ALL HANDS SAILING

Behavioral Support and Participant Removal Protocol

The purpose of this protocol is to ensure a safe, respectful, and supportive environment for all crew members aboard. This protocol provides clear steps for responding to participant/crew behavioral issues and, if necessary, the removal of a participant from the trip.

The counselor should have primary responsibility for camper behavior and conflict management. If the counselor is unable to resolve the situation, the captain may step in to assist.

Got a Problem? Start here:

1. Observe & Document

- Take note of the behavior and context (time, setting, other people involved).
- Record specifics objectively: what was said/done, frequency and the impact on the group.
- Avoid assumptions or emotional language – if correcting behavior, use small adjustments. (e.g. "We don't say that," "Not appropriate," "Not funny." or "Cut it out, please."

2. Verbal Check-In with Counselor

- Speak one-on-one with the counselor in a calm, private setting.
    - Establish evidence and prior history.
      "What did you see?"
      "Has this happened before?"
- Agree on a plan for the future and establish if captain intervention is necessary.
- Set an additional check-in time or to review counselor's intervention
- Take notes of verbal check–in with Counselor

2.5 Mediation Session between Camper, Counselor and Captain

Use this step only if the counselor requires additional support or if otherwise deemed necessary.

- Speak with the counselor & camper in a calm, private setting.
    - Use open-ended questions:
      "Can you tell me what happened?"
      "How are you feeling right now?"
- Clearly communicate expectations and why the behavior is a concern.
- Review and reiterate the Participant Code of Conduct and offer a chance to reset.
- Take notes of interaction and outcome

3. Implement Behavior Support Plan (if appropriate)

- Set clear, achievable expectations for behavior change.
- Give a timeline and support (e.g., extra check-ins, defined boundaries, make a plan together).
- Let the camper know what will happen if expectations are not met.
- Continue writing notes and recording timeline of behavior

4. Contact On-Call AHS Staff

- If behavior continues or escalates, notify All Hands Sailing staff or land support contact.
- Have the counselor notify the Camp if applicable. (AHS staff may also notify camp.)
- Share documentation and actions taken so far.
- Work with them to determine if removal is necessary or if other interventions should be tried first.

5. Participant Removal Protocol

If a camper must be removed due to (additional behaviors listed on AHS Behavioral Guidelines):

- Repeated unsafe or disrespectful behavior
- Violence, harassment, or discrimination
- Possession of drugs, alcohol, or weapons
- Refusal to follow staff direction after interventions

Follow these steps:

1. **Contact Land Support** to coordinate removal logistics (boat pick-up, parent communication, etc.).
    - AHS staff will notify camp – counselor may choose to notify camp as well - this is O.K.
2. **Inform the Camper** calmly, clearly, and respectfully:
   "You are being removed from the trip because [brief reason]. We've tried [previous steps], but the behavior has not changed. We will be taking you back to shore where staff will meet you."
3. **Ensure Safety** of the camper, group, and crew during transport. Wait at dock until camp staff have arrived and counselor has handed off custody of camper.
4. **Complete an Incident Report** within 24 hours.

General Reminders for Captains

- Stay calm, neutral, and professional.
- Don't take behavior personally — focus on safety and learning.
- Avoid isolating or publicly shaming the camper.
- Partner with co-leaders and land staff — **you're not alone in this.**

Camper Behavioral Guidelines

Sailing is a difficult sport to master and learn – a fully willing, attentive and participative crew is critical for our trips to function properly and safely. Our trips are often far from land and can be physically and emotionally straining. As such, we have high standards for all those who board our boats. We use these standards when deciding if a participant or camper requires evacuating. We ask that Camps also carefully select each crewmember to ensure there is a safe and harmonious environment aboard the boat. Camper's records should be reviewed to ensure that there is no known history of these behaviors. All Hands Sailing reserves the right to alter or cancel trips, and/or evacuate campers based on, but not limited to, the below behaviors:

Disqualifying Behavior

These behaviors completely disqualify participants from our sailing trips. We do not have the personnel or capacity to handle any of these behaviors and any of these would result in an immediate evacuation.

- Suicidal Ideation or acts
- Self-harm, including glorifying of or suggestions to others
- Physical violence, including credible threats
- Extreme verbal abuse
- Sexual harassment of any kind
- Possession of illegal drugs, alcohol, or any drugs not prescribed to participant
- Willful, intentional and repeated disobeyment of authoritative power or commands
- Possession or use of weapons including firearms, knives, or other

Potentially Disqualifying Behavior

These behaviors do not completely disqualify participants from our sailing trips, but require advanced planning between Camp personnel and All Hands administration. Even so, know that the red flag behaviors often detract or sideline other participant's experiences and may fundamentally alter the nature of the trip.

