

Part I – Introduction

101. Foundation's Objectives

Bytown Brigantine Inc. (BBI) is a federally registered charitable foundation incorporated under letters patent in the Province of Ontario. The foundation provides education and training in a demanding and rewarding environment to allow participants to develop qualities of leadership and self-reliance through the medium of sailing vessels and shore-based programs. Bytown Brigantine Academy (BBA) is a Ministry of Ontario private school, governed by policies, procedures, and legislative requirements of the Ministry of Education regarding the operation of private schools in Ontario.

102. Programs

The successes of BBI and BBA's programs are measured as much by the development of the personal qualities of the participants as by the degree of their sailing proficiency. Learning is a two-way process requiring the active participation of the learner, supported by the crew and teacher who will lead by example and demonstration as much as by lecturing. To this end, programs will be done in a structured environment, recognizing that learning is both an individual and team process. Bytown's programs are based on Christian values. Programs are open to all beliefs. Participants are free to abstain from taking part in religious observances.

103. Syllabus

BBI will offer, as a minimum, programs covering the levels of training set down by the Canadian Sail Training Association (CSTA). All vessels while engaged in sail training will be operated in accordance with the recognized applicable regulations governing the operation of sail training vessels in Canada. BBA will offer courses that meet or exceed the Ontario Ministry of Education course outlines. Sailing and maritime examples, tools, experiences will be used, where possible, to support the course requirements. BBA strives for excellence in experiential teaching and as such teachers and students hold themselves to a higher standard.

104. Purpose

Standing Orders are provided for the safe and efficient operation of the crew, ships, and programs in accordance with the foundation's principles.

105. Definitions

A "participant" is any person (trainee, crew, student, teacher, staff member or volunteer) participating in sail training or Bytown Brigantine Academy program.

A "member of the ship's company" includes everyone aboard ship.

106. Obligations of Participants

All participants are required to read and acknowledge these Standing Orders.

Part II – General Standing Orders (all programs)

201. Participation

All participants taking part in a program or passage exceeding four (4) hours or overnight are required to sign aboard acknowledging their acceptance and understanding of *Bytown Brigantine Inc. (BBI) General Standing Orders*

202. Compliance

Failure to follow the BBI. Standing Orders may result in the expulsion of the individual from the vessel, class and/or program without refund and may also include liability for any related costs for returning the individual to the point of embarkation or return home.

203. Smoking

For reasons of fire safety and comfort of all participants, smoking and vaping below decks and/or on any BBI/BBA property is always strictly prohibited. All participants are prohibited from smoking or vaping while engaged in all BBI programs.

204. Alcohol and Cannabis

Consumption of alcohol by participants is not permitted except for ceremonial purposes designated by the captain. No cannabis or products containing cannabis are permitted.

205. Drugs, Weapons, Laws of the Land

There will be zero tolerance of illegal drugs, cannabis or alcohol possession or use, possession of weapons, or infringements of the laws of the land. Violators are to be dealt with by the appropriate authorities as determined by the Captain, Teacher, or Program Leader. For reasons of safety, security, customs compliance, searching for contraband or suspected breach of BBI Standing Orders, participants will consent to the Captain, Teacher, or Program Leader, as witnessed by two additional members of the Ship's Company, searching their personal belongings and gear.

206. Safety Policy

BBI is committed to providing a safe, healthy, and supportive working environment and to the prevention of workplace violence and harassment. We do not expect any person to work with defective tools, gear, or equipment. Nor do we expect anyone to take chances that may result in illness, personal injury and/or property damage. Additionally, BBI refuses to tolerate any type of workplace violence or harassment on or around our vessels, property, buildings, or any programmed activities. For reasons of safety, participants should be neat, alert and, within reason, physically fit. Safety precautions and personal protective measures must always be observed.

207. Decorum, Conduct and Inclusivity

In the time-honored traditions inherent in square rigged sailing and, to encourage mutual respect and equal treatment among trainees and crew, surnames and/or rank will be used in the form of address. To maintain order and discipline in the close confines of a sail training vessel, fraternizing amongst participants is forbidden. To foster an esprit de corps amongst the participants, attention must be paid to personal grooming and dress. Participants shall present a clean and respectable appearance.

