



# Tall Ships Adventure Academy (BBA) 2020 Application Form

**To submit application form:**  
**Email:** [registrar@tallshipsadventure.org](mailto:registrar@tallshipsadventure.org) | **Fax:** (613) 829-7296 | **In Person:** 2700 Queensview Dr., Ottawa  
**To submit payment at once or in installments:**  
**E-transfer to:** [executivedirector@tallshipsadventure.org](mailto:executivedirector@tallshipsadventure.org)

## Participant Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Age at start of session: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Passport Number (as required): \_\_\_\_\_

Gender: M  F  Other  Date of Birth (YYYY-MM-DD): \_\_\_\_\_

Height: \_\_\_'\_\_\_ Weight: \_\_\_\_\_ lbs. T-Shirt Size (adult sizing): S  M  L  XL

Have you previously participated in Bytown Brigantine Inc. summer programmes? Y  N  If yes, in: 20\_\_\_\_

Have you completed any of the Bytown Brigantine Inc. crew performance levels? Y  N

(If yes, indicate highest level & year) Deckhand  Ordinary Seaman  Leading Seaman  Petty Officer  Year: 20\_\_\_\_

How did you hear about Bytown Brigantine Tall Ships Adventure?

Online: tallshipsadventure.org    Online: Our Kids/Camps.ca    Online: Google    Facebook

Ottawa Camp Guide    Friend/Family    Saw the boat in the water    Previous participant

Other: \_\_\_\_\_

Activities and things (in general) that interest me are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Academic Information: Only required for those participating in the High School Credit Program (Programs 2 or 3)

Has your child been issued an Individual Education Plan (IEP)? Y  N

If yes: A copy of the plan and any supporting documents is required upon registration to best support your child. Initials:   X  

Name of Ontario School: \_\_\_\_\_ Grade in Sept., 2020: \_\_\_\_\_

Ontario Education Number (OEN): \_\_\_\_\_

### Emergency Contact 1 (parent/guardian/next of kin):      Emergency Contact 2 (parent/guardian/next of kin):

Last Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Application Information – Select your program

	Minimum Requirements	Program Outline	Transport Canada Certification/Examinations	Ministry of Education Certification	Program Cost
<b>P1</b>	12 years and up	<b>Introduction Level Seamanship</b>	Transport Canada Pleasure Craft Operators Card (PCOC)	<b>N/A</b>	\$995 HST included
<b>P2</b>	13 years*and up (*Grade 8 Reach Ahead)	<b>Tall Ships -"Art of the Sailor"</b>	<b>N/A</b>	Ministry of Education High School credit – <i>Integrated Arts</i> ALC 10/ALC20	\$995 HST included
<b>P3</b>	15 years*and up (*Grade 10 Reach Ahead)	<b>Tall Ship - "Sailing into LeaderSHIP"</b>	<b>N/A</b>	Ministry of Education High School credit – <i>Leadership and Peer Support</i> GPP30	\$995 HST included
<b>P4</b>	16 years and up	<b>Intermediate Level Seamanship</b>	TC Deck Hand  Pre-requisites to obtaining qualification: Marine Medical, (MED – A2, Marine Basic First Aid)**	<b>N/A</b>	\$995 HST included

## Important Information

### A. Program Timeline

Program delivery is from September 2020 to June 2021 offering 114 hours of engagement plus 20 volunteer hours. Successful completion of the program will result in a scholarship program aboard Black Jack or Fair Jeanne (2021). Scholarships are awarded based on the full completion of the program. A "passed" mark at the end of programme will result in a graduated discount towards 2021 sailing season depending on grade achieved.

**(\*\*) Denotes BBI will coordinate and arrange for these 3<sup>rd</sup> party courses. Additional fees will apply.**

#### Commitment Requirement for Programs 1-3:

- 1 full weekend per month (in Ottawa).
- One 2 hour Virtual evening per week.
- Volunteer hours during scheduled work party weekends (in Ottawa or Brockville).

