



TORONTO BRIGANTINE INC.
YOUTH OFFICER DEVELOPMENT
WINTER PROGRAM
2009 - 2010

Toronto Brigantine's Winter Program is a combination of learning, hard work and fun!

The Winter Program is open to Tall Ship Adventure Trainees who are high school students between 13 & 18 years old.

If you are interested in joining us, complete the winter program registration & consent form and return it to the office with your registration fee.

Office Address:

Toronto Brigantine Inc
215 Spadina Ave. Suite
413
Toronto, ON M5T 2C7
Tel/Fax: 416-596-7117

mail@tallshipadventures.on.ca

WELCOME ABOARD!

Toronto Brigantine's Winter Program for officer training and Brigantine maintenance will run from November 13, 2009 until May 2010. The Winter Program is located at Brig House on Toronto's waterfront. We also use other nearby locations as necessary.

The Winter Program is open to Tall Ship Adventure trainees who have sailed aboard Pathfinder or Playfair and are full time high school students.

The major focus of the Winter Program is the training, development and selection of youth officers who will serve aboard our ships next summer.

In the classroom and during work parties in the shop or aboard ship, we emphasize learning, teamwork, co-operation, individual responsibility, and the development of leadership abilities.

A Winter Program participant's primary responsibility is their schoolwork! The Winter Program remains sensitive to the demands of school, particularly around exam time. All youth officers and trainees need to manage their time effectively so that they are successful at school and at Brigs.

POLICIES AND PROCEDURES

BRIG TIME

Our standards of behavior and conduct apply during Brig Time, which includes all time:

- sailing or working on the ships;
- during all Winter Program hours, including Friday evenings after class if sleeping down;
- at or in the vicinity of Brig House or the ships; and at any Toronto Brigantine organized or sanctioned event.

Expected Behaviour and Conduct

We expect all program participants to behave in a manner, which will:

- foster a productive and enjoyable learning and working environment;
- project an image of professionalism to the general public;
- protect property and resources (ours and other's) from loss or damage; and
- Protect participants from any form of harassment.

Smoking: Program participants are not allowed to smoke on or near the ships, in Brig House and its vicinity, or in the public while wearing Toronto Brigantine gear.

Drugs and Alcohol: Any program participants using or in possession of alcohol or illegal substances on Brig Time or at or in the vicinity of Brig House or the ships will be dismissed from the program.

Sexual Conduct: Sexual conduct or conduct which may be construed as sexual conduct is not allowed on Brig Time or in or near any Toronto Brigantine facility. Any participant violating this standard will be dismissed from the program.

The Logbook and Attendance:

Trainees are expected to arrive on time and stay for the duration of any activity. The Friday class runs approximately from 6:30 to 9 PM and the Saturday work session runs from 9:00 AM to 5:00 PM. If you arrive late

or must leave early, check in or out with the Captain or the Officer of the Day.

We maintain a Winter Program logbook for trainees to record their program hours and to allow us to know who is on the site. You must sign into the logbook when you arrive on Friday and Saturday and sign out whenever you leave.

Work Shop: The Brig House workshop is open during program hours only. All equipment is to be used appropriately and returned to its place in the shop. All Trainees will participate in the cleanup of the shop before dismissal.

Food in Brig House and Shop:

Brig House does not have a galley. Bring a packed lunch or money to buy food.

What to Bring:

- notepad, paper and pen;
- your food or money to buy it;
- warm (very old!) work clothes; and
- sleeping bag and toiletries if you're sleeping down.

Fees and Other Costs:

There is a non-refundable registration fee of \$100.00. In cases of financial hardship, alternate arrangements are available...just call the office.

You'll also be responsible for:

- your food and transportation;
- course fees for First Aid/CPR, etc; and
- special events that you attend (Christmas party, winter camping etc.).

TORONTO BRIGANTINE YOUTH OFFICERS

Youth Officers' Winter Program Duties

The chain of command continues to operate throughout the Winter Program.

The youth officers plan, organize, and supervise work parties on the ships and in the shop. Each day and night there is an Officer of the Day (or Night) appointed who is responsible to the Captain for the operation of the program and the implementation of program procedures and policies.

Toronto Brigantine Winter Program Chain of Command

Captain

Wardroom Officers

Chief Petty Officer

Winter Program Trainees

PETTY OFFICER APPLICANTS

Petty Officers' (approx. 10 to 16 per summer) are first level (non-wardroom) officers. They are promoted for the upcoming sailing season. During the summer aboard ship, the Petty Officers organize the trainees into effective and functional watches. Petty Officers sail approximately four to five weeks of the summer.

To apply for a petty officer position, a trainee must meet the following qualifications:

- have sailed a minimum of 6 days as a trainee aboard STV Pathfinder or TS Playfair;
- attend and log a minimum of 180 hours (including a minimum of 70 hours prior to Jan 25, 2010) during the current Winter Program;
- pass the Trainee's Seamanship exam;
- have the physical, behavioural and mental fitness to participate in all aspects of Toronto Brigantine's programs.

It is the responsibility of every trainee to evaluate their own ability to achieve the Petty Officer qualifications. Use the Winter Program schedule to assess your availability for the required number of hours.

NOTE: There are a limited number of Petty Officer positions available. Meeting the above qualifications allows a trainee to apply for a Petty Officer position but does not guarantee a promotion.

Qualified Petty Officer applicants who do not receive a Petty Officer promotion will be designated as Lead Hands for the summer. A Lead Hand is offered one sailing course at a substantial discount plus is allowed to stand-by on other courses for the same discount.