Proper manners, respect, inclusivity, and etiquette shall be observed at all times, including on-line and during virtual activities (e.g., good table manners, no foul language, no discriminatory, insulting, offensive or inappropriate jokes or comments, etc.). All participants must not trespass into restricted areas of the ship unless invited or ordered to do so. All participants must respect the personal space, property, and bunk area of others. Any violations will be dealt with appropriately by the Captain or Program Leader. All participants must respect the personal information of the other participants. All participants are encouraged to bring musical instruments and play during evening programs (mug up). Trainees are not permitted to bring personal electronic entertainment devices aboard (offshore and winter programs excluded). The limited use of cell phones aboard ship shall be according to the captain's vessel standing orders. Cell phones may be taken and used ashore on liberty, however, no junk food of any kind (i.e., chips, chewing gum, sunflower seeds, pop etc.) are to be brought aboard by trainees (offshore and winter programs excluded). Horseplay, running on deck and fighting are forbidden. Bullying and conduct unbecoming of BBI's principals will not be tolerated.

207.1 Online Behavior

BBI and BBA are committed to building and fostering an environment where people feel included, valued, and heard. Any behaviors that cause or threaten to cause physical or emotional harm to another person or damage to their property will be considered as bullying and are grounds for immediate expulsion from the program or class. Any behaviors that create an intimidating, threatening, hostile, or abusive environment should be brought to the immediate attention of the captain, teacher, or program leader. Images of fellow participants should be respectful and removed immediately upon request of BBI/BBA or those in the image.

208. Cheating & Plagiarism Policy

Unaccredited paraphrasing where the student uses an idea (in different wording) or verbatim (word-for-word) from a source and portrays it as their own without a citation will result in a lowering of a grade and the opportunity to redo the work. A subsequent offence will result in an automatic zero. To be safe, students should use a citation when in doubt. Full Plagiarism, where the student uses a piece written, developed and attempts to pass it off their own work will constitute a grade of zero with no opportunity to resubmit. Any subsequent instance of full plagiarism will result in course failure.

209. Working in Isolation or Small Groups

Activities should not be conducted in isolation wherever practical. For reasons of personal safety, it is best to conduct activities in groups of at least three people. If it is necessary to be fewer than three then every effort should be made to maintain contact with a BBI representative by radio or phone communication.

210. Pandemic Policy

In a pandemic, all participants must sign and abide by any policy approved by the Board of Directors and as amended.

Part III

301. Agreement

All participants agree to be actively involved in the ship's operations. All members of the ship's company shall respect the authority and rank of the officers and crew and follow their orders and directions. BBI's personal *Sail Training Logbooks* will be issued to trainees who sail aboard for five or more days in which their progress and sea time will be recorded. All returning participants will carry and maintain current information (medical and next of kin) in their logbooks for identification and entry into any BBI program and will keep the information up to date.

302. Ship's Standing Orders

Every Member of the Ship's Company will make themselves aware of the posted *Ship's Standing Orders, Daily Orders, Watch and Quarter Bill* and *Safety Procedures* prior to getting underway or standing watch.

303. Safety Drills

Every Member of the Ship's Company will make themselves aware of the *Man Overboard, Abandon Ship, Fire* drills, and mandatory safety precautions as posted aboard ship.

304. Prescription Medication

All prescription medication must be given to the captain, the program leader, or a delegated person before the start of a program for supervised dispensing at the appropriate times. Failure to disclose the extent of an illness or condition may be grounds for program termination.

305. Shore Leave

Permission must be obtained from the Officer of the Watch before embarking or disembarking from the Ship. During periods of the program, shore leave may be granted to the participants who will be expected to be on their own recognizance and be responsible to:

- Report back aboard at the appointed time or earlier, or when the international code flag "P," Papa (Blue Peter) is hoisted.
- Reflect the good name of the Ship and Bytown Brigantine;
- Conduct themselves in accordance with local laws, ordinances, public health requirements, etc.
- Be properly dressed and presented when in uniform.