- Anger issues or violent outbursts
- Targeted harassment of others
- Resistance to authority
- Aggressive or threatening behavior
- Extreme apathy or unwillingness to participate
- Tendency or possibility to 'wander off' or purposefully leave groups or designated areas

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Participant Code of Conduct

We are super excited to have you coming aboard with us this year! As a participant of an All Hands Sailing experience, you will be provided the foundational skills to learn the ropes of sailing, assist the captain in sailing the boat, and experience what Lake Superior has to offer while living in a tight-knit community.

Critical to the success of our programs is ensuring the continued high quality experience of our trips- which includes your participation. As such, we do have high expectations of all who are on board our vessels to ensure the health, safety, and success for everyone involved.

Please carefully review this document:

1. PROGRAM OVERVIEW

As a participant aboard the vessels owned or operated by All Hands Sailing, LLC (AHS) I understand that I will be serving the needs of the ship and my group in various ways including but not limited to: daily chores, assisting and/or participating in education programs, setting and dousing sail, and general vessel operations. I recognize and agree that my participation is crucial to the safe operation and maintenance of a sailing vessel. I further recognize and agree that although the time I spend aboard as a participant may be used to fulfill Sea Service requirements for the United States Coast Guard, I have no status as a "crewmember" as it pertains to Federal or International Laws regarding Seaman's Benefits (Jones Act, etc.).

2. RULES OF CONDUCT

I understand that maintaining a harmonious, supportive, and cooperative atmosphere onboard, and extending that to the captain and all persons you encounter, is critical. Due to the close living quarters, the nature of the activity, and our interaction with the general public, special attention to appropriate conduct is required. Any conduct that seriously intimidates or infringes on the rights of other participants or personnel will not be tolerated by All Hands Sailing, LLC and I may be subjected to immediate discharge from the trip at the discretion of AHS staff. Some examples of behavior that is specifically prohibited are: disregard for safety rules; theft; possession of weapons of any kind; abusive language; physical violence; angry, violent, and/or threatening behavior towards self or others; physical, mental or sexual harassment of others; use or possession of alcohol or illegal drugs; insubordination and/or resistance to authority; willful violation of other policies of All Hands Sailing, LLC.

3. DRUG, ALCOHOL, AND HARASSMENT FREE

I understand that All Hands Sailing, LLC has a ZERO TOLERANCE Policy regarding the use of illegal drugs or alcohol, or harassment of any kind aboard any of All Hands Sailing, LLC's vessels. All participants, employees, and volunteers are prohibited from possessing, selling, consuming, or being under the influence of illegal drugs or alcohol while aboard any of All Hands Sailing, LLC's vessels or premises. All participants, employees, and volunteers are prohibited from reporting for duty, performing work related duties, or participating on a trip when under any influence of drugs or alcohol. Doing so is grounds for immediate termination from the trip.

As a condition of my participation in this program, I hereby consent to any inspections or searches of my quarters or personal belongings, as All Hands Sailing, LLC in its discretion may deem necessary.

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4. PHYSICAL CONDITION:
I have been advised and understand that the working conditions onboard the vessel can be difficult, strenuous, and sometimes hazardous, and that participation hours are long. I have considered these factors prior to agreeing to participate in this program, and have carefully reviewed the Essential Eligibility Criteria provided. I have been informed with respect to the essential functions of program participation and have had the opportunity to ask questions regarding such functions. I represent and warrant that I can perform all essential program functions with or without reasonable accommodation. In the event of an accident or injury, I agree to IMMEDIATELY notify the ship's Captain and my counselor.

By agreeing to this code of conduct, you're helping build a respectful, inclusive, and adventurous space where everyone can thrive, grow, and experience the wonder of Lake Superior—together.

My signature below indicates my commitment to the Agreement outlined above.

Participant Signature: _____ Date:_____

Participant Printed Name:_____

Parent/Guardian Signature:_____

Emergency Contact (someone not on the ship with you)

Name: _____Relationship: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

All Hands Sailing – Media Release Statement

I hereby grant permission to All Hands Sailing, LLC to take photographs, video recordings, and/or audio recordings of the participant named above during program activities. I understand that these media materials may be used for promotional, educational, or informational purposes in a variety of formats, including but not limited to; Social media posts, printed promotional materials, website content, newsletters and reports, public presentations or grant reporting.

