shall be deprived of food or sleep, be placed alone without staff supervision, observation and interaction, or be subjected to ridicule, threat, corporal punishment, or excessive physical exercise, or excessive restraint.

Rule 115: It is mandatory that any staff member or volunteer report to his director any actual or suspected case of child abuse or neglect immediately. The director shall immediately contact the Camp Director whom, if after the investigation finds abuse or neglect shall by phone report to the department of Social Services and file a written report within 72 hours.

Rule 119: Each staff member and volunteer leader must be alert at all times to each camper's physical state. Any observed change should be reported to the director for the appropriate action. This can be most easily done at swim time and at meal times for behavioral patterns.

MICHIGAN DHS CLEARANCE FORM

The State of Michigan requires all adults (21 and older) that are on MCC camp property to go through a Central Registry Clearance with the Department of Human Services of Michigan (DHS). Although the rule states that this pertains to "staff", the state defines "staff" as either a paid employee OR a volunteer who has responsibility for the direct care or supervision of campers or who has unsupervised contact with campers. The state of Michigan requires the MCC to document that EVERY individual aged 21 and older on camp property be cleared by the Central Registry / State of Michigan. In addition, the MCC requires that ALL camp staff members (paid or volunteer) be cleared regardless of age.

If you are 21+ years of age and plan to attend or visit any MCC Summer Camp (Boy Scout or Cub Scout) this summer, a letter from the State of Michigan stating you have been cleared by the Central Registry must be on file in the camp office. This is a one-time clearance at no cost to the person asking for the clearance. Upon approval, the person seeking a clearance will receive a form letter, DHS 1910, from the State of Michigan showing that you have been cleared. You should keep the original for your records and make a copy to be turned in at camp.

Steps to request Central Registry Clearance:

1. Fully complete the "[*Request for Central Registry Clearance*](#)" form.
2. Be sure to include a clear copy of your picture identification with your request form.
3. Fill in your address – results can only be sent to the address on your picture ID.
4. Mail the completed form along with a clear copy of your picture ID to the address listed at the top of the form – DO NOT mail to camp!

Once you receive your Central Registry Clearance please keep the original and make a photocopy to turn in at camp this summer.

US COAST GUARD DRUG SCREENING

The S/V *Retriever* and the Great Lakes Sailing Adventure is classified by the United States Coast Guard as a "school ship", defined as a sail training program. In order for the program to operate efficiently, from both the staff and the participant perspective, the BSA leaders aboard are

considered members of the crew for the purposes of "watch shifts". The Captain and First Mate are limited to 12 hour shifts. Two (2) BSA leaders will fulfil the "second shift" or "watch". This allows the program the flexibility to anchor out for overnights.

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MEDICAL INFORMATION

All Scouts and adults attending Great Lakes Sailing Adventure must have parts A, B, and C of the BSA Annual Health and Medical Record with in the past 12 months.

The "BSA Annual Health and Medical Record" is available for download on the national website:

<http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>

Use this form for all youth and adult physicals.

The State of Michigan Camp Licensing requirements require us to keep on file for three (3) years all youth health forms for Boy Scout Resident Camp - please make sure that Scouts bring a PHOTOCOPY of their health form to camp this summer as they will not be returned.

Medication must come in its original container and only the dosage for the time at camp is needed. All medication, except for life saving medication (inhalers, Epinephrine shots, heart medication), will be kept by the troop leaders in lockboxes as stated by National Camp Accreditation Program (NCAP) Standard HS-508. Medications needing refrigeration may be turned into the Health Officer/First Mate.

Physical conditions which may incapacitate sailing crew members

Adult advisors should be aware of conditions that exist on a sailing vessel which do not normally have to be considered.

There is considerable moisture around a sailing vessel. Plaster casts deteriorate rapidly. We have had incidents in the past where crew members have had their casts fall apart in the middle of a cruise. The experience was both painful and dangerous.

Also, the *Retriever* frequently proceeds in rough seas. When the vessel is rolling and pitching, it can be challenging for a participant who has no limitations to move about the vessel. It is almost impossible for a person who does not have full use of all limbs, hands, and legs to maneuver safely.

If an emergency should occur, it is mandatory that every crew member be able to act with full capacity. Persons with casts and/or crutches cannot act with capacity.

In the final analysis, the Captain has full responsibility for the safety and comfort of the crew on board the vessel. Our captains cannot be expected to accept the added burden and responsibility of a person who cannot function to full capacity.

THEREFORE, THE GREAT LAKES SAILING ADVENTURE COMMITTEE HAS RULED THAT PERSONS WEARING ANY TYPE OF CAST OR USING CRUTCHES WILL NOT BE ALLOWED TO SAIL WITH THE VESSEL - THE COMMITTEE ASKS

THAT ADVISORS COOPERATE IN ORDER TO AVOID ANY DISAPPOINTMENT AT BOARDING TIME

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PERSONAL GEAR

- | | |
|---|---|
| <input type="checkbox"/> Duffle bag 11"h x 19.75"w x 9.75"d | <input type="checkbox"/> Cards |
| <input type="checkbox"/> Wool Sweater or fleece jacket | <input type="checkbox"/> Nalgene Bottle |
| <input type="checkbox"/> Pair long pants (no blue jeans or polyester blend) | <input type="checkbox"/> Bug Repellant |
| <input type="checkbox"/> T-shirts (UVB protection recommended) | <input type="checkbox"/> Shower shoes |
| <input type="checkbox"/> 3-4 pair socks | |
| <input type="checkbox"/> 3-4 pair underwear | |
| <input type="checkbox"/> 2 pair deck shoes or tennis shoes-No black soles | |
| <input type="checkbox"/> 2 pair shorts | |
| <input type="checkbox"/> Cap with brim | |
| <input type="checkbox"/> Towels, washcloth & toilet kit | |
| <input type="checkbox"/> Sleeping bag – mid-weight for most trips | |
| <input type="checkbox"/> Sun Screen | |
| <input type="checkbox"/> Swim suit | |
| <input type="checkbox"/> Rain gear (not ponchos) jacket | |
| <input type="checkbox"/> Camera | |
| <input type="checkbox"/> Motion Sickness Pills (Dramamine) | |
| <input type="checkbox"/> Sunglasses | |

OPTIONAL ITEMS

- *Long Underwear (no cotton, prefer polypropylene)
- *Heavy Jacket or Heavy Vest
- *Cap (wool-stocking)
- *Gloves*(Usually for Spring & Fall Cruises)
- Cell phone (Must be stowed. Charging stations not provided)
- Sailing Gloves

*For early or late season trips.

ITEMS TO LEAVE AT HOME

- | | |
|--|--|
| <ul style="list-style-type: none">o Bad Attitudeso Drugs and Controlled Substanceso Firearmso Fireworkso Video Games | <ul style="list-style-type: none">o DVD Playerso Headphones (safety issue)o Fishing Tackleo Fire Starters/Lighterso Electronic Games |
|--|--|

STORAGE FOR PERSONAL GEAR

Each person will have a very small area to store their personal gear, including on bunks during the day.

Gear must be brought in small duffel or soft luggage – NO hard suitcases.

FOOD PLANNING*

1. Be prepared to bring enough food for Captain, First Mate and all participants.
2. Cooking – When we are underway, all cooking will be done on a 3-burner stove and oven. Keep this in mind when planning meals that require high heat and boiling water.
3. Refrigeration – The boat is equipped with refrigerator and freezer. The refrigerator must be kept shut while underway to maintain temperature. Freezing milk and other items is recommended to extend “use by” dates.
4. Storage – there is storage for canned goods. Please do not bring glass containers.

