

## **Program Disciplinary Policy**

Policy Drafted: August 2002 Updated: May 2003 Last revised: 9 January 2013

### **Preamble**

The Broad Reach Foundation strives, in all of its activities, to recognize and be sensitive to the unique characteristics of the youth population it serves. Where disciplinary issues are concerned, Broad Reach staff members and/or volunteers take particular care to address situations with discretion, compassion, understanding, and awareness.

In order to create a learning environment in which all program participants feel safe and comfortable, Broad Reach has designed the following disciplinary procedures for implementation by Instructors, volunteers and staff. These procedures have been created in consultation with past and present youth program participants, staff, and partner agency liaisons.

These disciplinary measures are used by Broad Reach staff only as a last resort—when all other methods of conflict resolution and mediation have proven unsuccessful.

### **Program Participant Expectations**

- All Broad Reach program participants must read, sign, and submit a Liability Release Form before attending their first instructional session—this form includes a list of program safety and conduct rules.
- By signing and submitting this form, program participants indicate that they agree to abide by the safety and conduct rules listed therein, and acknowledge that their failure to do so may result in the implementation of any or all of the following disciplinary measures.

### **Disciplinary Measures**

- There are four levels of disciplinary actions available to program staff and/or volunteers in response to program participants who violate established rules and/or policies:
  1. Verbal Warnings
  2. Written Warnings
  3. Suspension from participation in current programs
  4. Expulsion from participation in current and future programs
- All disciplinary actions enacted by staff are documented in Incident Reports, which are kept on file at Broad Reach (should subsequent consultation be required), and distributed to appropriate partner agency staff members when deemed necessary.

#### **1) Verbal Warnings**

- For minor infractions of policy and/or procedure, such as tardiness, smoking, disrespectful behaviour towards Broad Reach staff and/or volunteers, Yacht Clubs' staff or members, or other program participants, a verbal warning may be issued on the first offense.
- The warning consists of a description of the offending behaviour and a request that the program participant will not repeat it.

#### **2) Written Warnings**

- For more serious infractions of policy and/or procedure, such as malicious mischief, fighting or other disruptive behavior, bringing drugs or alcohol to the program, and other infractions that hinder the program and the other participants, a written warning will be issued on the first offense.
- The warning consists of a written account of the offending behaviour and a request that the program participant will not repeat it.
- A copy of every written warning is distributed to appropriate partner agency staff members.

### **3) Suspension/Expulsion**

- For repeated infractions of policy and/or procedure by program participants who show blatant disregard for earlier warnings, or for the first occasion of a dangerous infraction such as:
  - bringing a weapon to the program
  - intentionally or maliciously destroying property
  - causing injury to others
  - refusing to follow the directives of Broad Reach staff and/or volunteers during program activities;

The individual committing the infraction may be suspended immediately, without warning and without recourse, at the sole discretion of the senior program staff member present at the time the offense occurs or is discovered.

- Upon such suspension, the individual will immediately gather their belongings and will be personally escorted from the program by Broad Reach and/or agency support staff, and banned from further participation in program activities until an official review is conducted by Program Committee of the Broad Reach Board of Directors.
- When an individual is suspended from any Broad Reach program, the following steps will be taken by Broad Reach:
  1. The program staff member who initiated the suspension will inform the referring agency and the Broad Reach Board in writing of the occurrences leading up to the suspension.
  2. The suspended individual will be invited to meet with one or more Broad Reach Staff and/or volunteer to discuss the infraction and explain any extenuating circumstances that they would like to have considered. The suspended individual
  3. may also invite an Agency Staff Member to be present at the review, if they wish.
  4. Based on the information provided, the nature of the offense, and the likelihood of subsequent infractions, the Broad Reach Board Program Committee member and program staff will jointly determine if the suspension will be lifted or continued, or if the individual will be expelled from all future Broad Reach program activities. The joint decision of the program staff and Board will be final, and will be communicated in writing to the individual and to the referring partner agency.
- Once an individual has been expelled from Broad Reach programs, he/she will not be allowed to participate in any subsequent Broad Reach programs.
- However, the expelled individual may appeal the decision of the Board and staff after 6 months, citing new information or substantial proof that the offensive behavior will not continue.
- Such appeal will only be considered if submitted in writing and recommended by the Program Committee of the Broad Reach Board of Directors.

### **Special Cases: Contraband Substances**

- In the case of a program participant bringing contraband to the program, the individual possessing such contraband may have the contraband confiscated and destroyed immediately and then proceed with the program, or they may choose to leave the program under escort.

- The individual will be advised that if they choose to leave the program, it will be considered the same as a suspension, and they will not be allowed to participate in that day's scheduled program activities or any further program activities until a review is undertaken by the Broad Reach Board's Program Committee and program staff.