All materials will be used in a respectful and appropriate manner that reflects the spirit of All Hands Sailing programs and values.

I acknowledge that participation in this media release is voluntary and that I may revoke this permission at any time by submitting a written request to All Hands Sailing, LLC.

Check one:
☐ I **DO** give permission for media use as described above.
☐ I **DO NOT** give permission for media use.

Parent/ Guardian Signature:_____

Date:_____

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Essential Eligibility Criteria

Essential Eligibility Criteria (EEC) is not intended to be exclusive, but to honestly and clearly identify the fundamental requirements for an individual to safely participate in a program.

All Hands Sailing strives to provide safe and educational experiences for all. If you have questions or concerns about an individual's ability to participate, please reach out and we would be happy to help consider if one of our trips will be a good fit for them.

All Hands Sailing experiences are open to all individuals who acknowledge the ability to perform the following Essential Eligibility Criteria*:

Physical Requirements

- Ability to move independently in a variety of conditions on a sailboat, including:
  - Stepping over a 2-foot-high or wide barrier
  - Climbing up and down a short ladder between the cockpit and cabin
  - Climbing into and out of the dinghy from the vessel
  - Maintaining balance on a moving vessel in variable weather and wave conditions
- Ability to wear a personal flotation device (PFD) at all times while on deck
- Able to participate in active sailing tasks, such as trimming sails, steering, or assisting with docking and anchoring

Cognitive & Social Requirements

- Ability to follow multi-step verbal instructions from the captain or participant leader
- Demonstrates respectful and cooperative behavior in a group living and learning environment
- Capacity to communicate needs, discomfort, or concerns to trip leaders in a timely manner
- Maintains personal care (with or without assistance) for the duration of the trip

Environmental Tolerance

- Comfort with living in close quarters with limited privacy aboard a small vessel
- Tolerance of variable weather, including sun, wind, rain, cold, and exposure to insects
- Willingness to use marine-style or portable toilets and engage in minimal-impact hygiene practices

Safety & Risk Awareness

- Understands that sailing carries inherent risks, including falling overboard, sudden movements of the boat, and weather changes
- Capability to respond to emergency instructions quickly and effectively
- Willingness to actively participate in safety protocols, drills, and group decision-making
- Ability to follow instructions in high-stress or emergency situations

*** All Hands Sailing, LLC may request an additional counselor or companion on a trip if reasonable accommodation is required.**

Participant Code of Conduct

Welcome Aboard!

We're so excited to sail Lake Superior with you! As part of this trip, you'll learn to sail, help out with the boat, and live in a close-knit community on the water. To keep everyone safe and happy, we all agree to follow some simple rules.

1. **Being a Great Participant**
   As a participant, I'll pitch in by:
   - Helping with chores and sailing tasks as instructed by my counselor or the captain
   - Participating in group activities!
   - Taking care of the boat and each other

Even though this is an awesome learning experience, you're not considered an official professional sailor (yet!). We'll get there – you're here to learn, grow, and have a blast as part of the team.

2. **How We Treat Each Other**
   We live close together on the boat, so it's super important to be kind and respectful. That means:
   - Following safety rules
   - Listening to your captain and group leaders
   - Speaking and acting respectfully
   - No bullying or harassment of any kind

If someone is behaving in a way that's unsafe or unkind, they may be asked to leave the trip.

3. **Zero Tolerance for Drugs, Alcohol, and Harassment**
   All Hands Sailing is a drug, alcohol, and harassment-free space. That means:
   - No illegal drugs or alcohol at any time
   - No harassment — physical, verbal, or otherwise
   - Respect for yourself and everyone around you

Breaking these rules means you'll be sent home right away. We're serious about keeping our boats safe and welcoming for everyone.

4. **Staying Safe and Healthy**
   Sailing can be physically challenging. Make sure you:
   - Have reviewed the provided Essential Eligibility Criteria
   - Let a counselor or the captain know right away if you feel hurt, unwell, or need help
   - Leave your phone at home! (Trust us, it's all part of the experience. Cameras are provided for photos.)

We want you to have a fun and safe experience. By signing below, you agree to be an awesome team member — helpful, respectful, and safe. Thanks for being part of the All Hands Sailing trip! We're excited to sail with you.

Signed:_____ **Date:**_____

Printed Name:_____

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