5. Purchase of meat and groceries – it is not necessary to provision fresh meat for the entire week. There may be opportunities to resupply during the trip. Your Captain can advise you about availability of stores. All meat should be frozen prior to the trip.

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6. Eating Utensils – Provided. Bring plastic drinking cup or Lexan style water bottle.
7. Cooking Gear – Furnished on board.
8. Charcoal Grill – Often available at marinas.

* DISCUSS MEAL PREPARATION WITH CAPTAIN BEFORE YOUR ARRIVAL.

SAMPLE MEALS

Breakfast - (Quick and easy for early sailing):

Tang	Fresh Fruit
Cold Cereal	Instant Oatmeal
Hot Chocolate – Coffee	Hot Chocolate – Coffee

For Later Departure Times

Bacon	Pancakes	French toast
Eggs (Fried or Scrambled)	Ham or Sausage	Orange juice & Coffee
Tang – Hot Chocolate	Apple Juice	

Lunches

Sandwiches – Peanut butter & Jelly, cold meats when available, canned tuna or chicken
 Fruit – Cookies
 Soup & Grilled Cheese

Dinners

Remember there is limited refrigeration on the boat.

Beef Stew	Fresh meat when available	Chicken & Dumplings
Canned Vegetables	Hamburgers	Canned Ham
Fresh or Canned Fruit	Hot Dogs	Salad

Consumables Required to be Supplied by the Unit

Aluminum Foil	Plastic Food Wrap
Food Storage Bags	Plastic/Styrofoam Bowls
Reusable drinking cups (insulated if desired)	Paper towels

COOKING EQUIPMENT SUPPLIED

Cast Iron Skillet
Ladles
Large Pots
Percolator
Serving Spoons
2-Quart Pots
Non Stick Skillet
Paring Knife
Large Knife

Spatulas
Bread Knife
Serrated Knife
Large Griddle
Colander
Large Mixing Bowls
Small Mixing Bowls
Measuring Cups and Spoons
Dish Rags

Two Pitchers
Vegetable Peeler
Can Opener
Pot Holders
Funnels
Cutting Board
Cleaning Supplies
Toaster
Small Microwave

Remember, this is a camping trip on water. Storage space is limited. Pack light!

Grocery Store locations



MENU PLANNING SHEET

DAY DATE	MENU ITEMS (STEW, DRINK, DESSERT, ETC.)	PREPARATION ITEMS (CONDIMENTS, WATER FOR DRINK, ETC)
THURSDAY	BREAKFAST	
THURSDAY	LUNCH	
THURSDAY	DINNER	
FRIDAY	BREAKFAST	
FRIDAY	LUNCH	
FRIDAY	DINNER	
SATURDAY	BREAKFAST	

GLOSSARY OF SAILING TERMS

The jargon of the sea began with seafaring men centuries ago. Many terms were added during the golden age of sail, and a few came about later with the advent of steam power and the internal combustion engine. A few meanings were lost or changed as the basic source of energy was transferred from sail to mechanical power. But the flavor of this language was so strong that it has survived and probably will persist for ages. Participants will learn the sailor's language throughout the program. .

ABAFT – Toward the stern; at the rear of the ship, towards the rear of the amidship

ABEAM – The direction at right angles to the boat.

ABOARD – On or in the boat.

ABOUT – The helmsman yells “ready about” as the boat is initially steered through the tack crossing the eye of the wind

ABREAST – Vessels lying or moving side-by-side.

ADRIFT – Not made fast - at mercy of wind and wave.

AFT – In, near, or toward the stern or rear end of the boat.’

AGROUND – On the bottom; stranded (usually a miserable situation).

AHEAD –In a forward direction.

APPARENT WIND – The velocity and direction that the wind feels like when the boat is moving.

AMIDSHIPS – Midway between the bow and the stern, or the front and back of the boat.

ANCHORAGE – A sheltered area where boats can anchor in reasonable safety and not interfere with marine traffic.

ASTERN – Behind a boat, or in a backward direction.

AUXILIARY – A boat equipped to be propelled by sail or power, or both used together.

AWEIGH – Said of an anchor when it is clear of the bottom.

BACKSTAY – A wire brace lead aft to support the mast.

BAROMETER – An instrument for measuring atmospheric pressure.

BEAM – The greatest width of a vessel.

BEAM REACH – Reaching on a heading perpendicular to the wind directions.

BEARING – The direction of an object from a boat (expressed in compass degrees).

BEAR AWAY – To turn away from the wind (or to turn to leeward).

BEATING- Tacking into the wind – a zigzag course into the wind.

BEAUFORT SCALE – A table describing 12 stages of the velocity of winds, from calm to hurricane.

BELAY – A command to stop. A line is belayed when it is made fast.

BELL – Used aboard a boat as a warning signal in fog, or as a means of announcing time.

BELOW – In the cabin or under the deck.

BIGHT – Any part of a line except the ends; usually refers to a curl or loop in a line.

BILGE – The curved or angular part of the hull where the bottom and sides meet; also, the internal part of a boat below waterline.

BINNACLE – Protective casing for the compass adjacent to the wheel.

BITTER END – The last part of an anchor rode, or the last link in an anchor chain.

BLOCK – A mechanical contrivance used for transmitting power or changing the direction of motion by means of a rope or chain passing around movable pulleys.

BOOM – A spar attached to a mast at the foot of a sail to which the sail is secured.-(note diagram)

BOW – The forward or front end of a vessel.

BOW CHOCKS- Metal fittings on deck at the bow through which anchor or dock lines are led.

BREAK OUT – To remove from a storage space.

BRIGHTWORK – woodwork on a vessel which is varnished or finished to show its grain.

BROACH – When a vessel under sail when running down wind and the ship's head comes up suddenly toward the wind causing the main sail boom to rapidly switch sides. A dangerous situation.

BOARD REACH – Reaching at a wide or broad angle to the wind (greater than 90 degrees).

BULKHEAD – A wall or partition between compartments – sometimes watertight for safety.

BUNK – A sailor's bed aboard ship.

BUOY – A floating navigation laid anchored to the bottom.

BURDENED VESSEL – The vessel which, according to the rules of the road for two approaching vessels, should keep out of the way of the other.

CAST OFF – To let go of a line in departing the dock.

CHAFING GEAR- A wrapping of canvas or rope around spars, rigging, or lines to prevent chafing.

CHART – Marine version of a map showing aids to navigation, shoals, water depth, danger, escheat and land masses.

CLEAR – Free, not entangled.

CLEAT – A horned fitting of wood or metal to which lines are made fast.

CLEAT HITCH – The knot used to secure docking lines to the dock



CLEW – The aft lower corner of a sail, (Note sail diagram)

CLOSE-HAULED – Sailing as close to the wind as possible into the wind.

CLOSE REACH – A reach at any heading between 90 degrees to the wind and close-hauled.

COAMING – A protective rail higher than the deck to keep water out of the cockpit.

COCKPIT – Open part or well of the boat where passengers sit and helmsman steers.

COIL- To lay a rope down in circular turns; a coil of rope is 200 fathoms.

COLORS – The ceremony of raising or lowering the national ensign and other recognized flags.

COME ABOUT – To change the course of a ship when sailing into the wind so that it will sail at an angle with the wind on the other side.

COURSE – The direction steered by the vessel- usually in degrees

CRINGLE – A ring sewn into the sail so that a line can be passed through it, like a grommet in the edge of a tent.

CROSS BEARING – Two or more bearings of known objectives noted and plotted on a chart to determine the ship's position.

CURRENT – The movement of water in a horizontal direction.