306. Incidents, Accidents, Illness and Concussions

Prior to joining an on-water program, participants will familiarize themselves with Rowen's Law and sign BBI's concussion policy. Incidents (i.e., near accidents) involving personnel or property shall be reported to the Officer of the Watch. Any illness concerns regarding the possibility of a concussion, personal injuries, and/or accidents involving the ship, equipment or BBI property must be reported immediately to the Captain, First Mate, or Program Leader. Any accident will be viewed as a serious matter and will be thoroughly investigated. Any attempt to hide or falsely minimize a concussion's gravity may result in the program's termination. A person suspecting an incident of physical abuse, bullying, exclusion, discrimination, or sexual harassment shall report it to the Captain or Program Leader.

307. Acknowledgement of Orders

Orders will be acknowledged with the words "Aye, Aye" the orders repeated, and then the orders will be carried out promptly and with enthusiasm.

308. Swimming

Permission must be received from the Officer of the Watch prior to swimming. There will be no solo swimming or swimming without supervision. There is no headfirst diving from the vessel; enter the water feet first only when it is safe to do so.

309. Gear Sanitation and Stowage

Good housekeeping is necessary for safety. "*There is a place for everything and everything in its place.*" Maintain proper cleaning/ disinfecting and stowage of gear and return all equipment to its proper place. To make your adventure as rewarding as possible, you will want to ensure that you have the appropriate clothing and accessories. These should be packed in a soft-sided duffel bag for easy stowing. All gear should be packed into a duffel bag 36" long x 14" diameter.

310. Hygiene and Sanitation

As a result of the close living conditions and an environment conducive to viral transmission and bacterial growth (related to the high humidity level) found aboard sail training vessels, strict practices for cleaning, disinfection and the maintenance of health and cleanliness and personal protective measures will be observed. Participants must pay strict attention to their personal hygiene. Participants must participate in the ship's husbandry (cleaning and disinfection) regularly.

311. Personal Safety Equipment Appendix (GEAR LIST)

Every participant must provide his or her OWN personal safety equipment as mandated by the BBI Board of Directors and included in the list of required and recommended gear maintained by the Registrar and specific to the applicable program (see Appendix A):

- Proper rigging knife (with lockable blade, marlin spike, shackle opener, and lanyard) which must be maintained and always worn;
- Proper footwear (non-skid, non-marking, firm rubber shoes/boots) must be always worn aboard ship; (sandals and flip-flops are not appropriate);
- Proper foul weather gear; (i.e., Raincoat, pants, and rain hat. No ponchos.);
- Flashlight properly maintained and at hand after dusk. (Headlamps are acceptable.);
- Sailing gloves (or other sturdy work gloves) for setting sails; handling lines, anchors, machinery, etc.)
- Face masks/coverings which must be worn when required by the captain.

312. Life Jackets and Personal Flotation Devices

All participants must wear a life jacket or a PFD (provided by BBI):

- Prior to entering, while in and departing from all small craft, ship's boats, and whalers.
- At all times while on deck if participant cannot swim; and,
- Whenever ordered to do so by the Officer of the Watch.

313. On Deck – Chest Harness

Every member of the ship's company shall be assigned a numbered chest harness (excepting operations in minor waters), life jacket and/or PFD. The participant will be responsible for the proper care, disinfecting and stowage and shall report any damage or defect in the gear to the Officer of the Watch. Every participant shall wear a chest harness and be clipped in when:

- On deck at night and the vessel is underway.
- The vessel is underway, and the participant is outside of the bulwarks, lifelines or out on the bowsprit; and
- Ordered to do so by the Officer of the Watch.

314. Bowsprit

Permission must be obtained from the Officer of the Watch before going out on the bowsprit.

315. Going Aloft – Five-Point Fall-Arrest Harness

Maintain one hand for the ship and the best hand for yourself.

Any member of the Ship's Company going aloft shall:

- Put on a five-point fall-arrest harness, while either on or below deck.
- Receive permission from the Officer of the Watch immediately before going aloft;
- When ascending or descending the ratlines always maintain a three-point contact (two feet, one hand or two hands, one foot); and
- Always have at least one lanyard from the harness secured to a fastening point, including ascending or descending the ratlines.