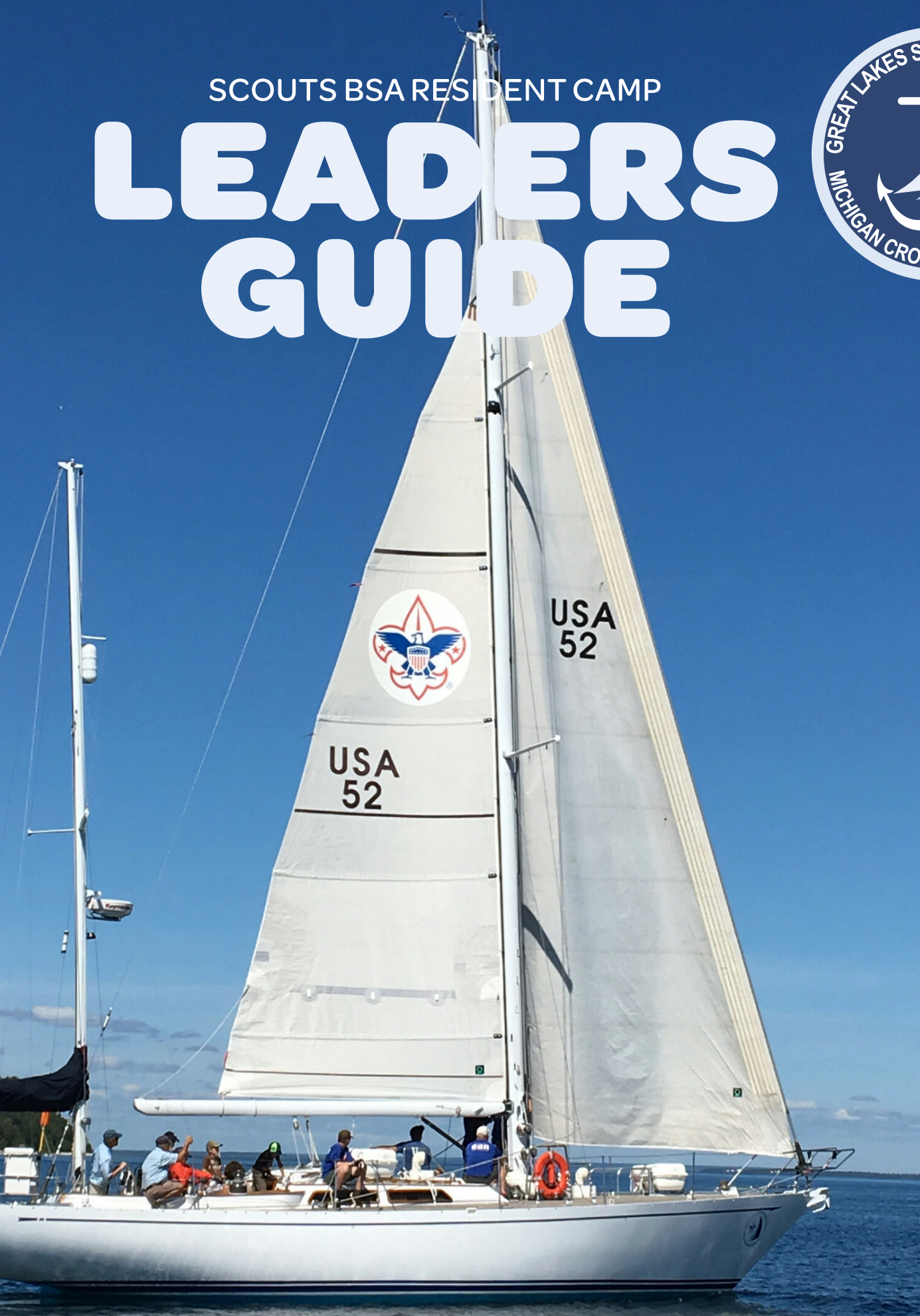


SCOUTS BSA RESIDENT CAMP



LEADERS GUIDE



SUMMER 2023

WWW.MICHIGANSCOUTING.ORG



2023 SAILING SEASON

Ahoy sailors!

The Great Lakes Sailing Adventure Committee and the Michigan Crossroads Council are delighted to introduce you to one of Michigan's most exciting and unique sailing experiences – the GREAT LAKES SAILING ADVENTURE aboard the S/V RETRIEVER

For several decades, the GLSA has provided an educational and high adventure voyage through the northern Great Lakes, and we would like to welcome you and your group aboard! Please take time to read through this informational guide. It contains a wealth of information for those planning a GLSA voyage through the beautiful Straits of Mackinac and the northern Great Lakes. If you have any questions or would like more information, please contact us and we will be happy to help!