DEAD RECKONING – The process used to determine the position of a vessel at any moment during periods when the weather renders astronomical observations impossible. Utilize vessel speed, time and distance to determine position.

DECKHOUSE – A cabin built on an upper deck which does not extend over the full breadth of the vessel. Also called a dog house.

DEVIATION – The change in the compass reading caused by the magnetic influence of the iron and steel in a boat and its equipment.

DISPLACEMENT – Weight of the vessel, excluding cargo, fuel, water, ballast, passengers and crew.

DITTY BAG – A small bag for carrying or stowing all personal articles except “ditties”

DOWNWIND – Going with the wind.

DOWNHAUL – Line used to tighten sail downward.

DRAFT – depth of a hull from waterline to lowest part of keel.

EASE – To slacken or loosen.

EMBARK – To go on board.

ENSIGN – The flag of the home country of the vessel, flown from the stern.

EYE OF THE WIND – the direction from which the wind is blowing relative to the position of the vessel.

FLAKE DOWN – A method of coiling rope so that each flaked (flat coil) overlaps the preceding one and is free for running out rapidly.

FALLING OFF – To steer the boat away from the direction the wind is coming from, or eye of the wind.

FAST – A line or chain by which a vessel is secured to a wharf, pier, quay, etc.

FATHOM – A seagoing measure of depth in increments of six (6) feet.

FENDERS – Portable Bumpers hung over sides to protect the hull from contact with dock or other boats.

FITTING – General name for ship’s hardware.

FIX –A ship’s position determined by observation of celestial or terrestrial objects, or by a combination of both.

FLOTSAM – Floating trees, plants, driftwood, wreckage, etc. (Any stuff floating)

FLUKE – The flattened end of an anchor arm.

FORE – Forward end as in “fore and aft”.

FORE AND AFT – In line with the keel; from stem to stern; lengthwise.

FOREMAST – The forward mast on a ketch or yawl.

FORESTAY – a stay leading from a mast forward.

FORWARD – Toward the bow.

FOUL – Not clear; jammed or tangled.

FRAME – A boat’s rib.

FREEBOARD – The distance between the waterline and the main deck or rail.

GALLEY – Kitchen aboard a boat.

GEAR – Name applied to blocks, tackle, ropes, and other equipment used in operating a boat.

GENOA – A large jib that overlaps the mast.

GROUND TACKLE – The anchor and anchoring gear.

GUNWALE – “Gunnel”; upper edge or rail of a boat’s side.

HALYARD – A line used for hoisting sails.

HATCH – An opening through the deck to a cabin or area below.

HAWSER – fiber rope 5 to 24 inches in circumference used for towing or working the ship.

HARD- A- LEE – Yelled by the helmsman as the boat tacks across and through the eye of the wind.

HEAD – (1) – The top corner of any sail. (2) – The toilet aboard a boat.

HEADING – The direction which a ship actually points or heads at any particular moment, usually measured in degrees.

HEAD SAIL – The forward sail of the boat in front of the mast.

HEAVE – To throw, the rise and fall of a vessel at sea.

HEAD STAY – The forward shroud on the boat coming down to the most forward point on the bow. (Also forestay)

HEAVE IN – To pull (as on an anchor line).

HEAD WAY – Moving forward.

HEAVE TO – To pull a sailing vessel in the position of lying to, by putting the helm down or hauling in the weather braces, to cause the sails to counteract each other.

HEAVING LINE – A light line, or messenger, attached to a heavier line and thrown to a pier or other vessel.

HEEL – A boat heels when it inclines to one side or the other. There is a transverse tilt when the hull is off the vertical.

HELM – The steering device; tiller or wheel.

HELMSMAN – The person who steers.

HITCH – A knot, usually temporary, which is designed to be untied quickly.

HOIST – To pull any sail up its optimum height.

HOOK – Sailor’s name for an anchor.

HULL – The main body or shell of a boat, exclusive of super-structure.

IN IRONS – The boat is staying motionless into the eye of the wind, with the sails luffing, without enough momentum to sail on either port or starboard tack.

JETSAM – Those things which sink in water – they don’t float like flotsam.

JIB – A triangular sail set ahead of the foremast on a sailboat.

JIBE – Bringing a sailboat from one tack to the other by swinging her stern across the eye of the wind, in order to bring the sails to the other side. To shift suddenly and with force from one side to another when running before the wind.

JIBING – To change tacks by turning away from the wind.

JIB SHEET – The line by which the angle of the jib is controlled.

JURY RIG – A makeshift rig.

KEEL – The backbone of the boat; the basic support extending from stem to stern under the hull. Serves as a counterbalance to keep the vessel upright.

KING SPOKE – The upper spoke of the steering wheel when the rudder is fore and aft. Wheel is normally marked when rudder is straight fore and aft.

KNOT – A measure of speed; the velocity in nautical miles per hour. A nautical mile equals 6,080 feet per hour.

LANDLUBBER – What you are not when you are a seaman.

LANYARD – A short line used for making anything fast.

LASHING – To make stationary on the boat by tying down.

LAY – The twist of a rope’s strands.

LEAD – In sailing craft, this is the distance between the center of effort and the center of lateral resistance.

LEE – Pertaining to the part or side toward which the wind blows, or which the wind blows, or which is sheltered from the wind.

LEECH – The back edge of the sail.

LEEWARD – “loo-ard”; toward the lee side; away from the wind.

LEEWAY – A drift to leeward, or in the direction toward which the wind is blowing.

LIMBERHOLES – Holes in the floors timbers or frames to allow bilge water to drain into the lowest part of the hull.

LINE– The terms for all ropes used for various purposes aboard the boat.

LOCKER – A chest, box, cabinet, or closet used as a storage compartment.

LOGBOOK – a record of all activities of a ship, completed by the captain. Mandatory on BSA vessels.

LUFF – The forward or entering edge of a sail.

LUFFING - The quivering of the luff when sailing almost directly into the wind.

MAINSAIL – The boat's main or principal sail. It is the sail set on and abaft of the mainmast.

MAINSHEET – The line by which the trim (angle) of the mainsail is controlled.

MARLINESPIKE – A pointed steel tool used by seamen to separate the strands of rope when splicing. It can be used as a lever when putting on seizings, marling, etc.

MAST- The vertical pole that supports the sails.

MIDSHIPS – A term which describes the position of an object which is midway between the stem and stern, or midway between the sides of the hull.

MAST HEAD – Mountings that are affixed on the top of the mast.

MIZZEN MAST – The after and shorter of two masts on yawls and ketches; the aftermost of three masts on a three-masted schooner or bark.

NAUTICAL MILE –A sea mile; it is 6,080 feet long, approximately 1.14 statute miles.

OUTBOARD – Toward the sides of a vessel or outside of it.

OUTHHAUL – A device and/or line used to haul out the clew (after corner) of a sail along a boom.

OVERHANG – The projection of the bow and stern beyond the waterline.

PAINTER – A line to tow a dinghy.

PAY OUT – To slack away (let out) a line made fast on board.

PILOTING – The method of directing a vessel from place to place by GPS or by landmarks.

PIPE DOWN – An order directing everyone to be quiet.

POINT – The ability to sail close into the wind.

POINT OF SAIL – The angle the boat approached the eye of the wind. Each angle requires the sails to be trimmed relative to the wind.

PORT – The left side of a vessel looking toward the bow.

PRIVILEGED VESSEL – The vessel that, according to the rules of the road for two approaching vessels, has the right-of-way and should keep her course and speed.

QUARTER – That part of a craft lying within 45 degrees from the stern, starboard or port quarter, depending whether after right or left corner is referred to.

