

# Florida Sea Base

## Sailing Programs

### Crew Leader's Guide

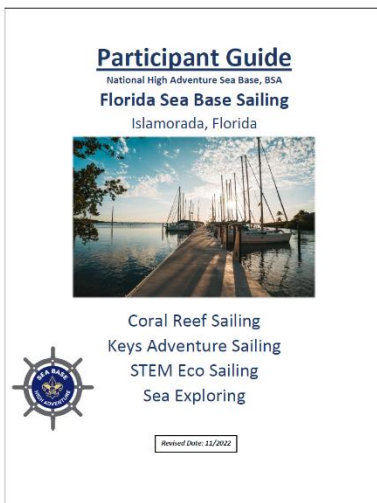
Congratulations! You are bringing a crew to Sea Base to participate in a Sailing Adventure. Your group will have the opportunity to enjoy the beautiful reefs, great sailing, and abundant fishing that the Florida Keys has to offer. For many of your crew this will be the adventure of a lifetime. They will retain the memories for many years to come, as we hope you do as well. This should be an exciting experience for the Crew Leader and not a stress-filled quest before you arrive. Using this guide will help you to plan your adventure, minimize the self-imposed stress of being a crew leader and use resources available to you to keep your crew well informed about their trip. It will also give you some hints, tips and suggestions that may help this experience be easier for everyone.

We Look forward to seeing you!!

Capt. Dylan Cordle  
Program Director – Sailing  
(305)664-5626

*“A week of camp life is worth six months of theoretical teaching in the meeting room.”*

**-Robert Baden-Powell**



**\*This information is not a replacement for the Sea Base Participant Guide booklet. This is intended as supplemental information to assist Crew Leader. Please have all of your participants and parents review the Participant Guide. It may be found on the Florida Sea Base website under the Resources Page.**

**Look kids, we hit the lottery!** Our troop has registered to participate in a Sea Base Sailing Program. My bags are already packed, and the sunscreen has been applied. We are ready!

Hold on just a minute, there are a few steps you want to take before you get on the airplane. One of the first things is understanding which adventure you are participating in and what is required for each program. Upon registering you will be assigned a Sea Base crew number. This is your number that signifies several items about your adventure. Here is an example:

## CR 071024 A or ES 071024 A or KS 071024 A or SE 071024 A

The first two letters refer to the type of scuba program you crew will be participating in. CR signifies Coral Reef Sailing Adventure, ES signifies STEM Eco Sailing Adventure, KS signifies Keys Adventure Sailing, and SE signifies Sea Exploring.

The next six numbers refer to your arrival date. The above number is 071024. This would signify July 10, 2024.

The last letter refers to your crew designation. Single letters indicate a single crew. If you have additional letters (ie. BC or DEF) would signify a double or triple crew.

Please include your Sea Base crew number on all correspondence. This will ensure that any documentation you send will be filed in the correct location and will assist us in answering questions.

**We cannot stress enough the importance that all participants and parents read and watch the following information regarding Florida Sea Base Sailing Programs.**

- **Participant Guide**
- **Watch: [A Reef Etiquette](#) Video produced by NOAA**
- **Review the [Guide to High Adventure Sailing](#)**
- **Watch US Sailing Video: [Parts of a Boat](#)**
- **Watch US Sailing Video: [Parts of a Rig](#)**
- **Watch US Sailing Video: [Points of a Sail](#)**

**OK, step one complete, check that box?** Great, now you have a crew number, and you know what it means. Where do we go from here? Dates will start looking important from this point so let's understand these important dates. Crews are responsible to know, understand and adhere to the payment schedule. Failure to provide on time payment will result in cancellation. Deposits are non-refundable. Fees are nonrefundable unless Sea Base rebooks the cancelled crew. All cancelled crews are subject to a cancellation fee in the amount of the deposit made.

**Please note: All crews are required to become current with payment within 30 days of registering for a Sea Base Adventure, or fully paid 90 days prior to arrival- whichever date comes first. Any payments**

**with due dates in the past are required to be submitted within 30 days of signing up if a crew has greater than 90 days before they are scheduled to arrive.**

**Deposit:** \$250.00 per crew, required to create a reservation.

**30-day Payment:** Within 30 days of reservation, each crew must submit their first payment. The 30-day payment is 10% of the remaining balance after the original deposit.

