

GREAT LAKES SAILING ADVENTURE  
2017 Promotion & Planning Guide  
MICHIGAN CROSSROADS COUNCIL, BSA



Revised as of 1/13/17



BOY SCOUTS OF AMERICA®  
MICHIGAN CROSSROADS COUNCIL

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## 2017 Sailing Season

Ahoy sailors,

The volunteer committee of the Great Lakes Sailing Adventure and the Michigan Crossroads Council 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 the time to read through the information in this guide and understand it fully. 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

## **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 and **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.**

### **In this Promotion & Planning Guide you will find sections devoted to:**

(click on the heading below to be taken to that section of the guide)

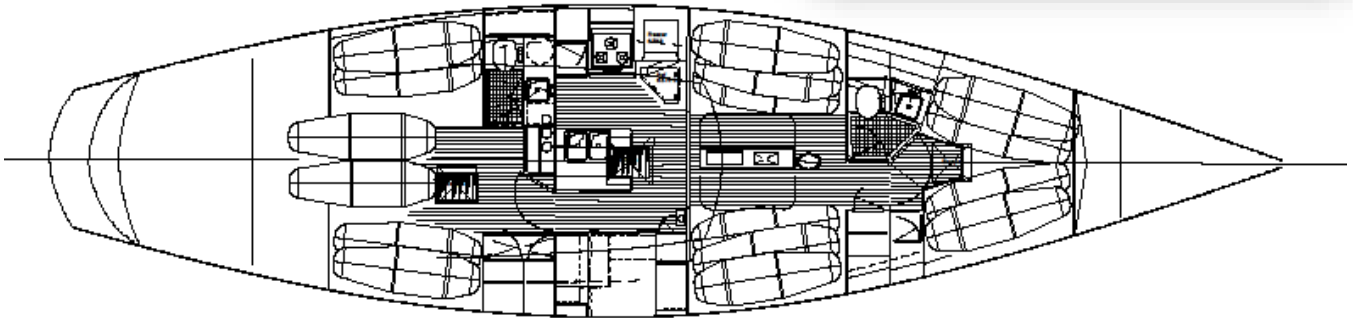
- ☐ [Welcome Aboard the Great Lakes Sailing Adventure](#)
- ☐ [Trip Planning Timeline](#)
- ☐ [Upon Arrival Day](#)
- ☐ [Boarding, Departing, & Crewing Information](#)
- ☐ [Food Planning](#)
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  - Training Appendix (to be updated)

## WELCOME ABOARD THE GREAT LAKES SAILING ADVENTURE

Ahoy! Come set sail aboard Michigan Crossroads Council's sail training vessel *Retriever*!

The *Retriever*, a 52' ketch, is an offshore sail training program where youth will learn the fundamentals of sailboat handling, steering, waterway navigation, marine safety, and various cruising techniques used by seasoned sailors!

The *Retriever* is designed to accommodate **a maximum of 10 youth and two (2) adults**. Co-ed crews are welcome, but the advisor must contact the council in advance to discuss options.



Programs are available for any BSA Troop, Team, Crew or Ship. Non-BSA groups must contact the council for information about Great Lakes Sailing Adventure programs. Participants must be at least 13 years of age by September 1st of the year they participate for week-long Packages. Boy Scout Troops are limited to 10 eligible youth and two (2) adult male leaders. Co-ed Venture Crews or Sea Scout Ships must have co-ed adult leadership and may have a maximum of eight (8) youth members due to the sleeping accommodations on the vessel. All participants must be registered members of the Boy Scouts of America.



## TRIP PLANNING TIMELINE

All BSA and **GREAT LAKES SAILING ADVENTURE** forms can be found at:

<http://www.michiganscouting.org/outdooradventures/boy-scout-camp/great-lakes-sailing-adventure/>

### January

- ☐ First Payment to MCC: See online payment schedule.
- ☐ All participants complete BSA on-line Safety Afloat, Safe Swim Defense, Weather Hazards and Venturing Youth Protection trainings

### March

- ☐ Second Payment to MCC: See online payment schedule.
- ☐ Complete BSA Health and Medical Record, parts A, B and C.

### April

- ☐ Complete BSA Tour and Activity Plan and file online.