QUARTERDECK – The stern deck area of the vessel.

RAIL – The boat's side above the deck line.

REACH – Any heading between close hauled and running.

REEF – To reduce sail area.

REEVE – To thread a rope through a block.

RIG – (1) The mast and standing rigging (note illustration). (2) The term for preparing the boat (or sail of fitting) for use.

RIGGING – A general term for all lines, chains and gear used for supporting and operating masts, booms, and sails.

RIGHT-OF-WAY – The legal right to hold one's course.

ROPE – A general term for cordage over 1 inch in circumference.

RUDDER – A device that is used for steering and maneuvering a vessel.

RULES OF THE ROAD – The rules and regulations accepted by international agreement and enforced by law in maritime countries, which govern the movements relative to each other.

RUNNING – Sailing with the wind astern.

RUNNING RIGGING – Lines used to control sails. Also called sheets, halyards and guys.

SAIL – A piece of material spread to the wind to cause a boat to move through the water.

SCOPE – This is the length of rope or anchor line, measured from the vessel to the anchor.

SECURE – To make fast a line, or to leave a boat safely moored or tied up with everything aboard shipshape; also, to tie down a movable part.

SEIZE – To bind, lash or make fast one rope to another, a rope to a spar, etc.

SET – As in “set sail”, to depart or leave under sail.

SERVE – To bind or wind a rope tightly with small cord, spun yarn, or marline, keeping the turns very close together.

SHACKLE – A steel fitting with a pin across the throat, used as a connection on the end of lines.

SHEAVE – A grooved wheel in a block, mast, or yard over which a rope passes.

SHEET – A line fastened to the lower corners of a sail, and used to extend it or to change its direction.

SHIP SHAPE – To insure boat is in optimum or required condition.

SHROUDS – Wire or rod stays leading from the upper part of the mast to the deck on either side to provide lateral support to hold the rigging upright. . Also called stays.

SNUB – To stop a line from running out by making a turnabout a cleat, piling or post.

SPARS – All booms, masts, gaffs, etc., to which a sail may be set.

STARBOARD – The right side of a vessel, looking forward.

STAY – Rigging; a wire or line which supports a mast. Also called shrouds.

STAYSAIL – The sail that is mounted behind the forestay and in front of the mast.

STEM – The vertical timber or leading edge of a boat.

STEP – To vertically mount the mast(s) on the boat.

STERN – The after part or back end of a vessel.

SWAB – A seagoing name for a mop; (one swabs down; does not mop up).

TACK – To change the course of a boat when sailing into the wind by turning the bow through the wind, with the wind on the other side.

THWART – A transverse seat in a boat.

TELL TALES – Strands of yarn or ribbon that are attached to the sail or standing rigging to help judge the wind angle and whether the sails are trimmed properly.

TILLER – The handle attached to the rudder by which the boat is steered, if it is not equipped with a wheel.

TOPSIDES - The sides of hull above waterline.

TRANSOM- The framework of the stern, or the optimum setting of sails.

TRIM – The way in which a boat floats; the set of a boat's sails.

TRUE WIND- The direction of the wind as observed from a stationary object or on land.

UNDERWAY – Refers, under normal conditions, to a boat that has weighed anchor or has left its moorings and is making progress through the water.

VARIATION – Difference in direction between true north as determined by the earth's axis of rotation and the magnetic north determined by the earth's magnetism.

WAKE – The track a vessel leaves astern in the water.

WATCH – On duty, maintaining a visual scan, or assigned duties for an assigned period of time.

WATER LINE – The measurement of the hull of the boat as it meets the water.

WAY – The progress or motion through the water of a vessel. A vessel gathers way when its rate of sailing increases.

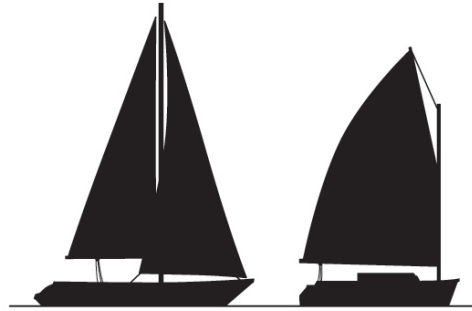
WEATHER HELM – The pressure on the rudder by the helmsman to keep the boat from rounding up into the eye of the wind.

WINDWARD – “windward” the direction from which the wind is blowing; also called Weather side

YAW – A vessel yaws when it swings widely from one side of the course to the other – usually when running before heavy, quartering sea.

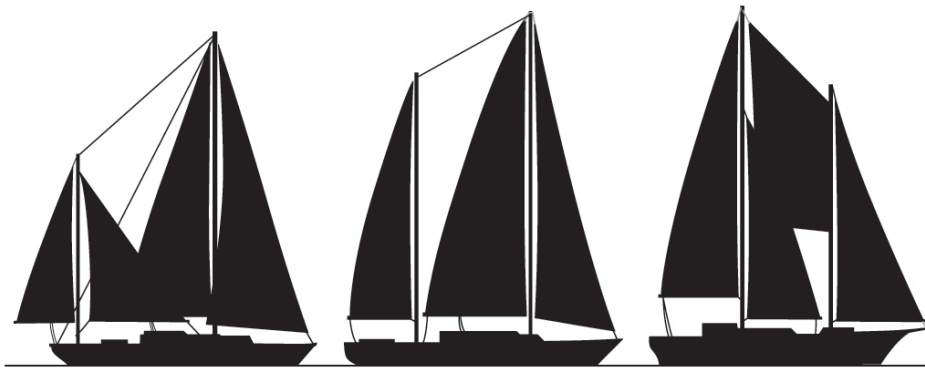
WINCH – A revolving geared drum turned by a handle that provides mechanical leverage and increases the sailor's ability to pull on a line under load. Used for hoisting or trimming sails.