Sincerely,
Great Lakes Sailing Adventure Committee

RISK ADVISORY STATEMENT

The Great Lakes Sailing Adventure is a liveaboard 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. Individuals with medical conditions, including mobility conditions that prevent full active participation in emergency drills and procedures, will not be allowed to participate.

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

- Welcome Aboard the Great Lakes Sailing Adventure
- Trip Planning Timeline
- Upon Arrival Day
- Boarding, Departing, & Crewing Information
- Food Planning
- Policies
- Youth Protection
- State Laws of Michigan
- Medical Information
- U.S. Coast Guard Drug Screening
- Forms and Resources
 - ☐ Crew Orientation Check-In
 - ☐ End of Session Checkout Report
 - ☐ Personal Gear
 - ☐ Emergency Procedures
 - ☐ Code of Conduct
 - ☐ Notes
 - ☐ Training Appendix (Subject to update)
- Retriever Ship Store



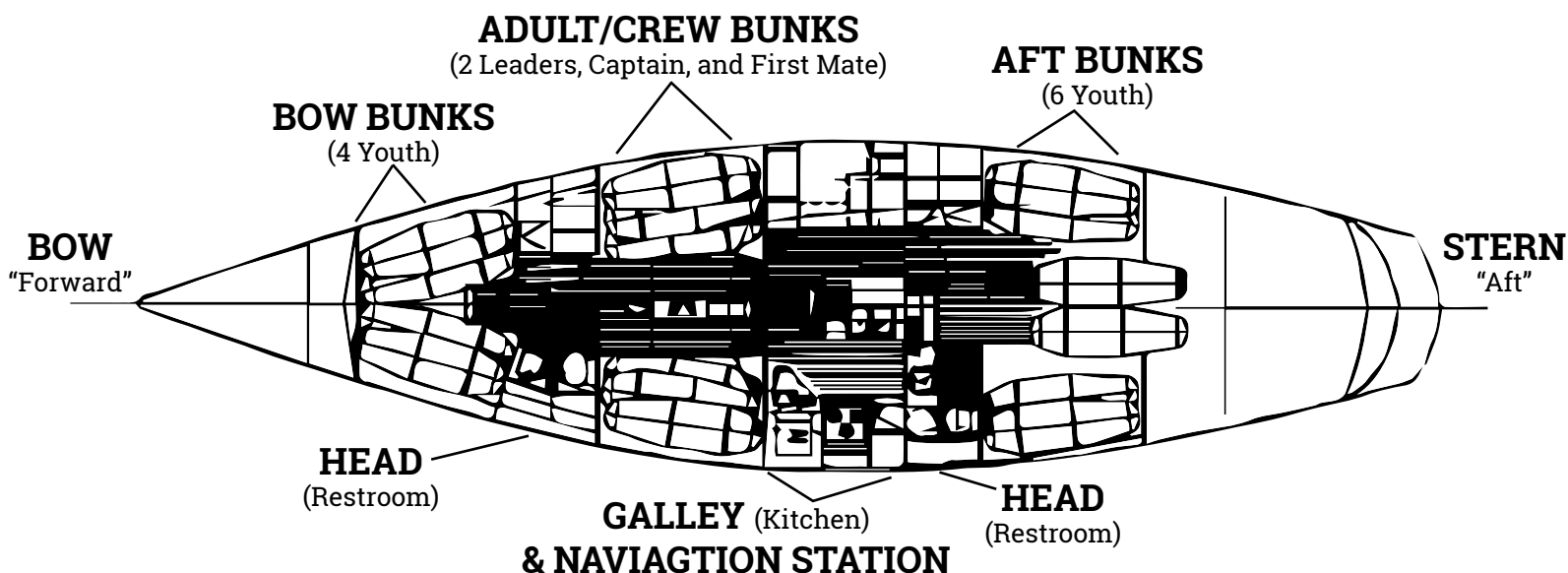
WELCOME ABOARD THE GREAT LAKES SAILING ADVENTURE

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

Retriever, an Alden 52' ketch, is an offshore sail training program where youth will learn the fundamentals of sailing, including sail trim, helmsmanship, navigation, marine safety and skills used by seasoned sailors!



Retriever is designed to accommodate a maximum of ten (10) youth, two (2) adults, and a Captain and First Mate. Co-ed crews are welcome, but the advisor must contact the council in advance to discuss co-ed separate accommodation procedures and logistics.