### May

- ☐ Third Payment to MCC: See online payment schedule.
- ☐ 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. Please have the binder broken down into these organized sections:

- Roster with proof of BSA Membership
- Medicals
- Youth Protection
- Central Registry Background
- Swim Test
- Menu

### SHIPS STORE

Visit the *Ships Store* for unique Great Lakes Sailing Adventure **Retriever** merchandise. All items selected to be gear usable on your sail and be a reminder of your journey.

<http://www.michiganscouting.org/outdooradventures/boy-scout-camp/great-lakes-sailing-adventure/>





## **UPON 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 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 leader's state of residence. <http://michiganscouting.org/wp-content/uploads/2015/07/Central-Registry-Clearance-Request-Instructions-2016-v3.pdf>
6. Documentation of all participants completing the Scout Swim Test. Download form here: [http://archive.michiganscouting.org/pubs/MCC\\_CorpsV\\_Swim\\_Classification\\_Record.pdf](http://archive.michiganscouting.org/pubs/MCC_CorpsV_Swim_Classification_Record.pdf)
7. Cruise menu approved by the First Mate



## **BOARDING, DEPARTING, & CREWING INFORMATION**

If circumstances prevent the *Retriever* from returning to home port, leaders will be notified of alternate harbors for boarding. Home Port (where groups board and disembark):

Straits State Harbor

409 S. Huron Street

Mackinaw City, MI 49701

<https://goo.gl/maps/kYcsFzyo6LM2>

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

**WEEKLONG CRUISES** - Boarding Sunday, after 1:00 PM disembarking the following Friday, before NOON.

**PORTS OF CALL** - Part of the adventure in sailing the *Retriever* is your crew, with the guidance of the Captain and the 1<sup>st</sup> mate, develop your itinerary on the water. Some of the harbors you could visit may include:

- |                             |                     |                     |
|-----------------------------|---------------------|---------------------|
| - Mackinaw City – Home Port | - Charlevoix        | - Boyne City        |
| - Mackinaw Island           | - Hessel            | - Petoskey          |
| - Detour                    | - Traverse City     | - Cheboygan         |
| - Beaver Island             | - St. Ignace        | - Cedarville        |
|                             | - Bois Blanc Island | - St. Helena Island |

Some call St. Helena Island..... RETRIEVER'S PRIVATE ISLAND

*Retriever* is the only Boy Scout School Ship on the Great Lakes. With that designation we have the honor and privilege of visiting and touring the island.

It includes: Overnight use of their mooring buoy

- Dinghy service to and from the Island
- A guided tour of the Light house
- Use of the kayaks
- Use of the swim areas
- Use of the barbeque grill

In exchange for use of all of the amenities of the Island. We do a volunteer project of labor for about 1 hour.

The tie in with St Helena Island and the Scouts. Over 40 years ago all of the buildings on the Island were either in shambles or gone. For the last 40 years, Scout groups have been the major force in restoring or replacing these structures. The buildings and the south portion of the Island are owned by the Great Lakes Light House Keepers Association (GLLKA). Their headquarters is in Mackinaw City. *Retriever* has an excellent working relationship [literally] with GLLKA, Terry Pepper its Executive Director, and all of the staff.

*Retriever* is a welcome sight at the Island. Many groups have commented that, "this all-inclusive Island was the highlight of the trip."

## DUTIES ON BOARD SHIP

Each group coming aboard the ship will be divided into two crews. Each crew will have duties and those duties will change daily.

## EXPLANATION OF DUTIES

Above Deck 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 duties. Prepare and serve meals, wash dishes and clean galley.