BASIC SAILBOAT RIGGING



**Sloop with
genoa jib**

Gaff-rig



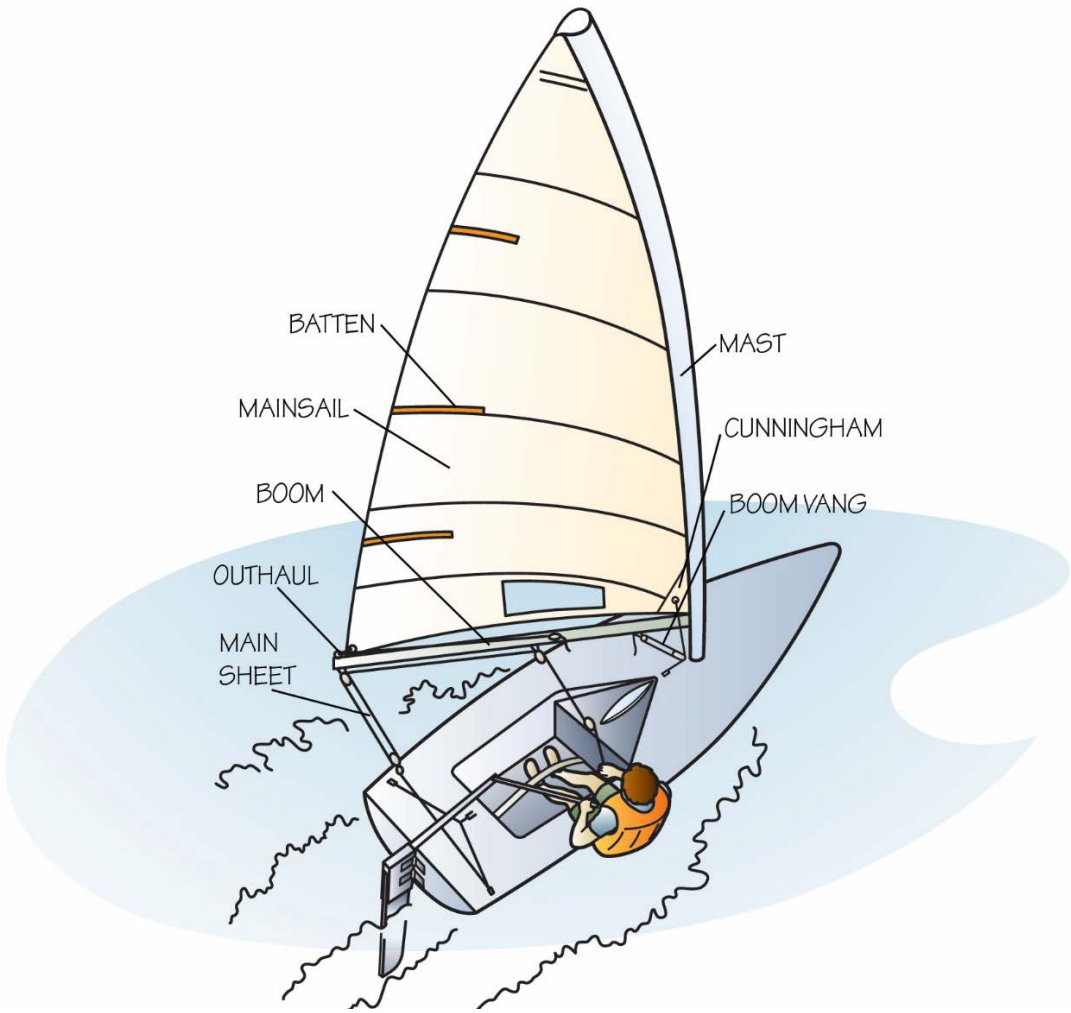
Yawl

Ketch

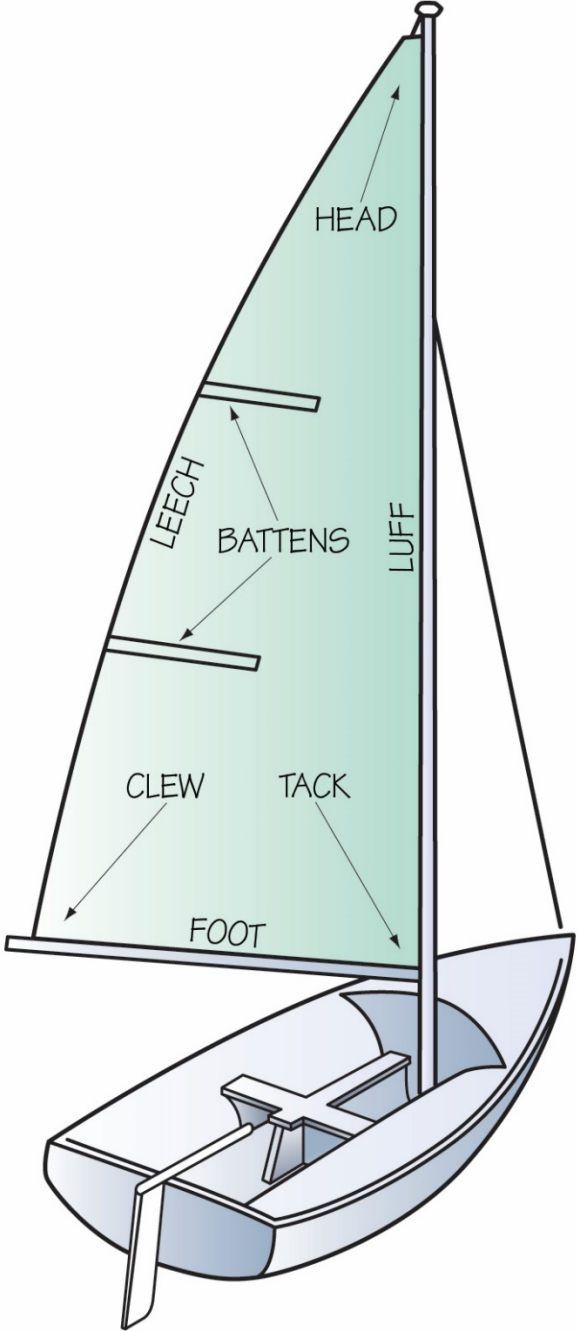
Schooner

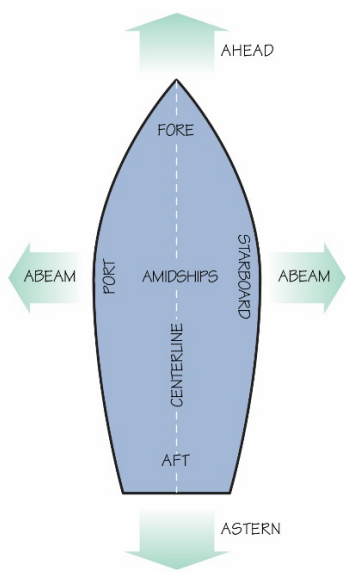


Vessel and Sail Definitions

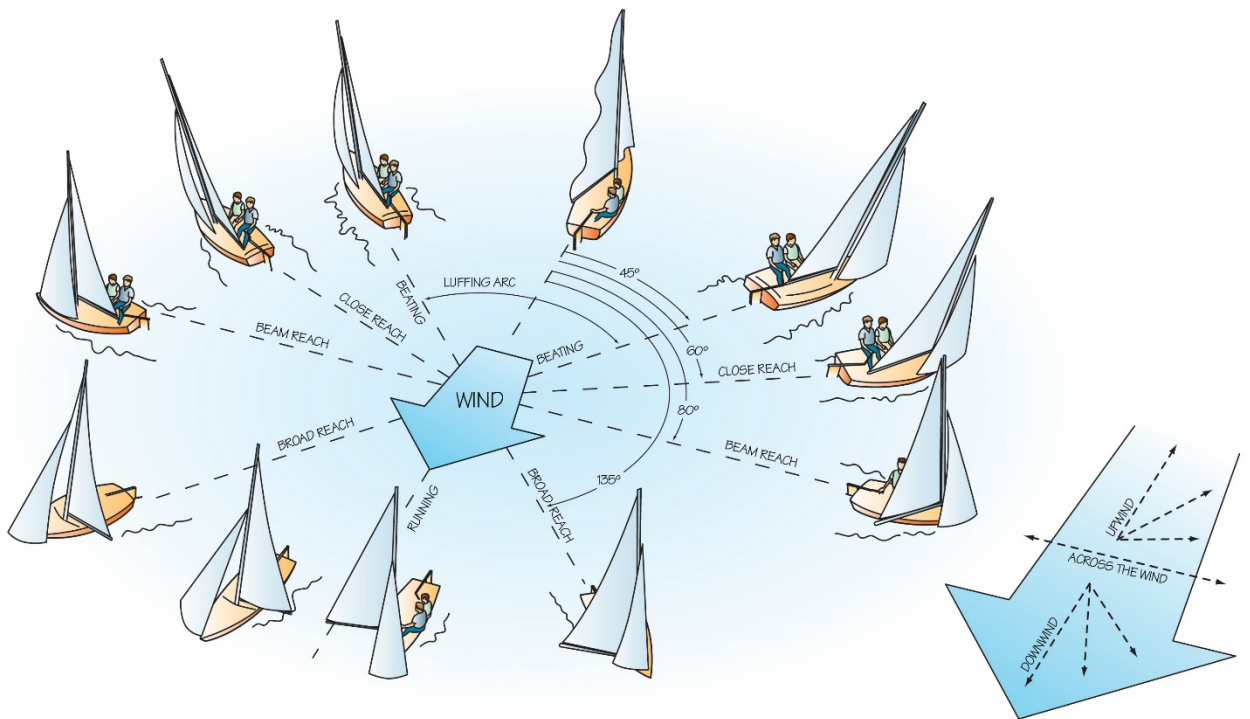


Vessel and Sail Definitions

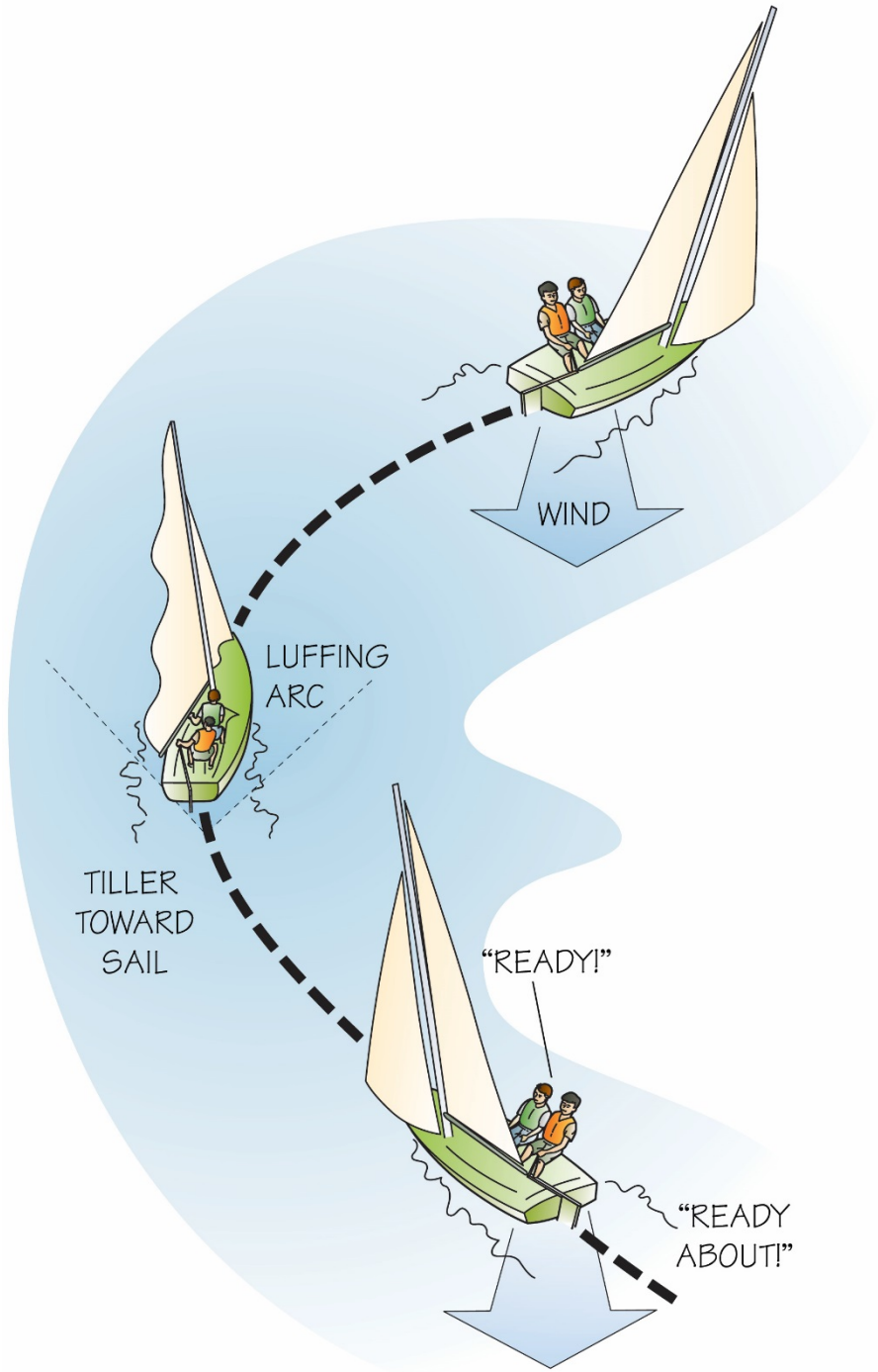




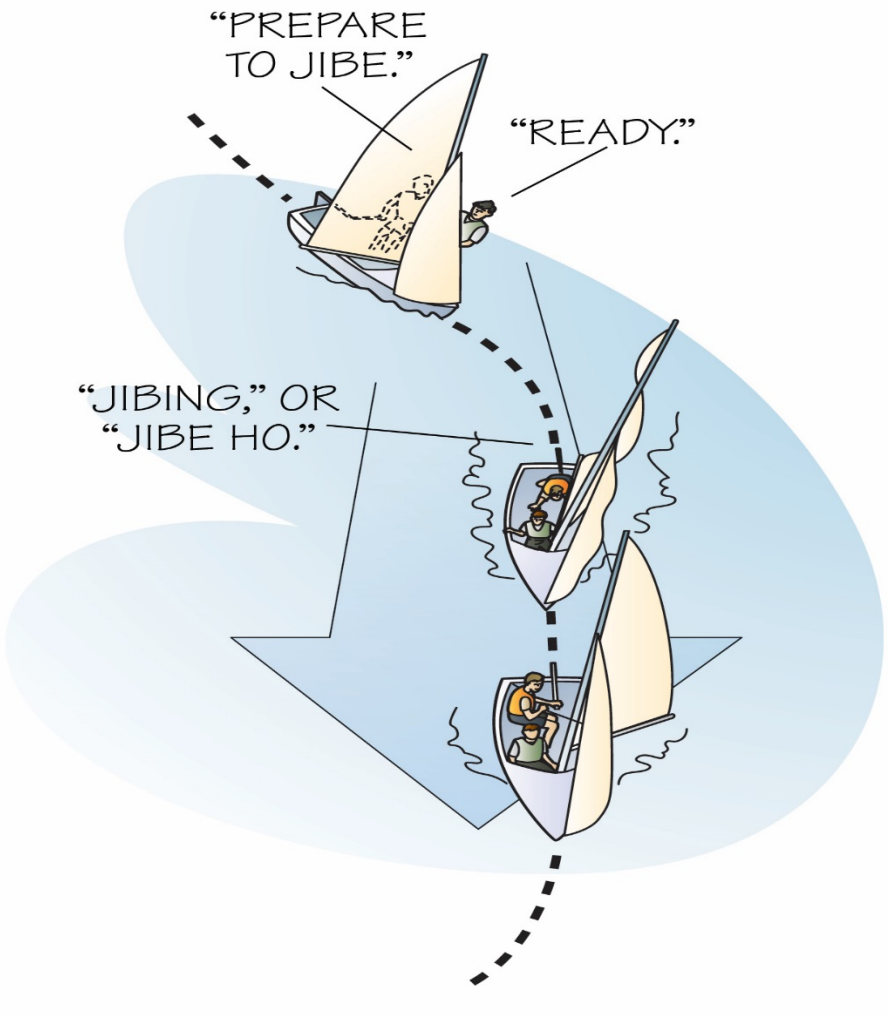
Points of Sail



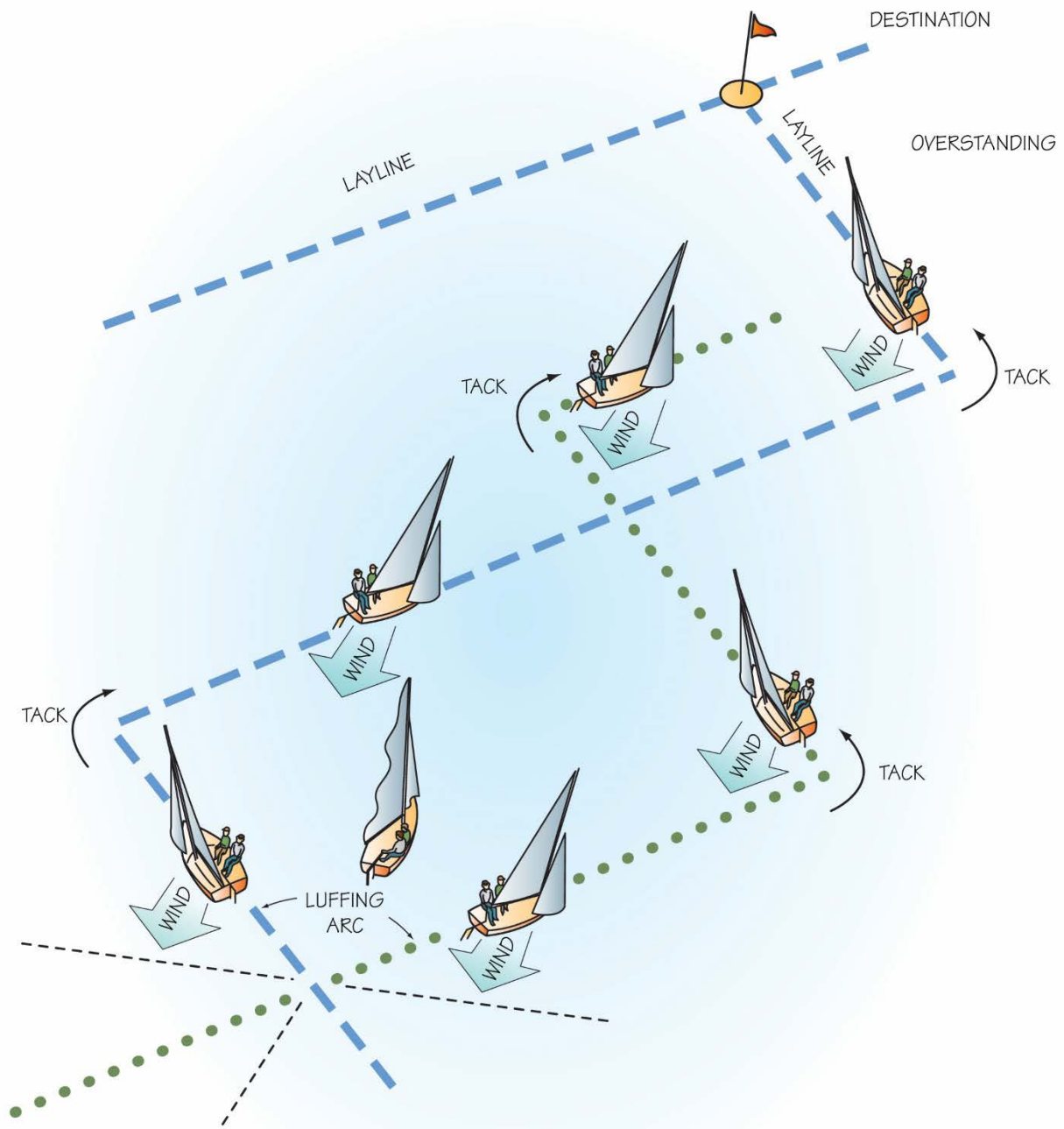
Tacking



Jibing



Tacking to Buoy or Destination
by Laylines



EMERGENCY PROCEDURES

FIRE

Fire extinguisher locations and procedures are posted on bulkhead bulletin board

1. The person who observes smoke, odor or flames should shout “Fire! Fire!” and then name locality such as “In the Galley” and send someone to alert the Captain.
2. If the fire is too far advanced for the time it takes to obtain water, use an extinguisher (note fire extinguisher locations), and begin issuing life jackets. If path to stairwell to topside is impeded, issue lifejackets through hatch.
3. If the fire is in the galley stove, turn the Master Valve on the propane fuel tank to “off”. If grease associated with cooking, catches fire, use the fire extinguisher. Water is not appropriate for a grease fire and could spread the fire.
4. If the fire involves electrical equipment, turn the master electrical switch off and put the fire out with an extinguisher.
5. If the fire involves a person’s clothing. Wrestle the person to the deck and roll the person to smother the blaze or wrap in fire blanket.