- Programs are available for any BSA Troop, Team, Crew or Ship. Non-BSA registered groups must contact the Michigan Crossroads Council to explore reservation options.
- **All participants must be at least 13 years of age by September 1st of the year they participate in the program. Everyone who sails Retriever must meet the BSA High-Adventure height and weight requirements listed on the BSA's Annual Health and Medical Record form.** This important safety measure is to comply with U.S. Coast Guard regulations.
- Units are limited to a total of 12 participants, including at least two BSA registered adult leaders. Units must always follow BSA Youth Protection practices, including during transportation to the program. 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:
www.michiganscouting.org/outdooradventures/great-lakes-sailing-adventure

More information and to register: <https://scoutingevent.com/272-glsa2023>

See the program in action! [Troop 1705's Sailing Adventure](#)

FEBRUARY

- ☐ First Payment to MCC: See online payment schedule.
- ☐ All participants complete BSA online Safety Afloat, Safe Swim Defense, Hazardous Weather Training, and BSA Youth Protection Training. These trainings are available at training.scouting.org.

MARCH

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

APRIL

- ☐ All participants age 21 and older obtain a MDHHS Central Registry Clearance using [this form](#)
- ☐ Non-Michigan Residents must obtain their clearance following the directions on [this form](#).

A MONTH BEFORE TRIP

- ☐ Third Payment to MCC: See online payment schedule. **(DUE IN MAY)**
- ☐ All participants complete Scout Swim test.
- ☐ Complete the menu with the GLSA Staff
- ☐ Communicate with assigned captain regarding voyage prep

Two weeks before arrival – verify all information is in a 3-ring 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
- Current BSA Health Form
- Youth Protection **(REQUIRED FOR 18+)**
- Central Registry Background **(REQUIRED FOR 21+)**
- Swim Test
- Menu

Check out our GLSA Crew Apparel at <https://shop.michiganscouting.org/product-category/mcc-gear/glsa-ship-store> or contact scoutshop@michiganscouting.org for more information.



UPON ARRIVAL DAY

Deliver to the First Mate the following items organized in a 3-ring binder, please:

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. Evidence that all adults have completed Youth Protection Training within the last 2 years
4. Michigan Department of Human Services (DHS) Central Registry Background Check, or equivalent form from the adult leader's state of residence. <https://michiganscouting.org/outdooradventures/forms/>
5. Documentation of all participants completing the Scout Swim Test. Download form here: <https://michiganscouting.org/wp-content/uploads/2016/01/Unit-Swim-Classification-Record-MCC.pdf>
6. Cruise menu approved by the High Adventure Director

***NOTE: You WILL NOT get these forms back at the end of the trip so please plan accordingly.**



BOARDING, DEPARTING, & CREW INFORMATION

Home Port (where groups board and disembark):

Straits State Harbor
409 S. Huron Street
Mackinaw City, MI 49701

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

WEEKEND CRUISES

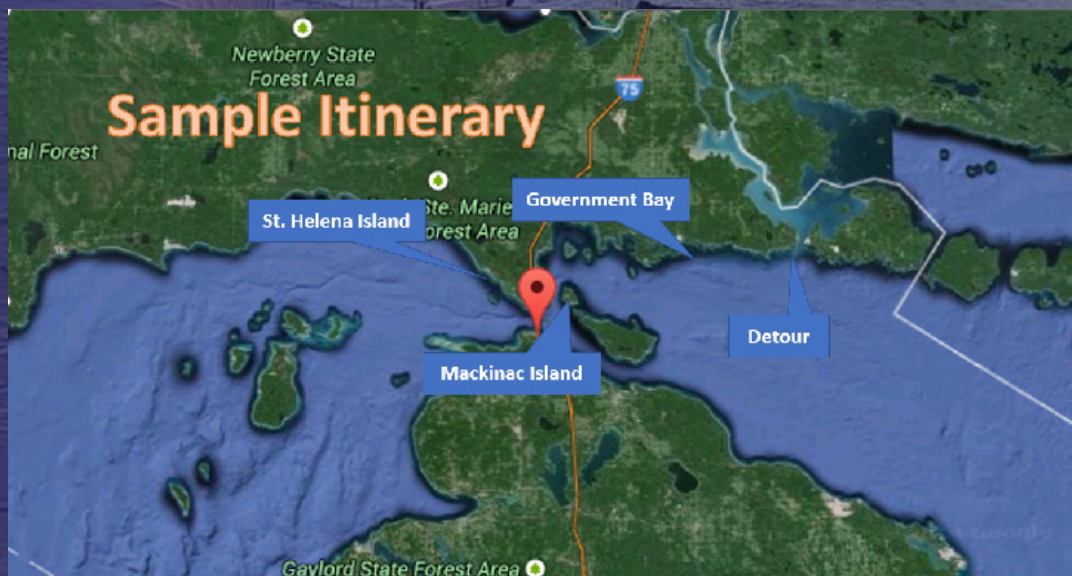
Boards Friday afternoon/evening and disembarks lunchtime Monday. Final schedule determined for each group with GLSA staff.