### **Enacting Disciplinary Measures: Staff Roles**

- The above disciplinary measures can be enacted either by the Broad Reach Instructor charged with leading on-water instructional sessions, the agency staff member accompanying program participants on-site and on the training vessel, or by both figures working cooperatively.
- Volunteer Crew members do not participate in disciplinary responses unless specifically requested by the Instructor and/or staff member.
- To ensure that disciplinary responses are carried out effectively, agency staff members are requested to inform Broad Reach Instructors **before the start of every afloat session** of any unique disciplinary/behavioural situations pertaining to any of the youth participating in that session.
- Agency staff members are also asked to inform Broad Reach staff **before the start of an agency group's first on-water session** of any agency-specific disciplinary policies which Broad Reach staff should enforce in addition to the above measures.



BUILDING SKILLSETS,  
CHANGING MINDSETS

Broad Reach Foundation for Youth Leaders

## **I. Administration and Communication**

### **a) Program participant/Staff Emergency Information**

- Participant Registration Forms are kept on file for all Instructors, program participants, Agency Staff, and Volunteers
  - Full Name and Age
  - Emergency contacts and telephone numbers
  - Health insurance number
  - Pertinent medical information (allergies, medical conditions and medications, etc.)
  - Swimming and sailing ability
  - Liability Release Form
- A resource binder containing copies of the above files is on site at the HMCS York during every on-water session.
- Emergency phone numbers (911, Poison Control, Marine Forecast, Toronto Western Hospital) and hospital directions are provided to all participants.

### **b) Agency/Volunteer Information**

- Along with a notice confirming their youth's enrolment in Broad Reach sailing programs, all partner agencies receive:
  - Course dates and times
  - Required clothing
  - Safety and discipline information
  - Staff/Program participant **Harassment Policy Including sexual harassment policy**
  - Participant responsibilities and conduct guidelines

- After joining Broad Reach's crew roster, Volunteer Crew Members also receive a detailed information package.

### c) Incident Reports

- Following any accidents/incidents on water or on land, the Instructor(s) involved complete Incident Report form.
- The purpose of this form is to provide a detailed summary of the incident, and the action taken by all parties involved.
- The report is kept on file at Broad Reach, should subsequent consultation be required.

## II. Safety on Site (Land)

### a) First Aid Kits

- First aid kits are located in the main clubhouse of the National Yacht Club at the Officer-on-Duty (OOD) Station.

### b) Fire Extinguishers

- Up-to-date fire extinguishers are kept in the main clubhouse of the National Yacht Club, by the Chart Room and in the Base.
- All Broad Reach Instructors are familiar with fire extinguisher operation.

### c) Site Maintenance and Supervision

- The training vessel's slip and surrounding area (docks, clubhouse, club grounds, Base, base grounds) are inspected regularly.
- Any hazards are promptly repaired and removed.
- While on site, program participants are supervised consistently by agency staff members and/or Broad Reach staff.

### d) On-Shore/On-Water Safety Rules for Staff and Program participants

- At the start of each sailing session, all program participants and accompanying staff/on-board guests receive a safety briefing:
  - Lifejackets must be worn at all times on board Broad Reach training vessels
  - No running/horseplay on the docks or on the boat
  - No program participant may physically and/or verbally harm other program participants
  - Appropriate clothing must be worn at all times
  - All Instructors, crew volunteers, agency staff, other program participants, and Broad Reach staff must be followed
  - No smoking or consumption of drugs/alcoholic beverages is permitted at any time during program
- As part of the safety briefing, Broad Reach staff also review the Crew Overboard procedure; this procedure is signed by all participants.
- By signing and submitting the Liability Release Form, program participants and staff/guests agree to abide by the rules.

- Anyone who has not submitted the Liability Release form and Participant Registration (Health) form to Broad Reach staff will not be allowed to participate.

## III. Safety on the Water

### a) Weather

- Before beginning any on-water session, Instructors check the **Environment Canada Marine forecast to ensure that wind/weather conditions are suitable for their program participants.**

- Weather conditions are re-checked throughout the day.
- Training vessels are not launched for program purposes if wind speeds exceed 20 knots (small craft wind warning), if the seas are greater than 1 meter, or if the Instructor deems the weather conditions unsafe for any reason.
- During any instructional session, if any of the above weather conditions develop while the training vessel is already underway, the vessel will be returned to shore.

#### **b) The Training Vessel**

- All training boats used by Broad Reach are inspected daily for damage; any damage is promptly repaired.
- All training boats are equipped with the following safety items, as per Canadian Coast Guard Requirements:
  - One personal flotation device (PFD) for each person on board
  - First Aid Kit
  - VHF Radio
  - Buoyant heaving line
  - Reboarding ladder
  - Approved lifebuoy
  - Anchor with chain
  - Bilge pump
  - Fire extinguisher
  - Two buckets
  - Waterproof flashlight
  - Approved flares
  - Air horn
  - Emergency Toolkit
  - Man overboard locator pole
- All of these items are checked daily, and repaired/replaced as necessary.
- Training vessels are not operated under any circumstances without appropriate insurance coverage in place.
- Whenever a training vessel is being used for instructional purposes, it must at all times be piloted by a minimum of one Broad Reach Instructor and one Volunteer Crew Member (see below for details).