6. After the fire appears to be out set up a watch in case fire restarts.

MAN OVERBOARD

1. If you observe a person fall over the side of the boat, immediately notify the Captain or First Mate **and** shout “**MAN OVERBOARD! MAN OVERBOARD!**” and give the location such as “off the bow” by indicating the position. Participants not involved in the rescue stay clear until instructed by Captain.
2. Deploy “throwable device” and man overboard pole.
2. The person who initially observed the fall (the spotter) is obligated to keep the subject in sight and point at the subject in the water until the rescue is accomplished.
3. The Captain or First Mate will take a GPS reading to facilitate a return to the location of the incident. The Captain will instruct the deployment of the **LifeSling®**
4. The engine is started and engaged.
5. The Captain brings the vessel back on a 180° course.
6. The crew prepares other rescue equipment on Captains orders.
7. Crewman are posted at the bow to give directions to the Captain.
8. The ship’s ladder is made ready for deployment to port or starboard side.
9. The victim (and rescuer if needed) are passed back to the port or starboard gate for hoisting aboard with **LifeSling®**.

View this **LifeSling®** video from The Sailing Foundation: <http://youtu.be/VnhjOhWD4j0> as a reference.

10. The victim is then wrapped in blanket and treated for injuries.

MEDICAL EMERGENCY

1. When a medical emergency occurs, notify the Captain and First Mate.

SEVERE STORM

1. The Captain will determine if the sails need to be shortened or come down.