**Half Payment:** One half of each crew's remaining balance is due on November 1. **Final Payment:** Due 90-days prior to each crew's scheduled arrival.

**Online Payment:** After the deposit, Sea Base accepts online e-check payment only. Sea Base does not accept credit cards.

**Reservation Dashboard & Payment Status:** The designated Reservation Contact and Lead Advisor can view their reservation's specific payment schedule on a Reservation Dashboard through the reservation portal on our [2024 Crews Page](#).

## Crew

**Whew! The hard part (money) is out of the way, what's next?** Determining who in your crew qualifies to attend the adventure may be one of the most difficult responsibilities of a Crew Leader. Determining who wants to go and who can go are two very different things. Once you have determined who wants to go and who can commit to go, you will have to determine who does and does not qualify.

**Age:** All participants must be at least 12 years of age prior to the start date of their adventure. It is **HIGHLY RECOMMENDED** that 12-year-old participants attend with a parent.

**Swimming Ability:** All participants must complete a BSA Swim Test in a strong manner prior to their arrival. All participants are required to complete a snorkel review upon arrival at Sea Base. Sea Base will conduct a snorkel review, but it does not qualify as the BSA Swim Test.

**Annual Health and Medical Records:** Please refer to the [\*Health and Medical Information Section\*](#) of this guide for a detailed explanation.

**Maximum Weight:** Sea Base participants need to attempt to meet the BSA Height and Weight Guidelines found on the BSA AHMR Part C. If you exceed the maximum weight for height as explained in the following chart, you **MUST** be able to pass the BSA Swim Test in a strong manner. Participants should be in good health and physical condition to attend Sea Base programs. Due to rescue equipment restrictions and evacuation efforts from remote sites, **under NO circumstances** will any individual exceeding 295 pounds be permitted to participate. **Anyone arriving at Sea Base exceeding 295 pounds will be sent home at their own expense. No refund will be given.**

Maximum Weight for Height							
Height (inches)	Max. Weight	Height (inches)	Max. Weight	Height (inches)	Max. Weight	Height (inches)	Max. Weight
60	166	65	195	70	226	75	260
61	172	66	201	71	233	76	267
62	178	67	207	72	239	77	274
63	183	68	214	73	246	78	281
64	189	69	220	74	252	79 and over	295

## Adult Leadership

**Adult leader vs. Participant ratios:** Each crew of 8 (12 for Eco Sailing and 20 for Sea Exploring) must have at least 2 adult leaders 21 years of age or older. You are more than welcome to have additional adult leaders, but you must have more youths than adults, or equal numbers of youth and adults. You may not have more adults than youths. Anyone under the age of 21 will be considered a youth. Anyone over the age of 18 must complete BSA Youth Protection Training.

**Male vs. Female leaders:** If your crew has female participants, you must have at least one female leader over the age of 21. You are welcome to have one female leader if you have no female participants.

**Co-ed Crews:** The guidelines for units to attend as a co-ed Sea Base crew per BSA Policy are below.

- a. Attending as a linked male and female Scouts BSA troop in the same Sea Base crew:
  - i. Scouts BSA is a single-gendered program; as such, a male and female Scouts BSA troop can attend together in the same crew IF *each troop* provides their own leadership in the Sea Base crew. Each troop must have a minimum of 2 adult leaders age 21+ attending in the crew. This is a total of 4 adult leaders age 21+ for a Sea Base crew composed of 1 female troop and 1 male troop that are linked.
  - ii. Units who do not share the same charter partner must have local council and charter partner approval per the BSA Guide to Safe Scouting.
  - iii. Scouting's Barriers to Abuse require buddy pairs to be single gender. At least 2 youth members of each gender must be present in each Sea Base crew to meet requirements for buddy pairs.
  - iv. Scouting's Barriers to Abuse require 2 adult leaders age 21+ to attend with each Sea Base crew. If female youth are present, at least one of those leaders MUST be female.
- b. Attending as a Venturing Crew, Sea Scouting Ship or Exploring Post
  - i. Venturing, Sea Scouting and Exploring are coed programs.
  - ii. Members of these programs can attend coed as long as Scouting's Barriers to abuse (below) are met.
  - iii. Scouting's Barriers to Abuse require buddy pairs to be single gender. At least 2 youth members of each gender must be present in each Sea Base crew to meet requirements for buddy pairs.
  - iv. Scouting's Barriers to Abuse require 2 adult leaders age 21+ to attend with each Sea Base crew. If female youth are present, at least one of those leaders MUST be female.
- c. See [this graphic](#) to review.