## RETRIEVER CREW ROTATION (Weeklong Program)

WEEK OF \_\_\_\_\_

UNIT # \_\_\_\_\_

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

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ABOVE DECK					
BELOW DECK					



## **FOOD PLANNING**

- ☐ Be prepared to bring enough food for Captain, First Mate and all participants.
- ☐ Cooking – When 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.
- ☐ Refrigeration – The boat is equipped with a large capacity 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.
- ☐ Dry Goods Storage – There is storage for canned goods. Please do not bring glass containers.
- ☐ Fresh Meat & Produce – 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.
- ☐ Eating Utensils – Provided. Bring plastic drinking cup or Lexan style water bottle.
- ☐ Cooking Gear – Furnished on board.
- ☐ Charcoal Grill – Often available at marinas.
- ☐ Consumables Required to be Supplied by the Unit
  - ☐ Aluminum Foil
  - ☐ Food Storage Bags
  - ☐ Reusable drinking cups (insulated if desired)
  - ☐ Plastic Food Wrap
  - ☐ Plastic/Styrofoam Bowls
  - ☐ Paper towels

**DISCUSS MEAL PREPARATION WITH YOUR CAPTAIN BEFORE YOUR ARRIVAL. Remember, this is a camping trip on water. Storage space is limited. Pack light!! COOKING EQUIPMENT SUPPLIED**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Cast Iron Skillet | <input type="checkbox"/> Spatulas           | <input type="checkbox"/> Dish Rags         |
| <input type="checkbox"/> Ladles            | <input type="checkbox"/> Bread Knife        | <input type="checkbox"/> Two Pitchers      |
| <input type="checkbox"/> Large Pots        | <input type="checkbox"/> Serrated Knife     | <input type="checkbox"/> Vegetable Peeler  |
| <input type="checkbox"/> Percolator        | <input type="checkbox"/> Large Griddle      | <input type="checkbox"/> Can Opener        |
| <input type="checkbox"/> Serving Spoons    | <input type="checkbox"/> Colander           | <input type="checkbox"/> Pot Holders       |
| <input type="checkbox"/> 2-Quart Pots      | <input type="checkbox"/> Large Mixing Bowls | <input type="checkbox"/> Funnels           |
| <input type="checkbox"/> Non Stick Skillet | <input type="checkbox"/> Small Mixing Bowls | <input type="checkbox"/> Cutting Board     |
| <input type="checkbox"/> Paring Knife      | <input type="checkbox"/> Measuring Cups and | <input type="checkbox"/> Cleaning Supplies |
| <input type="checkbox"/> Large Knife       | Spoons                                      | <input type="checkbox"/> Toaster           |

## SAMPLE MEALS

### Breakfast - (Quick and easy for early sailing)

- ☐ Cold Cereal
- ☐ Fresh Fruit
- ☐ Instant Oatmeal
- ☐ Hot Chocolate – Coffee

### Breakfast - (for later departure times)

- ☐ Pancakes
- ☐ French toast
- ☐ Eggs (Fried or Scrambled)
- ☐ Bacon, Ham or Sausage
- ☐ Fruit juices
- ☐ Hot Chocolate & Coffee

### Lunches

- ☐ Sandwiches
  - ☐ Grilled Cheese
  - ☐ PB&J
  - ☐ Deli Meats when available
  - ☐ Tuna or Chicken salad
- ☐ Chips
- ☐ Fruit
- ☐ Cookies
- ☐ Soups

### Dinners

- ☐ Beef Stew
- ☐ Chicken & Dumplings
- ☐ Canned Vegetables
- ☐ Hamburgers
- ☐ Canned Ham
- ☐ Salad
- ☐ Fresh or Canned Fruit
- ☐ Hot Dogs

## GROCERY STORE LOCATIONS



## **MENU PLANNING SHEET (Provide Week Long Menu Form)**

WEEK OF \_\_\_\_\_ UNIT # \_\_\_\_\_

	MEAL	MENU ITEMS (STEW, DRINK, DESSERT, ETC.)	PREPARATION ITEMS (CONDIMENTS, WATER FOR DRINK, ETC.)
Day 1	DINNER		
Day 2	BREAKFAST		
	LUNCH		
DINNER			
Day 3	BREAKFAST		
	LUNCH		
DINNER			
Day 4	BREAKFAST		
	LUNCH		
DINNER			
Day 5	BREAKFAST		
	LUNCH		
DINNER			
Day 6	BREAKFAST		
	LUNCH		

## **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.

**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     | - Constructive discipline               |
| - No one-on-one contact   | - Youth leader training and supervision |
| - Respect of privacy      | - Member responsibility                 |
| - Separate accommodations | - Unit responsibilities                 |
| - No secret organizations | - Prohibition of hazing                 |
| - Appropriate attire      | - 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.