2. The crew will be directed to go below deck or remain in cockpit with foul weather gear on.
3. Depending on the severity of the weather, the Captain will direct the crew to put life jackets on.

ABANDON SHIP

1. In the event of a major fire, collision or foundering at sea, get everyone in life jackets and ensure that life jackets are secured.
2. Crew will be instructed in the deployment of emergency life rafts and Immersion Suits by the Captain.
3. Send a Mayday radio message on channel 16 with your coordinates -**Activate EPIRB**.
4. Try to get everyone into clothing except shoes.
5. Keep close together. Get into assigned emergency life raft.
6. Watch for signs of hypothermia. Assume a near fetal position and keep close to reduce heat loss.
7. Use the mirrors, radios, radar reflectors, flares and flashlights to signal when vessels or aircraft appear to be near.

COLLISION DRILL

1. If a collision appears imminent, stand clear and brace for impact. Never put body parts where they may be impacted.
2. Once the collision takes place, inspect for damage above and below waterline. If vessel is taking on water alert Captain and First Mate.
3. Damage below the water line must be attended to immediately. Captain assess the condition of *Retriever* and decides if an abandon ship call should be made.
4. Activate the bilge pumps and retrieve the “Gusher” pump from the aft lazarette.
5. Treat any injuries resulting from the collision.
6. Once the situation on *Retriever* is stabilized, proceed to offer aid to the other vessel as required.