### B. Mandatory COVID Requirements and Notice of Risk

With community transmission of COVID-19 in Ottawa, there is a risk that transmission from both symptomatic and asymptomatic persons may occur. While measures to attempt to mitigate these risks will be implemented during any in-person activities and/or portions of a programme, it is important that parents and trainees are made aware of, and understand, the risks and necessary preventative measures. With that, BBI will be implementing a mandatory COVID-19 screening process for each day of any in-person programme or activity. This includes the requirement for

parents to complete the mandatory Screening Checklist on behalf of their child with temperature checks conducted and recorded by the Instructor or crew at the start of each day. Hand sanitizer and non-medical masks will be provided by Bytown Brigantine Inc. Masks must be worn by each participant throughout the day as it will not be possible to maintain a minimum social distance of 2 metres (6.5 feet) between participants at all times, such as, for example, while participants are onboard the whalers. Hand sanitation will be practiced at regular intervals throughout the day. Social distancing will be mandatory during all land training activities. Please ensure that the items identified in the Gear List comes with your child at each weekend. Initials: **X**

### C. Payment

A \$250 non-refundable deposit upon registration is required to secure program placement and will be applied to your total payment. You may pay in installments with full payment required by November 1st, 2020.

All program fees include HST. Excluded are fees for additional examinations to obtain 3<sup>rd</sup> party certification.

Payment may be made:

- a) By email transfer to [executivedirector@tallshipsadventure.org](mailto:executivedirector@tallshipsadventure.org). Please provide trainee name and program number in the "comment" section of the transfer.
- b) By cheque mailed to our office at 2700 Queensview Drive, Ottawa ON K2B 8H6

## Health & Medical Waiver – Participant Contract

Bytown Brigantine Inc. (BBI) sail and small vessel training programmes, although adventurous and exciting, are delivered in high-risk environments where weather, water conditions and special equipment demand that participants are willing to live, study and/or work under personally challenging conditions. Accordingly, participants must be psychologically and physically prepared to participate as a member of a team and in close quarters (up to 6 people per Whaler), and to endure the constant movement of the Whaler while underway.

BBI's sail and small vessel training programmes may operate in remote areas that may not be immediately accessible to emergency medical services. There are no doctors or nurses employed on in any BBI program nor do crew have specific training in social work or psychology. Crew members are trained in first aid and CPR. In cases of prolonged seasickness, Gravol™ may be administered by the captain, the program leader, or first aid officer. If it appears for any reason that a participant is unable to actively perform duties in an alert and safe manner, the participant, at the captain's or programme leader's discretion, will be asked to stand down.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 OHIP / RAMQ #: \_\_\_\_\_ Prov. of Issue: \_\_\_\_\_

### Physical, Psychological, Emotional and Social Health Questions (check Y for Yes, check N for No)

1. Do you have any conditions that prevent you from climbing aloft?..... Y  N
  2. Do you have any conditions that prevent you from living and/or working with other people in a confined space?..... Y  N
  3. Do you have allergies?..... Y  N
  4. Do you have any dietary restrictions?..... Y  N
- Food aboard the sailing vessels is prepared communally; strict dietary needs cannot be accommodated.**
5. Have you had surgery, injuries or been hospitalized?..... Y  N
  6. Have you ever had recurrent or chronic illnesses?..... Y  N
  7. Have you had a recent infectious disease?..... Y  N
  8. Have you had asthma or other respiratory issues?..... Y  N
  9. Have you had headaches, seizures, fainting or dizziness?..... Y  N
  10. Have you had sleeping or sleepwalking problems?..... Y  N
  11. Do you wear glasses, contact lenses?..... Y  N
  12. Have you ever been treated or sought advice for Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD) or a learning disability?..... Y  N



psychological and physical challenges our sail training programs present. In addition, you/the participant attest that this health history is correct and accurately reflects your health status. You/the participant also understand that the information on this form will be shared on a "need to know" basis with Bytown Brigantine staff and give permission for this form to be photocopied.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(If participant is less than 18 years of age)