WEEK LONG CRUISES

Boards as early as noon Sunday and disembarks noon Friday.

PORTS OF CALL

Part of the adventure of "Retriever" is that each itinerary is different! With the weather forecast and port availability in mind, the Captain and First Mate work with you to develop your itinerary on Sunday night of the sail. In addition to the sample itinerary below, ports on your voyage may include Cheboygan, St. Ignace, Hessel, and other ports in the region.



CREW ASSIGNMENTS - DUTY ROUTINE

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

- Deck Crew:

Helmsman, sail handling, tend lines, lookout and watch, tend dock lines and fenders, clean heads, stow vessel gear, fill water tanks, plug in or stow power cords, navigation, and clean topsides.
- Galley Crew:

Clean below deck, stow vessel gear (sails, cleaning equipment, etc.)
Prepare and serve meals, wash dishes and clean galley.

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

RETRIEVER CREW ROTATION (WEEKLONG PROGRAM)

WEEK OF _____ UNIT # _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Deck Crew					
Gallery Crew					

FOOD PLANNING GUIDELINES

- ☐ 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 propane stove and oven. Keep this in mind when planning meals that require high heat and boiling water.
- ☐ Refrigeration – The **Retriever** does have refrigerator and freezer capacity and can accommodate 9"x13" pans (freezer size; 20x20x20, refrigerator; 20x18x30). The refrigerator must be kept shut while underway to maintain temperature. Freezing milk and other items is recommended to preserve freshness. The freezer is large enough to hold a lasagna sized pan.
- ☐ Dry Goods Storage – There is storage for canned goods. Please do not bring glass containers.
- ☐ Some ports may have access to grocery and convenience stores, however it is not recommended to rely on these as a source of provisions. Your captain will be able to provide you with more information.
- ☐ Eating Utensils – Provided. Bring plastic drinking cup or Lexan style water bottle.
- ☐ Cooking Gear – Furnished on board. **A microwave is not available onboard.**
- ☐ Charcoal Grill – Available at some marinas (check with the captain). Bring your own charcoal.
- ☐ Consumables Required to be Supplied by the Unit
 - Aluminum Foil
 - Food Storage Bags
 - Plastic Food Wrap
 - Paper towels
 - Eating Utensils and Cups – Provided. Participants may wish to bring Lexan style water bottles. **No Glass is permitted onboard!**

DISCUSS MEAL PREPARATION WITH CAPTAIN BEFORE YOUR ARRIVAL. ONCE YOUR MENU IS FINALIZED, PLEASE SEND A COPY TO THE CAPTAIN AND HighAdventure@MichiganScouting.org Remember, this is a camping trip on water. Storage space is limited. Pack light!!

COOKING EQUIPMENT SUPPLIED:

- | | | |
|-------------------------------|----------------------------------|--|
| • Cast Iron Skillet | • Metal forks, knives, spoons | • Two Pitchers |
| • Ladles | • Plastic plates (medium weight) | • Vegetable Peeler |
| • Large Pots | • Spatulas | • Can Opener |
| • Percolator | • Bread Knife | • Pot Holders |
| • Serving Spoons | • Serrated Knife | • Funnels |
| • 2-Quart Pots | • Colander | • Cutting Board |
| • Non Stick Skillet | • Large Mixing Bowls | • Toaster |
| • Paring Knife | • Small Mixing Bowls | • Large Griddle (110V plug-in, onshore cooking only) |
| • Large Knife | • Measuring Cups and Spoons | |
| • 5-gallon Igloo water cooler | • Dish Rags | |

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
- Trail Food - Summer sausage and cheese; crackers with smoked meats; nuts

- GLSA Crew and Unit adult leadership must ensure planned meals are sufficient in quantity and meet or exceed current nutritional guidelines as set forth by the U.S. Department of Health and Human Services/U.S. Department of Agriculture, Dietary Guidelines for Americans 2005. Per State of Michigan guidelines, please email a copy of your crew's planned menu to HighAdventure@MichiganScouting.org.