#### **c) Safety Rules for Staff and Program participants**

- See above section II d).

### **IV. Emergency Procedures**

- Emergency procedures are thoroughly explained to all program participants at the start of each sailing session.
- Emergency procedures are NEVER used in any situation other than an emergency.
- Following any emergency, the Instructor(s) in charge of the situation will contact the agency responsible for the emergency.

#### **a) On-Water Emergency Procedure**

- In the event that a program participant/staff person is injured while on the water, and requires immediate medical attention, Instructors (and Volunteer Crew, if necessary) take the following steps:
  - The first Instructor who arrives at the scene will take charge, and direct the emergency response.
  - The Instructor in charge will designate assistants to manage the other youth/staff on board.
  - If an ambulance is required, the Instructor (or designated assistant) will radio the National Emergency Response Centre (NEMO) for assistance.
  - The Instructor (or designated assistant) will steer the training vessel back to shore, if necessary.
  - Once on shore, the Instructor (and/or designated assistant) will remain with the injured person until medical assistance arrives.
- In the event of a "Crew Overboard" situation, Instructors and Volunteer Crew will follow standard CYA rescue procedures.

#### **c) On-Shore Emergency Procedure**

- In the event that a program participant/staff person is injured while on shore, and requires immediate medical attention, Instructors (and Volunteer Crew, if necessary) take the following steps:
  - The first Instructor who arrives at the scene will take charge, and direct the emergency response
  - If necessary, the Instructor in charge will designate one assistant to manage the other youth
  - If an ambulance is required, the Instructor will designate an assistant to call 911
  - The Instructor in charge will remain with the injured program participant/staff member until help arrives

## V. Instructor/Volunteer Crew/Agency Staff Safety

### a) Instructor Roles and Qualifications

- Broad Reach Instructors are charged with care and control of the training vessel during all instructional programs, and with leading all on-water program sessions.
- Instructors may be paid staff or volunteers.
- All Instructors are CYA-certified sailing Instructors (or equivalent) and possess the following up-to-date qualifications:
  - Toronto Harbour License and PCOC
  - Emergency First Aid Certificate
  - Boat Rescue Certificate/NLS/Bronze Medallion
  - Proof of active CYA Instructor status
  - Police reference checks for work with vulnerable populations

### b) Volunteer Crew Roles and Qualifications

- Broad Reach Volunteer Crew are non-paid staff who act as the secondary Instructors/coaches in Broad Reach programs.
- Broad Reach Volunteer Crew members are present on board the training vessel during all instructional sessions.
- Volunteer Crew members also assist in all safety responses, as delegated by the Instructor.
- All Volunteer Crew are either CYA-certified sailing Instructors (or equivalent) OR keelboat sailors with over 200 hours of sailing experience.
- All Volunteer Crew attend an orientation day before participating in their first on-water instructional session. The orientation includes:
  - Program Briefings
  - Safety Briefings (including a detailed review of this Safety Policy)
  - On-water sailing and safety drills, including Crew Overboard procedures

- All Volunteer Crew sign and submit the Liability Release Form and Registration (Health) form, indicating their contact information.
- Any Volunteer Crew member who has not submitted the Liability Release form and Participant Registration (Health) form will not be allowed to participate in any on-water sessions.

### c) Agency Support Staff Roles and Qualifications

- Agency Staff are employees of Broad Reach's partner agencies who accompany youth participants from their home agencies.
- When involved in Broad Reach programs, Agency Staff members' primary responsibilities are:
  - To supervise program participants while in the program and on board Broad Reach training vessels
  - To coordinate transport to and from the program site
  - To lead in all disciplinary responses
- Agency Staff are only required to play a secondary role in safety responses, and only if delegated to do so by a Broad Reach Instructor.
- Agency Staff are also not responsible for controlling the training vessel; Staff only assist in sailing the boat if directed by the Instructor.
- All Agency Staff attend an orientation evening before participating in their first on-water instructional session. The orientation includes:
  - Program Briefings
  - Safety Briefings (including a detailed review of this Safety Policy)

Policy)

- On-water sailing and safety drills, including Crew Overboard procedures

- All Agency Staff sign and submit the Liability Release Form and Registration (Health) form, indicating their completion
- Any Agency Staff member who has not submitted the Liability Release form and Participant Registration (Health)

**Date/Time/Location**

Date and Time of Incident:

Agency On Board:

Instructor:

Support Staff:

Crew:

Persons Involved In Incident:

**Description of Incident**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Follow-Up Required**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Contact**

Agency Contacted?

Yes

No

Parent/Guardian Contacted?

Yes

No

If Yes, Contact Name and Phone Number: \_\_\_\_\_

Date and Time of Phone Call: \_\_\_\_\_

Summary of Conversation: \_\_\_\_\_

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Crew

\_\_\_\_\_  
Program/Executive Director