**Adult Leader Training:** Every adult participant must be registered with the BSA and complete the following:

- Youth Protection Training
- BSA Safe Swim Defense
- BSA Safety Afloat
- BSA Hazardous Weather Training

Anyone attending that is over the age of 18 must be registered with the BSA and complete Youth Protection Training.

**Wilderness First Aid and CPR:** In addition to the above training at least one adult from each crew is required to have Wilderness First Aid and CPR or a higher professional certification such as Paramedic, EMT, nurse or physician. The same adult does not have to hold both certifications. If you have multiple crews, you must have an additional adult certified in Wilderness First Aid and CPR for each crew.

*“The most important object in Boy Scout training is to educate, not instruct.” **Baden-Powell***

## Youth Leadership

The Youth Crew Leader must be a seasoned and responsible youth elected by the entire crew.

This is an excellent opportunity to begin to train your youth leaders by giving them responsibilities. Review the items that need to be taken care of before the adventure and assign some to the youth leader. Start to build leadership before the adventure takes place. However, be careful what you will have them do, and do not allow them to handle sensitive documents such as medicals.

Here are a couple links your Youth Crew Leader can begin familiarizing themselves with. Your captain will help you fill out both the [Anchor Watch](#) schedule and [Galley Duty Roster](#), but being familiar with what is expected will assist the crew when your captain begins this process.

*“An invaluable step in character training is to put responsibility on the individual.” **Baden-Powell***

## Sea Base Procedures

### Health and Medical Information

All participants must complete a BSA Annual Health and Medical Record signed by a physician. Use the most current form available, old forms will not be accepted. The most updated form is from **2019**. Visit the Sea Base website for the most up to date form. As the crew leader **please review all instructions for completing the documents (and common mistakes made on the documents) with your participants and parents before submitting any forms. Doing so will save them, and you, time.**

# Common Mistakes on Medicals

## BSA Annual Health and Medical Record Part C issues:

- Medical restrictions not marked “Yes” or “No”
- Allergies or Reactions section not marked “Yes” or “No”
- Height, Weight, BMI, Blood Pressure, and Pulse section not completed.  
**ALL** sections must be completed.
- All questions under the *Examiner’s Certification* must be answered “Yes” or “No”
- Not signed and/or dated by a physician
- Your exam is valid through the end of the month one year from when it was given

\*Please make sure the parents and the physician have had the opportunity to read the “High-Adventure Risk Advisory to Health-Care Providers and Parents” before signing the Part C document.

\*Any items on the BSA Part C that are not completed will cause the document to be returned for completion by the physician.

We follow BSA requirements for medical clearance for all participants. No physician, not even our Medical Director, is authorized to waive or alter BSA rules. **Final decisions for clearance on all other medical questions rests with the Sea Base Medical Director.**

## **To limit risk and possibility of harm Sea Base requires:**

- That prospective participants who are prescribed medication for any purpose should continue to use as prescribed while at Sea Base. Participants should not discontinue use of medication prior to arriving or while at Sea Base unless directed by his/her treating physician.

**Seizures (Epilepsy).** Seizures while snorkeling or scuba diving are extremely dangerous and often fatal.

- No participant with a history of seizures will be permitted to snorkel.
- Prospective participants with a history of infant febrile seizures may be considered for diving after formal consultation with a neurologist.

**Hypertension:** Blood pressure greater than 140/90 should be treated and lower blood pressure to 140/90 prior to arrival at Sea Base. If medications are taken they must be continued while at Sea Base as prescribed.

**Maximum Weight:** Due to rescue equipment restrictions and evacuation efforts from remote sites, under no circumstances will any individual exceeding 295 pounds be permitted to participate. Anyone arriving at Sea Base exceeding 295 pounds will be sent home at their own expense. No refund will be given.

**Food Allergies:** Please alert Sea Base Food Service using the [Dietary Notification Form](#) to known allergies and restrictions via email at least two weeks prior to arrival. The crew must verify with captain or mate correct provisions upon arrival.