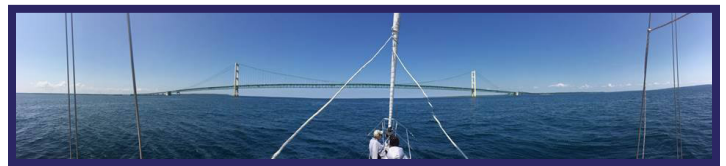
- Units must plan for at least three meals each day of travel. Breakfast, to be served between approximately 7:30 am and 9:30 am; Lunch, to be served between approximately 11:30 am and 1:30 pm; and Dinner, to be served between approximately 5:00 pm and 7:00 pm.

Dinners

Remember there is limited refrigerator space

- Beef Stew
- Chicken & Dumplings
- Canned Vegetables
- Hamburgers
- Canned Ham
- Salad
- Fresh or Canned Fruit
- Hot Dogs
- Frozen food dinners
 - Lasagna
 - Mac & cheese
 - Etc.

NOTE: 9"x13" meals-in-a-pan fit in the freezer and go right into the oven.



- GLSA Crew and Unit adult leadership will do their best to accommodate campers who are lactose intolerant, gluten-free, kosher, etc. In the event that they cannot accommodate a special dietary request, Scouts with a highly regulated diet will sometimes need to coordinate with their Unit leaders to bring their own food to Retriever, per the instructions of the participant's parents/guardian or a physician.
- A copy of the cruise's planning menu (<https://michiganscouting.org/wp-content/uploads/2017/01/GLSA-Meal-Planning-Form.pdf>) will be kept with the GLSA crew, per State of Michigan guidelines.

MENU PLANNING SHEET

WEEK OF _____ UNIT # _____

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

PERSONAL GEAR PACKING LIST

- | | |
|---|---|
| <input type="checkbox"/> Duffle bag 11"h x 19.75"w x 9.75"d | <input type="checkbox"/> Sleeping bag – mid-weight for most trips |
| <input type="checkbox"/> Fleece jacket | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Pair long pants-no blue jeans-polyester preferred
*Due to its obsorbancy, please try to avoid blue jeans or other cotten-based clothing | <input type="checkbox"/> Swim suit |
| <input type="checkbox"/> T-shirts (UVB protection recommended) | <input type="checkbox"/> Rain gear (not ponchos) jacket |
| <input type="checkbox"/> 3-4 pair socks | <input type="checkbox"/> Camera |
| <input type="checkbox"/> 3-4 pair underwear | <input type="checkbox"/> Motion Sickness Pills (Dramamine) |
| <input type="checkbox"/> 2 pair deck shoes or tennis shoes
- MUST BE NON-MARKING SOLES | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> 2 pair shorts | <input type="checkbox"/> Cards |
| <input type="checkbox"/> Cap with brim | <input type="checkbox"/> Nalgene Bottle |
| <input type="checkbox"/> Towels, washcloth & toilet kit | <input type="checkbox"/> Bug Repellant |
| | <input type="checkbox"/> 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 stowed and is not allowed on deck.
There are 12 USB ports for cell phone charging
- ☐ Sailing Gloves
*For early or late season trips.

STORAGE FOR PERSONAL GEAR

Each person will have a very small area to store their personal gear on their bunks during the day. Gear must be brought in duffel bags – NO hard suitcases. Gear can be stored on the floor at night.

ITEMS TO LEAVE AT HOME

- ☐ Flip-flops, sandals, and open-toe shoes (safety issue on deck)
- ☐ Drugs and Controlled Substances
- ☐ Firearms
- ☐ Fireworks
- ☐ Video Games
- ☐ DVD Players
- ☐ Headphones (safety issue)
- ☐ Fishing Tackle
- ☐ Fire Starters/Lighters
- ☐ Electronic Games



MEDICAL INFORMATION

RISK ADVISORY STATEMENT

The Great Lakes Sailing Adventure is a liveaboard 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	196	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 participating in Great Lakes Sailing Adventure must have parts A, B, and C of the BSA Annual Health and Medical Record within 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:

- **Height and weight restrictions must be strictly enforced, no exceptions. This is a requirement from the U.S. Coast Guard to ensure the safety of everyone onboard.**
- 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, **Retriever** may heel 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.
- The Captain has full responsibility for the safety and comfort of the vessel and for this reason may exclude individuals from participating.
- Due to these factors, persons with mobility issues, including any kind of cast, splint or crutches will not be able to sail on Retriever.