## Terms & Conditions

- Upon receipt of the fully completed Application Form, including the two-page Health/Medical Waiver form, Permission to Travel Letter and your deposit, your reservation will be confirmed/booked. **Full payment for all program are due by September 1<sup>st</sup>, 2020.**
- Bytown Brigantine Inc. reserves the right to alter fees, sailing schedules, and programmes without refund.
- Bytown Brigantine Inc. reserves the right to cancel programmes and, in such cases, issue refunds on a per diem service basis.
- Bytown Brigantine Inc. is not responsible for damaged, lost or stolen property.
- Individuals other than Canadian residents or citizens may be subject to a 30% surcharge on all prices.
- Bytown Brigantine Inc. does not guarantee departure and arrival times and will not be responsible for any costs or inconveniences resulting from such changes. Itineraries and schedules may be affected by any one or combination of weather, safety management and/or equipment failure. Any change in the published departure information will be issued by Bytown Brigantine no less than 48 hours prior to boarding.
- Participants are responsible for all travel arrangements to and from the vessel or programme location.
- Participants are required to bring gear specified in the "gear list" (See standing Orders # 217) available on our website and, without fail, proper footwear, flashlight, and wet weather gear.
- Participants must bring only those items on the "gear list" and acknowledge that for safety, security and customs requirements, gear is subject to search by the Captain, Programme Leader or CBS Agents. Searches, as required, shall be witnessed by two crew members.
- **Privacy Policy Statement.** Bytown Brigantine Inc. is a federally registered Charitable Foundation incorporated by Letters Patent in the Province of Ontario. Bytown Brigantine Inc. respects your privacy. We collect and use your personal information primarily for the purpose of providing you with the products and services you have requested from us. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. We do not rent, sell or trade our mailing lists. The information that you provide will be used to allow us to conduct our programmes safely and to continually improve our service offerings such as those you have requested of us. A copy of our privacy policy is available at 2700 Queensview Drive, Ottawa, Ontario, K2B 8H6.
- **Payment.** Cheque, Cash, E-Transfer are all accepted.
- **Deposit.** A non-refundable deposit is required at the time of application. Registration will NOT be confirmed without this deposit.
- **Refund Policy.** Cancellations must be made at least 30 days before the voyage/programme is scheduled to start in order to qualify for a full refund (less the deposit). For cancellations made less than 30 days before the voyage/programme begins, there will be no refund. Cancellations resulting from medical or extraordinary reasons may be covered by insurance; however, such insurance coverage is at the sole discretion and is the sole responsibility of the participant.
- **Dismissal:** Participants acknowledge herewith that they have read, understood, agree to and will adhere to the Bytown Brigantine Standing Orders. Failure to comply with standing orders may result in dismissal without recourse or refund. More specifically, and as per standing orders 204 through 208, any participant found to have used, abused, acquired, distributed or facilitated the consumption of illegal substances, alcohol or cannabis, or engaged in the abusive consumption of medication or the deliberate and outright violation of a safety rule or if irresponsibly presenting a safety risk, shall be summarily dismissed from the programme. Such dismissal shall be without refund or compensation. The cost of returning home from the point of violation shall be borne by the participant and/or his or her family.
- **Bursary:** a limited number of youth participant candidates who have a demonstrated financial need and successfully complete a personal interview, may be awarded assistance through the Captain Thomas G. & Jeanne Fuller Bursary Fund. Please indicate on the application form if you would like to apply for a bursary.

I/We have read, understood and agree to comply with the above terms and conditions.

Name of Parent/  
Guardian (Print): \_\_\_\_\_ Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

Name of  
Participant  
(Print): \_\_\_\_\_ Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Method:

Cheque

Cash

E-transfer to [executivedirector@tallshipsadventure.org](mailto:executivedirector@tallshipsadventure.org) Please indicate the name of trainee and program number in the comment section.

# Permission To Travel Letter

*(Only For Participants Who Are Under 18 Years of Age)*

To Whom It May Concern:

We, \_\_\_\_\_ (parent/legal guardian #1) and  
\_\_\_\_\_ (parent/legal guardian #2), the custodial parents of  
\_\_\_\_\_ (child less than 18 years of age) grant permission for him/her to travel as a participant  
aboard the SV Fair Jeanne or Black Jack across international waters and into the United States of America if required and  
not prohibited/restricted under Canadian law during the Bytown Brigantine Inc. summer sailing season of June 1 through  
October 31, 2021.

Signature of Parent/Legal Guardian #1: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/legal guardian #1 Name: \_\_\_\_\_  
Parent/legal guardian #1 address: \_\_\_\_\_  
Parent/legal guardian #1 phone number: \_\_\_\_\_

Signature of Parent/Legal Guardian #2: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/legal guardian #2 Name: \_\_\_\_\_  
Parent/legal guardian #2 address: \_\_\_\_\_  
Parent/legal guardian #2 phone number: \_\_\_\_\_

Signature of Witness:  
(Must be 18 years or older) \_\_\_\_\_ Date: \_\_\_\_\_  
Witness' name: \_\_\_\_\_