I LIVE OUTSIDE TORONTO...

...CAN I JOIN THE WINTER PROGRAM?

Our summer courses include many trainees from outside the Toronto area. Many of these trainees want to join the Winter Program. We welcome their enthusiasm!

Every year we have trainees who travel long distances to attend the Winter Program. All candidates for summer petty officer positions must attend the winter program, but allowances can be made for those living far from Toronto. Please contact Capt. Weed at 416-827-0571 or the office to discuss possible arrangements.

SLEEPING DOWN

Our ships are used as dormitories for sleeping down on Friday nights and designated nights during school holidays (see the Winter Program schedule). Your parent's written permission (see registration form) is required to sleep down.

Sleep downs are supervised by a wardroom officer designated as Officer of the Night (O.N.). The O.N. is responsible for the safety and behaviour of those on the sleep down list.

Trainees may leave Brig House after the scheduled Friday evening program. Those on the sleep down list must return before 10:30 pm. The parents of any trainees on the sleep down list who do not return to the ships by 10:45 pm will be notified of their lateness. After a second late return sleep down privileges are revoked! Trainees sleeping down are expected to follow the rules and regulations of Toronto Brigantine from their arrival at Brig House at 6:30 pm Friday to their departure at 5 pm Saturday. Trainees not on the sleep down list must vacate Brig House and its vicinity before 10 pm.

Parents and guardians must be made aware that from 9 pm to 10:30 pm Friday evening, trainees are under minimal supervision. The ability of the trainees to behave responsibly in this time is taken as a clear indication of their ability to perform as petty officer.

HARASSMENT POLICY

It is the policy of Toronto Brigantine Inc. that every employee, director, youth officer, trainee and volunteer is entitled to an environment free from harassment.

No one connected with Toronto Brigantine may be harassed because of age, sex, sexual orientation, marital status, family relationship, colour, race, religion, national origin, ethnic origin, record of offences or handicap.

The Board of Directors and staff will treat any complaint of harassment with seriousness, sensitivity and discretion.

A copy of the complete Toronto Brigantine harassment policy, including the definition and enforcement procedures, is available upon request to all winter program participants.



TORONTO BRIGANTINE INC.
Winter Program Registration Form
FALL 2009

Fall Together Information Session: Friday October 23rd, 2009 at 7pm

Centre for Social Innovation, First Floor, 215 Spadina Ave., Toronto, ON M5T 2C7

Winter Program Start Date: Friday November 13th, 2009 at 6:30 pm

(This date will be confirmed upon receipt of application.)

Toronto Brigantine Winter Program Participants must be:

- 13 (on or before December 31, 2009) to 18 years of age;
- full time students in Grades 9 to 12;
- Physically, behaviorally and mentally fit; and
- Competent swimmers.

If you wish to join the Toronto Brigantine Winter Program, pre-register by completing this registration and release form and returning it to the office with your non-refundable registration fee of \$100.00 or come to the Fall Together & Winter Program Meeting held on **October 23rd, 2009** with your completed registration and release forms with the fees to register in person.

(If the registration fee is a financial hardship, please contact the office for alternative arrangements.)

Name: _____	M ___ F ___	Age: _____
Address: _____	Birth Date: _____	
School: _____	Grade: _____	
Phone: (____) _____	Health Card Number: _____	
Participant's Email: _____		
Have you sailed as a trainee for at least 5 days aboard STV Pathfinder or TS Playfair? Yes ___ No ___		

Parent/Guardian 1 Name: _____	email: _____
Home Phone: (____) _____	Business Phone: (____) _____
Parent/Guardian 2 Name: _____	email: _____
Home Phone: (____) _____	Business Phone: (____) _____
Emergency Contact Name: _____	Phone: (____) _____

Is there any medical info (allergies, chronic diseases, pre-existing conditions etc.) or other information that we should know to enable us to provide safe and effective programming?

Winter Program Release Form

I wish my son/daughter/ward to participate in the full Toronto Brigantine Winter Program. I am familiar with the program's activities, rules, policies, and procedures. I agree that having taken such precautions as in your discretion are deemed advisable, Toronto Brigantine Inc., its employees or agents, shall not be held responsible for any accident or sickness involving my son/daughter/ward. If for any reason my son/daughter/ward requires medical attention, I agree to be responsible for any expenses incurred.

Date: _____ Parent/Guardian Signature: _____

Sleep Down Consent Form

I understand the sleep down policies as outlined in the Winter Program Information Brochure. I understand that sleep downs may be supervised by a wardroom officer acting as Officer of the Night. There may be no adult supervision during sleep downs.

Date: _____ Parent/Guardian Signature: _____

Winter Program Participant's Agreement

I have read and understand the Winter Program rules, procedures and policies. I agree to abide by all rules, policies and procedures of the organization and its Winter Program. **I understand that all qualified Petty Officer applicants may not receive a Petty Officer promotion in the spring.**

Date: _____ Participant's Signature: _____

The following section is to be completed by returning program participants only.

First Winter Program: Fall Year _____

Commissioning Dates (if any): Petty Officer Summer Year _____

 Petty Officer Summer Year _____

Wardroom: Position: _____ Year: _____ Ship: _____

 Position: _____ Year: _____ Ship: _____

 Position: _____ Year: _____ Ship: _____

 Position: _____ Year: _____ Ship: _____

Return completed registration forms to Toronto Brigantine Inc.

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