YOUTH PROTECTION POLICIES

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. All camp staff members are required to understand these policies and report any suspected violations as directed by the Camp Director.

TWO-DEEP LEADERSHIP ON ALL OUTINGS REQUIRED.

A minimum of two registered adult leaders, or one registered leader and a participating Scout's parent, or another adult is required for all trips and outings. One of these adults must be 21 years of age or older.

ADULT SUPERVISION/COED ACTIVITIES:

Male and female adult leaders must be present for all overnight coed Scouting trips and outings, even those including parent and child. Both male and female adult leaders must be 21 years of age or older, and one must be a registered member of the BSA.

The BSA now requires that ALL adults who wish to overnight as part of their camp stay MUST be a registered member of the BSA! Any adults who wish to stay on any Michigan Crossroads Council property overnight, that cannot show proper registration with the BSA, must leave the property - no refund!

ONE-ON-ONE CONTACT BETWEEN ADULTS AND YOUTH MEMBERS IS PROHIBITED.

In situations requiring a personal conference, such as a Scoutmaster conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.

TWO-DEEP LEADERSHIP AND NO ONE-ON-ONE CONTACT BETWEEN ADULTS AND YOUTH MEMBERS INCLUDES DIGITAL COMMUNICATION.

Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

AGE-APPROPRIATE AND SEPARATE ACCOMMODATIONS FOR ADULTS AND SCOUTS ARE REQUIRED.

TENTING:

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately.
- No adult may share a tent with a person of the opposite

sex unless he or she is that adult's spouse; spouses may share tents.

LODGING / CABIN ACCOMMODATIONS:

Whenever possible, separate cabins or lodging should be provided for male and female adults as well as for male and female youth. Where separate accommodations cannot be provided due to group size or limited availability, modifications may be made. Where completely separate accommodations are not available, additional supervision is required.

- If adults and youth of the same gender occupy single-room accommodations, there must be a minimum of two adults and four youth, with all adults being Youth Protection trained.
- Physical separation by other means, including temporary barriers or space, should be used only when no other arrangements are possible.
- These modifications are limited to single-gender accommodations.

SHOWER FACILITIES:

Whenever possible, separate shower and latrine facilities should be provided for male/female adults and male/female youth. If separate facilities are not available, separate shower times should be scheduled and posted.

THE BUDDY SYSTEM SHOULD BE USED AT ALL TIMES.

The buddy system is a safety measure for all Scouting activities. Buddies should know and be comfortable with each other. Self-selection with no more than two years age or significant differences in maturity should be strongly encouraged. When necessary, a buddy team may consist of three Scouts. No youth should be forced into or made to feel uncomfortable by a buddy assignment.

PRIVACY OF YOUTH IS RESPECTED.

Adult leaders and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers at camp. Adults may enter youth changing or showering areas only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

INAPPROPRIATE USE OF SMART PHONES, CAMERAS, IMAGING, OR DIGITAL DEVICES IS PROHIBITED.

Although most Scouts and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.

NO SECRET ORGANIZATIONS.

The BSA does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.



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 **Retriever**, the First Mate serves as the designee for the Scouting executive.

The Michigan Department of Health and Human Services hotline telephone number is 855-444-3911. This toll-free number allows you to report abuse or neglect of any child or adult anytime 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.

GREAT LAKES SAILING ADVENTURE POLICIES

ALCOHOL – Michigan Crossroads Council, Inc., Boy Scouts of America and the Boy Scouts of America are committed to providing a safe, healthy and productive camp and camping experience. Accordingly, the possession or use of, or being under the influence of, alcohol or illegal drugs (as classified under federal, state or local laws), **including marijuana**, and the possession of drug paraphernalia, will not be tolerated on this property or any other properties of Michigan Crossroads Council, Inc., or the Boy Scouts of America. Violation of this policy will result in immediate removal from camp and this property (with no refund) and/or legal prosecution. While the proper use of prescribed medication by a patient under the care of a physician is permitted, such prescription medications must be dispensed by a designated Unit Leader in accordance with the rules of the Boy Scouts of America. **“Retriever”** is a “Drug & Alcohol Free Zone.” **FOR PURPOSES OF THIS POLICY, MARIJUANA IS AN ILLEGAL DRUG AND IS NOT A PRESCRIBED MEDICATION.**

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 unit initiations.

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



The GLSA Committee strongly advises Unit Leaders to thoroughly review the BSA Height / Weight restrictions with their crews well in advance to avoid 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". For this reason, the USCG requires that 2 adults from each crew be enrolled in a drug screening program. This will be facilitated by the Michigan Crossroads Council.