# Acknowledgement, Release, Undertaking & Indemnity Form

## Vessels and Facilities

**WHEREAS** the training vessels (tall ships) the "Black Jack" owned by S.V. Black Jack Holdings Inc., a company incorporated under the laws of the Province of Ontario, and the "Fair Jeanne" owned by S.V. Fair Jeanne Holdings Inc., a company incorporated under the laws of the Province of Ontario, are leased to Bytown Brigantine Inc., the owners of the vessels are not involved with, connected with nor responsible for any undertaking or programme run by Bytown Brigantine Inc. Initials: **X**

**AND WHEREAS** the islands in the Ottawa River where some land programming takes place, to wit: "Alexandria Island", owned by Metcalfe Realty company Limited and "Simcoe Island" owned by Simon Arthur Farrell Fuller and Lynn Elizabeth Welch Fuller (Directors and Officers of Bytown Brigantine Inc.) said islands being leased to Bytown Brigantine Inc., the owners of the islands are not responsible for any undertaking or programme run by Bytown Brigantine Inc. Initials: **X**

**AND WHEREAS** in order to participate in some of the programmes of Bytown Brigantine Inc., it will be or may be necessary for the crew or participants to enter onto and to cross the lands and harbour of Britannia Yacht Club Inc., a private club in the City of Ottawa, in the Province of Ontario, which club (notwithstanding the fact that some persons who are members of Britannia Yacht Club Inc. are involved with Bytown Brigantine, Inc.) is not responsible for any undertaking or programme run by Bytown Brigantine, Inc. Initials: **X**

**AND WHEREAS** in order to participate in some of the programmes of Bytown Brigantine Inc., it will be or may be necessary for the crew or participants to enter onto the lands and buildings of Tall Ships Landing Developments (a division of Metcalfe Realty Company Limited) and Fuller Marine Services both in the City of Brockville, in the Province of Ontario, which are not responsible for any undertaking or programme run by Bytown Brigantine, Inc. Initials: **X**

**AND WHEREAS** Bytown Brigantine Inc. runs risk inherent and challenging training and educational programme(s), on land and at sea, for the purpose of providing participants with the opportunity to develop leadership, independence, responsibility and self-reliance, through, sailing, camping, winter programmes and field trips. The programme training to take place on board tall ships and other water craft supplied by Bytown Brigantine Inc., as well as on land at Britannia Yacht Club Inc., the offices of Fuller companies in the City of Ottawa, Tall Ships Landing Developments (a division of Metcalfe Realty Company Limited) and Fuller Marine Services both in the City of Brockville. The vessel training (tall ships) to take place on the upper Ottawa River, the St. Lawrence River, the Great Lakes and other bodies of water from time to time, subject to the programme in which the trainee is entered. Initials: **X**

## Participation by Crew & Trainees

**AND WHEREAS** in compliance with Transport Canada Standard Regulations for the operation of sail training vessels, I hereby agree contractually to serve aboard the vessel as a trainee or member of the crew specifically for the purpose of participating in this sail training programme and acknowledge that I will not consider myself to be a regular passenger at any time and acknowledge that the vessels utilized in the programmes are inspected as passenger vessels to which the safety convention does not apply and that exceeds 15 tons gross tonnage or carries more than 12 passengers. Initials: **X**

**AND WHEREAS** Bytown Brigantine's "Black Jack" and "Fair Jeanne" are working vessels, therefore at all times, full participation is expected from the crew, "trainees," volunteers and staff alike. All duties must be carried out in seamanlike fashion. As crew, "trainees" are of both genders, and accordingly, all persons engaged in our programmes must behave within the boundaries prescribed by Canadian law and proper social convention. Initials: **X**

**AND WHEREAS** the undersigned recognizes by its very nature that climbing aloft, working onboard a brigantine or actively participating in a sail training programme involves inherent risks and can be dangerous. Initials: **X**

## Medical Facilities

**AND WHEREAS** inasmuch as the vessels or program activities are not within reach of medical facilities for extended periods of time, there are no medical professionals, i.e. doctors or nurses, aboard the vessels or islands or on call to any of the programs, Bytown Brigantine Inc. will not be held responsible for any medical situations requiring immediate medical attention, including, but not limited to, illness arising from COVID-19. Participants are responsible for the cost of prescription medications and any medical bills. Initials: **X**

## Shore Leave

**AND WHEREAS** inasmuch as the "Fair Jeanne" and "Black Jack," whilst in port, grant participants shore leave and inasmuch as participants under the age of 18 are released in safety groups (buddies) of two or more, Bytown Brigantine Inc. does not supervise shore leave and is not responsible for the well-being of participants while they are on shore leave. All participants are responsible for

reporting back to the ship at the designated time as specified by the Captain and/or their Watch Officer. Initials: **X**