## **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.

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 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 us to document that EVERY individual aged 21 and older on camp property be cleared by the Central Registry / State of Michigan.

If you are 21+ years of age and plan to attend or visit any MCC Summer Camp 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. You will need to submit a Department of Human Services (DHS) Form 1929 to your local DHS office which requests DHS to provide you with a Central Registry Clearance on yourself; 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 a copy for your records and a copy needs to be turned in at camp with your health form upon your arrival at camp - previous year's clearance letters are still valid for 2016. This rule applies to anyone 21+ years of age who wishes access to camp; you will not be allowed on camp property without Central Registry Clearance this summer. DHS Form 1929 is available on the MCC website, all Field Council Service Centers, or the State of Michigan website. To ensure that your troop family & friends who will be visiting you this summer do not get turned away or delayed, please notify your troop families of this State of Michigan rule. Someone with clearance must accompany individuals not cleared. Non-Michigan residents must obtain a background check from their respective state human services department.

## MEDICAL INFORMATION

### 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 and **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.**

#### Height/Weight Restrictions

If you exceed the maximum weight for height as explained in the following chart and your planned high-adventure activity will take you more than 30 minutes away from an emergency vehicle/accessible roadway, you may not be allowed to participate.

#### Maximum weight for height:

Height (inches)	Max. Weight	Height (inches)	Max. Weight	Height (inches)	Max. Weight	Height (inches)	Max. Weight
60	166	65	195	70	226	75	260
61	172	66	201	71	233	76	267
62	178	67	207	72	239	77	274
63	183	68	214	73	246	78	281
64	189	69	220	74	252	79 and over	295

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. Use this form for all youth and adult physicals.

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

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.

#### Items which may keep a person from sailing:

- All should be aware of conditions that exist on a sailing vessel which do not normally have to be considered. All participants must be able to access upper bunks and enter/exit through all hatches.
- 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.** Participants must be in excellent physical condition and **must meet the BSA height/weight guidelines** on the BSA Health and Medical Record

## **U.S. 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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## **Forms and Resources**

The following pages are designed to help your crew with the planning and paperwork organization required to participate in the Great Lakes Sailing Adventure. You will also be able to find these via the Great Lake Sailing Adventure Forms and Resources Section of the MCC website.

<http://michiganscouting.org/outdooradventures/great-lakes-sailing-adventure/glsa-forms-and-resources/>

**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 Nick Killian mobile – 231-649-0033**

\_\_\_\_\_ **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 THE 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 OVERBOARD 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.

\_\_\_\_ MARINE RADIO USE

☐ CAPTAIN, FIRST MATE OR PERSONS AUTHORIZED BY THE CAPTAIN ONLY ARE ALLOWED TO USE

\_\_\_\_ 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 PRESENT AS WELL

\_\_\_\_ BIKES AND FISHING POLES ARE NOT PERMITTED

\_\_\_\_ ASSIGNMENT OF THREE CREW ROTATION

☐ GALLEY

☐ ABOVE DECK

☐ BELOW DECK

\_\_\_\_ CODE OF CONDUCT- WE REPRESENT THE BOY SCOUTS OF AMERICA

☐ ON SHORE: WE ARE GUESTS OF THE COMMUNITIES WE VISIT

☐ VESSEL SAFETY: ORDERS FROM CAPTAIN OR FIRST MATE ARE REQUIRED TO BE FOLLOWED.

☐ INAPPROPRIATE LANGUAGE OR BEHAVIOR WILL NOT BE TOLERATED

1<sup>st</sup> Mate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Captain's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Great Lakes Sailing Adventure

## End of Session Checkout

UNIT# \_\_\_\_\_ UNIT LEADERS \_\_\_\_\_

CRUISE DATE \_\_\_\_\_

### Initial when completed

#### TOP SIDE

- |  |   |
|--|---|
| <input type="checkbox"/> Clean deck / hose boat down | <input type="checkbox"/> Winch handles –Stowed in cockpit |
| <input type="checkbox"/> Wash deck                   | <input type="checkbox"/> Vessel secure                    |
| <input type="checkbox"/> Bell Stowed                 | <input type="checkbox"/> Coil lines                       |
| <input type="checkbox"/> Anchors (deck)              | <input type="checkbox"/> Anchor secured                   |
| <input type="checkbox"/> Dock Lines (bunks)          | <input type="checkbox"/> Forward / Aft Hatches Secured    |
| <input type="checkbox"/> Man over-board light        | <input type="checkbox"/> Shore power cord attached        |