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.

<https://michiganscouting.org/outdooradventures/great-lakes-sailing-adventure/>



GREAT LAKES SAILING ADVENTURE

CREW ORIENTATION - CHECK IN

UNIT#_____ UNIT LEADERS_____

CRUISE DATE_____

Initial when completed

_____ ALL MEDICAL AND PARTICIPANT FORMS SUBMITTED TO THE FIRST MATE

☐ 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

☐ FIRST MATE VERIFY MANIFEST WITH HIGH ADVENTURE DIRECTOR

_____ 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 OR IN MARINAS

☐ COLLISION EMERGENCY PROCEDURES

☐ FIRE- EMERGENCY PROCEDURE

☐ MAN OVERBOARD-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

_____ RADIO USE

- ☐ CAPTAIN, FIRST MATE OR PERSONS AUTHORIZED BY THE CAPTAIN ONLY

_____ CHARTS AND NAVIGATION - ELECTRONICS

- ☐ CAPTAIN, FIRST MATE OR PERSONS AUTHORIZED BY THE CAPTAIN ONLY

_____ SLEEPING

- ☐ CURFEW AT CAPTAIN'S DISCRETION
- ☐ APPAREL
- ☐ QUARTERS-AT CAPTAIN'S DISCRETION / IF YOUTH ARE ABOVE DECK ADULTS MUST BE AS WELL

- ☐ BIKES AND FISHING POLES ARE NOT PERMITTED ON THE BOAT

_____ ASSIGNMENT OF TWO CREW ROTATION

- ☐ GALLEY CREW
- ☐ DECK CREW

_____ 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 MANDATORY
- ☐ INAPPROPRIATE LANGUAGE/BEHAVIOR WILL NOT BE TOLERATED.



First Mate's Signature: _____ Date: _____

Captain's Signature: _____ Date: _____

Unit Leader'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"/> Wash deck |
| <input type="checkbox"/> Anchors (deck) | <input type="checkbox"/> Dock Lines (bunks) |
| <input type="checkbox"/> Winch handles – stowed below | <input type="checkbox"/> Vessel secure |
| <input type="checkbox"/> Coil lines | <input type="checkbox"/> Anchor secured |
| <input type="checkbox"/> Forward / Aft Hatches Secured | <input type="checkbox"/> Shore power cord attached |

____ BELOW DECK

- | | |
|---|---|
| <input type="checkbox"/> Sweep cabin floor | <input type="checkbox"/> Clean & disinfect heads |
| <input type="checkbox"/> Trash removed | <input type="checkbox"/> Trash liners replaced |
| <input type="checkbox"/> Bunks cleaned | <input type="checkbox"/> Storage shelves cleaned |
| <input type="checkbox"/> Storage under berths cleaned | <input type="checkbox"/> Scrub deck |
| | <input type="checkbox"/> Remove Cabin floorboards - Vacuum bilge area |

____ GALLEY

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

First Mate's Signature: _____ Date: _____

Captain's Signature: _____ Date: _____

Unit Leader's Signature: _____ Date: _____

Unit Leader's Signature: _____ Date: _____

EMERGENCY PROCEDURES

FIRE

Fire extinguisher locations are posted on bulkhead bulletin board

1. The person who observes smoke, odor or flames shouts "Fire! Fire!" and then name location such as "In the Galley" and send someone to alert the Captain.
2. Captain takes command of situation from helm, turns boat into the wind to slow and broadcasts a PAN-PAN emergency call to alert U.S. Coast Guard and other vessels in the vicinity if under way.
3. Persons make use of closest firefighting device(s) (**note fire extinguisher locations**). Apply directly to the **bottom** of the fire.
4. Begin issuing life jackets.
5. 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.
 - involves electrical equipment turn switch off at battery compartment, or turn the master electrical switch off.
 - involves a person's clothing, have the person STOP, DROP, deck & ROLL. Smother the blaze or wrap in fire blanket (**note blanket location**).
 - is in the engine compartment, an automatic fire suppression device is located there.Operational information is posted on the engine cover to port of the mid ship companionway.
 - After the fire appears to be out, set up a watch in case fire restarts.

Notify U.S. Coast Guard as soon as possible.

MEDICAL EMERGENCY

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

SEVERE STORM or SQUALL

1. The Captain will determine if the sails need to shorten or come down.
2. The crew will be directed to go below deck or remain in cockpit with foul weather gear on.
3. The captain will direct the crew to put life jackets on, if they are not already.