## Photographs & Social Media

**AND WHEREAS** I/WE also agree that my/our name and picture taken while taking part in any programme may be used for advertising and promotional activities in any medium, including but not limited to Tall Ships Adventures website, social media, or other publication associated with Bytown Brigantine Inc. Initials: **X**

## Bytown Brigantine Inc. Standing Orders

**AND WHEREAS** I/We have read and agree to abide by Bytown Brigantine Inc.'s Standing Orders sections 1 & 2 and the Terms & Conditions as outlined in the Registration Package, and the COVID-19 mandatory safety measures implemented by Bytown Brigantine Inc, I/We acknowledge that failure to abide by any one of these orders or COVID-19 mandatory safety measures, in specified cases will, and other cases may, result in my dismissal from the programme, including the forfeiture of my fees and all costs associated with my return home. Initials: **X**

## NOW THEREFORE THIS ACKNOWLEDGMENT, RELEASE,

## UNDERTAKING AND INDEMNITY AGREEMENT WITNESSETH THAT:

(1) I, \_\_\_\_\_, over the age of 18 years, in consideration of being allowed to participate in the programmes run by Bytown Brigantine Inc., **or**

(2) I/WE, being the father and mother and/or legal guardians of \_\_\_\_\_, a minor, in consideration of the said minor being allowed to participate in the programmes run by Bytown Brigantine Inc.

(a) Do acknowledge all of the above.

(b) Hereby release, acquit, discharge and agree to hold harmless and to indemnify the said Bytown Brigantine Inc. (its board of directors, agents, employees and staff), S.V. Black Jack Holdings Inc., S.V. Fair Jeanne Holdings Inc., Metcalfe Realty Company Limited, Fuller Marine Services, Simon Arthur Farrell Fuller, Lynn Elizabeth Welch Fuller, and Britannia Yacht Club Inc., their heirs, executors, administrators, successors and assigns of and from any and all actions, causes of actions, claims, demands, costs, loss of services, expenses and compensation, on account of or in any way growing out of any and all known personal illness or injuries, losses and property damage and any personal illness or injuries, losses and property damage not now known or anticipated which may later develop or be discovered including all the effects and consequences thereof which I personally, or the above mentioned minor, our heirs, executors, administrators and assigns may sustain as a result of our participation in any programs run by Bytown Brigantine Inc.

(c) Do hereby further promise and agree to bind myself or ourselves jointly and severally, our heirs, executors, administrators and assigns to indemnify and hold harmless and repay to Bytown Brigantine Inc. (its board of directors, agents, employees and staff), S.V. Black Jack Holdings Inc., S.V. Fair Jeanne Holdings Inc., Metcalfe Realty Company Limited, Fuller Marine Services, Simon Arthur Farrell Fuller, Lynn Elizabeth Welch Fuller, and Britannia Yacht Club Inc., their heirs, executors, administrators, successors and assigns any sum of money that they or any of them may hereafter be compelled to pay to any person or persons because of injuries, illness, losses or damages sustained by me or as the case may be the said minor as a result of participating in any program run by the Bytown Brigantine Inc.

The personal information contained in this form is collected by Bytown Brigantine Inc (BBI), solely for the purposes of registering you for BBI programmes and/or activities. We will always respect your privacy and welcome your questions, comments, and concerns. To access or correct the personal information that we retain about you may contact us at 613-596-6258.

## I/WE HEREBY UNDERSTAND AND WILL ABIDE BY THIS ENTIRE DOCUMENT WHICH INCLUDES THIS APPLICATION AND PARTICIPATION FORM.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_  
Name of Participant (Please print clearly)

X \_\_\_\_\_  
Signature of Participant (Date of Birth : \_\_\_\_\_)

X \_\_\_\_\_  
Signature of Parent or Legal Guardian  
(If participant is less than 18 years of age)

# Bytown Brigantine Inc. Standing Orders

## Part I – Introduction

### 101. Foundation’s Objectives

Bytown Brigantine Inc. is a federally registered charitable foundation incorporated under letters patent in the Province of Ontario. The foundation is dedicated to providing 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.