#### BELOW DECK

- |   |   |
|---|---|
| <input type="checkbox"/> Sweep cabin floor (Including removing cabin floor boards and vacuum below floor boards in bilge) | <input type="checkbox"/> Bunks cleaned                |
| <input type="checkbox"/> Clean & disinfect heads  | <input type="checkbox"/> Storage shelves cleaned      |
| <input type="checkbox"/> Trash removed  | <input type="checkbox"/> Storage under berths cleaned |
| <input type="checkbox"/> Trash liners replaced  | <input type="checkbox"/> Scrub deck                   |

#### GALLEY

- |   |  |
|---|--|
| <input type="checkbox"/> Stove Shut Off     | <input type="checkbox"/> Clean Oven            |
| <input type="checkbox"/> Clean Refrigerator | <input type="checkbox"/> Clean Shelves         |
| <input type="checkbox"/> Clean Freezer      | <input type="checkbox"/> Trash removed         |
| <input type="checkbox"/> Clean Stove Top    | <input type="checkbox"/> Trash liners replaced |

#### ENGINE

- ☐ Check fuel level
- ☐ Top off water tanks
- ☐ Pump out holding tank

#### UNIT ITEMS

- ☐ Return any medicine to Unit Leader
- ☐ Return books to ships library
- ☐ Complete and turn in Evaluations

1<sup>st</sup> Mate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Captain's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PERSONAL GEAR**

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

## **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 used below only). Charging stations not provided)
- ☐ Sailing Gloves

\*For early or late season trips.

## **ITEMS TO LEAVE AT HOME**

- ☐ Drugs and Controlled Substances
- ☐ Firearms
- ☐ Fireworks
- ☐ Video Games
- ☐ DVD Players
- ☐ Headphones (safety issue)
- ☐ Fishing Tackle
- ☐ Fire Starters/Lighters
- ☐ Electronic Games

## **STORAGE FOR PERSONAL GEAR**

Each person will have a very small area to store their personal gear on bunks. Gear must be brought in small duffel or soft luggage – NO hard suitcases.

## **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:
  - a. Turn switch off at battery compartment, or
  - b. 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 floor and roll the person to smother the blaze or wrap in fire blanket, located in the aft cabin.
6. After the fire appears to be out set up a watch in case fire restarts.
7. Notify the US Coast Guard as soon as possible

### **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 reduced 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.

## 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” and position relative to the boat.
  - a. Participants not involved in the rescue stay clear until instructed by Captain.
2. Deploy “throw-able device” and man overboard pole.
3. The person who initially observed the fall (the spotter) is required to keep the subject in sight by not taking their eyes off the subject and pointing to the subject in the water until the rescue is accomplished.
4. 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®**
5. The engine is started and engaged.
6. The Captain brings the vessel back on a 180° course.
7. The crew prepares other rescue equipment on Captains orders.
8. Crewman are posted at the bow to give directions to the Captain.
9. The ship’s ladder is made ready for deployment to port or starboard side.
10. The victim (and rescuer if needed) are passed back to the port or starboard gate for hoisting aboard with **LifeSling®**.
11. View this Man Overboard **LifeSling®** video from The Sailing Foundation
  - a. <http://youtu.be/VnhjOhWD4j0>
12. The victim is then wrapped in blanket and treated for injuries.

## 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 assesses the condition of *Retriever* and decides if an abandon ship call should be make
4. Activate the bilge pumps and retrieve the “Gusher” manual 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 vessels required.



## **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. 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 in close proximity to reduce heat loss.
7. Use the mirrors, radios, radar reflectors, flares and flashlights to signal when vessels or aircraft appear to be near.

**CREW CODE OF CONDUCT**  
**GREAT LAKES SAILING ADVENTURE**

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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]]

## NOTES