MAN OVERBOARD

Please ensure crew watches this LifeSling instructional video.: <http://youtu.be/VnhjOhWD4j0>

1. Person(s) who see the Man Overboard (MOB) call out "Man Overboard Port/Left or Starboard/ Right Side" and position relative to boat. That person then becomes the Spotter pointing at MOB until rescue is accomplished.
2. Person(s) closest deploy throwable device and MOB pole.
3. Captain will instruct deployment of LifeSling®.
4. Captain will start engine if not underway already and instruct crew as Captain sees fit.
5. Captain instructs crew to trim in sails if needed and steers vessel toward MOB.
6. Captain pushes MOB button on GPS and broadcasts a PAN-PAN emergency call to alert U.S. Coast Guard and other vessels in the vicinity.
7. Once MOB has LifeSling®, crew deploys ladder and hoisting devices at aft of vessel.
8. Crew then instructs MOB to don LifeSling® and MOB is hoisted to deck. Crew assists MOB if necessary.
9. MOB is treated for any conditions needing first aid.

COLLISION

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 vessels as 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. Captain instructs crew to don Immersion Suits or deploy emergency life rafts as assigned.
3. Captain sends a Mayday radio message on channel 16 with lat/lon coordinates.
4. Captain instructs deployment of EPIRB.
5. Keep close together. Get into assigned emergency life rafts.
6. Once in the raft, watch for signs of hypothermia. Assume a near fetal position and keep near to reduce heat loss.
7. Use the life raft mirrors, radios, radar reflectors, flares and flashlights to signal when vessels or aircraft appear to be near.



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 \(DHS\) Request for Central Registry Clearance](#) to MI DHS. 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 2021 - as long as there has not been a lapse in your BSA registration. Visitors not registered with the BSA are required to get a new letter annually.** 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. The DHS Registry Request for Clearance form is available on the MCC website, all Field Council Service Centers, or the State of Michigan website. To ensure that your unit family & friends who will be visiting you this summer do not get turned away or delayed, please notify your unit families of this State of Michigan rule. Individuals not cleared must be accompanied by someone with clearance. **Please do not mail your Clearance Letter to camp - keep the original and bring a copy with you to camp!**

STATE OF MICHIGAN LAWS/ ADMINISTRATIVE RULES

Public Act 116 of 1973 provides for the licensing of children's camps. Administrative rules adopted by the joint legislative committee on April 17, 1984 require written procedures on the following items be provided to every staff member and leader:

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. Any violation of this policy requires immediate intervention by staff or adult leaders and must be immediately reported to the Camp Director, whom if after the investigation finds abuse or neglect, shall report by phone to the Department of Social Services and file a written report within 72 hours.

Rule 115 It is mandatory that any staff member or volunteer

report to their director any actual or suspected case of child abuse or neglect immediately. The Director shall immediately contact the Camp Director, who if after investigation, finds abuse or neglect, shall by phone report to the Department of Social Services and file a written report within 72 hours. "This is the responsibility of all staff members and volunteer leaders."

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 Camp Director for the appropriate action. This can most easily be done during swim checks (cuts, bruises, etc.) and at meal times for behavioral patterns.

Rule 123 The camp shall hold all prescription and nonprescription drugs and medications in locked storage unless medically contraindicated.

Rule 125 The Michigan Crossroads Council shall maintain a health history statement for each staff member. The camp shall maintain and safeguard any health information received in a manner consistent with the confidentiality requirements of 1973 PA 116 for children and their families and 1979 PA 218 for adult foster care residents.

Rule 400.11111 A camp shall ensure that the ratio of adult staff members to campers at any one time is as follows:

- a. For campers below the age of 13, during their awake hours there shall be 1 adult staff member for every 10 campers or a fraction thereof beyond the first 10.
- b. For campers below the age of 13, during their sleeping hours there shall be 1 adult staff member for every 14 campers or a fraction thereof beyond the first 14.
- c. For campers 13 years of age or older, there shall be 1 adult staff member for every 14 campers or a fraction thereof beyond the first 14.
- d. For campers with disabilities, during their awake hours there shall be 1 adult staff member for every 3 campers or a fraction thereof beyond the first 3.
- e. For campers with disabilities, during their sleeping hours there shall be 1 adult staff member for every 6 campers or a fraction thereof beyond the first 6.
- f. The minimum number of staff on duty and in camp is 2 adult staff members

In a camp that has more than 50 campers, the camp director shall not be included in determining the staff member-camper ratio and shall not serve full-time as the health officer or as an aquatics supervisor.



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 and First-Mate 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