**Paperwork:** Please make sure that all documents are filled out and accessible upon check-in.

Required Paperwork at a Glance	
Crew Roster	<a href="#">Safe Swim Defense</a> Certificates
<a href="#">BSA Annual Health and Medical Records</a>	Front & Back Copies of Insurance Cards
<a href="#">Safety Afloat</a> Certificates	<a href="#">Youth Protection</a> Certificates
<a href="#">Hazardous Weather</a> Certificates	<a href="#">Vessel Liability Waiver</a> (first 2 spaces left blank)
<a href="#">Unit Swim Classification Record</a>	<a href="#">Pre-Event Medical Screening Checklist</a>
<b>Minimum of 1 Adult Leader Must Have</b>	<b>Minimum of 1 Adult Leader Must Have</b>
CPR/AED Training Card	Wilderness First Aid Training or Greater Certification

## Sea Sickness

Oh yes, the scourge of the sea! Sea Sickness has been described as a feeling of: first you think you are going to die, then you realize you will not, but wish you would. But the good news is there are ways to prevent this feeling. There are several over-the-counter medications that will help. The important thing is to read the directions. Start early. The Ships Store sells Bonine which is a good anti-seasickness medication.

## First Aid Kit

Sea Base Specific First Aid Kit: Every crew must provide their own first aid kit. A Sea Base specific first aid kit includes all items found in a [traditional back country first aid kit](#) along with SPF 35 or greater sunscreen, SPF 35 or greater lip balm, small plastic bottle of vinegar, sea sickness medication, non-spray insect repellent, swimmers ear drops, Benadryl, cooling cloths.

## Packing List

Packing List Personal	Packing List Personal
<b>Required</b>	<b>Required</b>
2 UPF +30 Long Sleeved Shirts	Prescription Medication
Wide Brimmed Hat	Polarized Sunglasses
Buff	Water Bottle
Biodegradable Sunscreen, No Sprays	Toiletry Kit
1 Pair Regular Shorts	Headlamp
1 Pair Swimming Shorts	2 Towels
2 Pairs Regular Socks	Light Weight Sleeping Pad
1 Carabiner- For Water Bottle	Light Weight Sleeping Cover
1 Pair Sandals and/or 1 Pair Jogging Shoes	Small Pillow
Raingear	Spending Money (\$150- \$200)
Mask and Snorkel	
<b>Personal Fall, Winter, Spring</b>	<b>Personal Fall, Winter, Spring</b>

1 Fleece	1 Medium Weight Sleeping Bag
<b>Suggested</b>	<b>Suggested</b>
1 Pair Neoprene Socks for Fins	Waterproof Camera
1 Hawaiian Shirt for Final Dinner	Mug for coffee or tea (not provided at base)

\*Please note that this packing list is a recommendation and not necessarily all inclusive. Underwear is not on the packing list, but should probably be brought.

## Please Do Not Bring the Following Items

Spear guns, firearms, fireworks, aerosol sunscreen or bug spray, dive knives, personal music player, video games.

Visit the [Ships Store](#) online for personalized crew gear

## BSA Swim Test

All Sea Base participants must complete the BSA Swim Test in a strong manner prior to arrival. Units must complete the [BSA Unit Swim Classification Form](#). Any certified lifeguard or swim instructor may administer the test. Participants will be required to complete a Snorkel Review upon arrival. Participants who are classified as a non-swimmer, beginner swimmer or cannot complete the BSA Swim Test or Sea Base Snorkel Review in a strong manner will not be able to participate in their adventure and cannot stay at Sea Base. No exceptions will be granted; no refund will be offered for non-swimmers.

## Leaving Base

Leaving Sea Base is only permitted for medical and religious reasons. Crews are not permitted to leave base to go sightseeing or for dinners. If a crew decided to depart Sea Base that will be the end of their program, and they will not be permitted to return.

## Departure

Prior to your departure there is a few items that need to be taken care of:

- Return the evaluations that you were given during Check-in to the program office.
- Return the First Aid Log to the Program Office. Even if you did not use anything out of your first aid kit, we need to have it back.
- Your departure day schedule will vary based on which adventure your crew is participating in. Please see the [Sailing Participant Guide](#) for your adventure's departure day schedule.

*"The Scout Oath and Law are our binding disciplinary force."* **Baden-Powell**