CREW CODE OF CONDUCT
GREAT LAKES SAILING ADVENTURE

1. Life aboard a vessel is rather confining and requires the thoughtful judgment of responsible young adults in living and working together as a team.
2. The purpose of this sailing adventure is to teach basic seamanship, sail-handling, and cooperative team effort in a high adventure setting.
3. Onboard *Retriever*, the crew safety and welfare is first priority. This means using common sense in maintaining maximum physical and mental fitness in organizing his or her affairs in a tidy and practical relationship with others on board.
4. In a harbor we are guests first and adventurers secondly. We are expected to comply with port regulations regarding noise, or unlawful activity. In our case this means treating the harbor convenience facilities with care and keeping the premises tidy. The conduct of the crew in the harbor will affect our relationship with various ports that *Retriever* visits. Like any Scout group, we will leave our “campsite” better than we found it.
5. On shore we are subject to the civil authority of the community involved. It also should be reasonable to expect that the image of Scouting and Venturing be dignified by the crew of *Retriever* while visiting every community. Crew members should always log in with their leaders as to where they intend to go and for how long. It is advisable to travel in groups for safety and to make an effort to inform your leaders of any change in plans. The “buddy system” always applies.

LEADER CODE OF CONDUCT

1. The Captain is in charge of the vessel, its operation and the welfare of all others on board. The First Mate serves as the administrator and health officer. The adult leaders, under the supervision of the Captain, are responsible for the young adults. Leaders should become familiar with the duties, authority and the methods by which the crew carry out their assignments.
2. On shore, the adult leaders as well as the captain are subject to the same rules of conduct as expressed for the crew of *Retriever*. In addition the adult leaders are expected to supervise the members of the crew while off the vessel in such a way as to uphold the character and image of the BSA

[[Print this page and distribute to each participant]]

RETRIEVER CREW ROTATION (Weeklong Program)

WEEK OF _____

UNIT # _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GALLEY					
ABOVE DECK					
BELOW DECK					

	CREW 1	CREW 2	CREW 3
ADULT			
ADULT			
ADULT			
CREW MEMBER			
CREW MEMBER			
CREW MEMBER			
CREW MEMBER			
CREW MEMBER			

END OF SESSION CHECKOUT

UNIT # _____

CRUISE DATES _____

_____ Clean-up

- _____ Refrigerator and Freezer – cleaned

_____ Top Deck

- _____ Clean deck / hose boat down
- _____ Wash deck

_____ Below Deck

- _____ Sweepcabin floor
- _____ Clean & disinfect heads
- _____ Trash removed
- _____ Trash liners replaced
- _____ Bunks cleaned
- _____ Storage shelves cleaned
- _____ Storage under berths cleaned
- _____ Scrub deck

_____ Galley

- _____ Clean Shelves
- _____ Trash removed
- _____ Trash liners replaced

_____ Engine

- _____ Check fuel level
- _____ Topoff water tanks
- _____ Pump out holding tank

_____ **Top Side*******

- _____ Bell Stowed
- _____ Anchors (deck)
- _____ Dock Lines (bunks)
- _____ Man overboard light
- _____ Winch handles– Stowed in cockpit

- _____ Top Side (Normal Operations)
 - _____ Vessel secure
 - _____ Coil lines
 - _____ Anchor secured
- _____ Forward / Aft Hatches Secured
- _____ Stove Shut Off
- _____ Shore power cord attached
- _____ Return any medicine to Unit Leader
- _____ Return books to ships library
- _____ Complete Evaluations

Captain's Signature _____ Date _____

****WEEKEND CRUISES

SIGNED: _____

Program Payment & Refund Policy of the Michigan Crossroads Council

Statement

The Michigan Crossroads Council provides Council programs, high adventure camps and other camping experiences to the Scouts and leaders in its service area. These opportunities require Council staff to send deposits to the sponsoring camp, acquire needed supplies and produce mailings to campers and others so the Council sponsored experiences are rewarding and convenient for the Scouts and leaders in our Council.

Fees are usually paid in advance of the event and to ensure the Council can provide the best service to the Scouts the following refund policies will apply. Participants are not considered registered for any event/activity until payment in full has been received.

Event/Camping Fees

Event fees are final except in a limited number of circumstances where a refund may be granted. Refunds may be given only if the following circumstances are brought to a Council employee's attention. Individuals/Groups that cancel their reservations 30 days or more prior to the event date will receive a refund of fees paid less a 15% administrative service charge. No refunds will be given for cancellations made less than 30 days prior to the event date. Any/all refund requests must be made within 30 days of the event date. No refunds will be given for any Scout not attending Boy Scout Summer Camp who was listed & paid for on the May camp roster. Alternately, Boy Scout Summer Camp fees may be transferred to another Scout or leader attending. No pro-rated fees will be given to Scouts wishing to attend a partial week at Boy Scout Summer Camp.

1. The registered participant has an illness preventing participation in the event and has a signed statement from a medical doctor or healthcare practitioner. The written order must be provided to the Michigan Crossroads Council, 507 West Atherton Road, Flint, MI 48507.
2. In the event of the death of an immediate family member (parent, grandparent, brother, sister or anyone else living in the house with the participant). The Council will consider other deaths, which may affect the participant, on a case-by-case basis.
3. Only an employee of the Michigan Crossroads Council may authorize a refund for a Council sponsored event.
4. Any refund of monies for the event is then based on the money paid to the Council minus the deposit and any money sent to another agency or company for the event. The remaining money is refundable as long as the participant meets the above requirements. Any money that has been sent to another agency or company is considered issued and not refundable.
5. Any event that does not have a deposit, but has an event fee, will be assessed a 15% service charge before any refund is issued. All remaining money is refundable. Again, the participant must meet the above requirements.

Processing these refunds for summer camp may not take place until after the camping season due to the review process. Once approved it takes between two to three weeks for a check to be run and mailed.

Deposits

Deposits are non-refundable. The following will apply for any deposit made for a Council sponsored program.

1. Deposits are not refundable. Any cancellation, once the deposit has been sent to the Council, will be forfeited.
2. Deposits may be transferable to another participant that takes the entire slot for that event.

Late Fees

The Michigan Crossroads Council and all approved event committees have the opportunity to set late fees or discounts for events. Late fees will be announced with the original posting for the event. Late fees paid to the Council are not refundable.

Waiting Lists

At times the Council maintains a waiting list. If the participant is not selected to attend the event, all waiting list money will be refunded at 100%, including deposit money.

Cancellation by the Council

If the Michigan Crossroads Council or National Boy Scouts of America or any agency that has contracted with the Council cancels an event, the Council will issue a full 100% refund (including any Deposit Money).

Applies

These policies only affect the Michigan Crossroads Council, Boy Scouts of America; its committees and districts. This policy is not transferable to charter partners or individual units (Packs, Troops, Teams, Crews and Posts) of the Council.

Examples

- A Scout cannot attend an event. Cost of event is \$20. The refund would be \$20 - \$3 (15% service charge) = \$17 refund if notification was made at least 30 days prior to event. No refunds made for notifications made less than 30 days prior to the event date, however, the Scouts' event fee may be transferred to another Scout.
- The Scout's grandmother dies and thus is unable to attend a Philmont Trip. Philmont price is \$750. The refund would be \$750 - \$100 (deposit) - \$400 (Philmont Fee) = \$250 refund.

Florida Sea Base cancels trip due to shark attacks. Total cost of the Trip \$1,000. The refund would be \$1,000 no matter what. The Council will take the liability for the plane tickets and any other expenses. All money, even deposits, are refunded.

NOTES