### 102. Programs

The successes of Bytown Brigantine’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 who will lead by example and demonstration as much as by lecturing. To this end, programs will be carried out in a structured environment recognizing that learning is both an individual and team process. Bytown Brigantine’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

Bytown Brigantine 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.

### 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 or volunteer) participating in a sail training program.

A “member of the ship’s company” includes everyone aboard ship.

## Part II – General Standing Orders

### 201. Participation

All participants taking part in a program or passage exceeding 4 hours or overnight are required to sign aboard acknowledging their acceptance and understanding of *Bytown Brigantine Inc. General Standing Orders*. 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. Bytown Brigantine’s personal *Sail Training Log books* 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 log books for identification and entry into any Bytown Brigantine program and will keep the information up-to-date.

### 202. 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.

### 203. Safety Drills

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

### 204. Compliance

Failure to follow the Bytown Brigantine Inc. Standing Orders may result in the expulsion of the individual from the vessel 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.

### 205. Prescription Medication

All prescription medication must be handed over to the Captain, the program leader or a delegated person prior to the start of a program for supervised dispensing at the appropriate times.

### 206. Smoking

For reasons of fire safety and comfort of all participants, smoking and vaping below decks is strictly prohibited at all times. All participants are prohibited from smoking or vaping while engaged in all sail training programs.

### 207. Alcohol and Cannabis

Consumption of alcohol by participants is not permitted during a sail training program while aboard except for ceremonial purposes designated by the Captain. No cannabis or products containing cannabis are permitted aboard.

### 208. 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 or Program Leader. For reasons of safety, security, customs compliance, searching for contraband or suspected breach of *Bytown Brigantine Inc. Standing Orders*, participants will consent to the captain or program leader, as witnessed by two additional members of the Ship’s company, searching their personal belongings and gear.

### 209. Shore Leave

Permission must be obtained from the Officer of the Watch prior to 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;
- Be properly dressed & presented when in uniform.

### 210. Safety Policy

Bytown Brigantine Inc. is vitally concerned with accident prevention. 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 personal injury and/or property damage. For reasons of safety, participants should be neat, alert and, within reason, physically fit.

#### 210.1. 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 (3) people. If it is necessary to be fewer than three then every effort should be made to maintain contact with a Bytown Brigantine representative by radio or phone communication.

### 211. Incidents and Accidents

Incidents (i.e. near accidents) involving personnel or property shall be reported to the Officer of the Watch. Personal injuries and/or accidents involving the ship, equipment or Bytown Brigantine 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. A person suspecting an incident of physical abuse, bullying or sexual harassment shall report it to the captain or program leader.

### 212. Decorum and Conduct

In the time honored traditions inherent in square rigged sailing and, to encourage mutual respect 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, particular attention must be paid to personal grooming and dress. Participants shall present a clean and respectable appearance. Proper manners and etiquette shall be observed at all times (e.g. no foul language, good table manners). All participants must not trespass into restricted areas of the ship unless invited or ordered to do so. All participants must respect the personal property and bunk space 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 foods 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.

### 213. 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.

### 214. 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.

### 215. Gear Stowage

Good housekeeping is necessary for safety. “*There is a place for everything and everything in its place.*” Maintain proper stowage of gear at all times and return all equipment to its proper place. To make your adventure as rewarding as possible, you’ll 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 roughly 36” long x 14” diameter

### 216. Hygiene

As a result of the close living conditions and an environment conducive to bacterial growth (related to the high humidity level) found aboard sail

training vessels, strict practices for the maintenance of health and cleanliness will be observed. Participants must pay strict attention to their personal hygiene. Participants must actively participate in the ship’s husbandry (cleaning) on a regular basis.

### 217. Personal Safety Equipment

Every participant must provide his or her OWN personal safety equipment as follows:

- Proper rigging knife (with lockable blade, marlin spike, shackle opener, and lanyard) which must be maintained and worn at all times;
- Proper footwear (non-skid, non-marking, hard rubber shoes/boots) must be worn aboard ship at all times; (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.)

#### 217.1 Life Jackets and Personal Flotation Devices

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

- 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.

#### 217.2 On Deck – Chest Harness

Every member of the ship’s company shall be assigned a numbered chest harness (excepting operations in minor waters) and life jacket. The participant will be responsible for the proper care 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, life lines or out on the bowsprit; and
- Ordered to do so by the Officer of the Watch.

### 218. Bowsprit

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

### 219. 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
- When working aloft have at least one lanyard from the harness secured to a fastening point at all times.