

Beverly Yacht Club Junior Sailing Program Handbook



2020

Part 1: BYC Policies	2
MISSION STATEMENT	2
PROGRAM GOALS	2
JUNIOR SAILING COMMITTEE	2
SELECTION OF JUNIOR OFFICERS	3
INSTRUCTORS	3
JUNIOR INSTRUCTORS	3
STUDENT PLACEMENT	3
VOLUNTEERISM	4
RESPONSIBILITY- CODE OF CONDUCT	4
ETHICAL BEHAVIOR	5
COMMUNICATION	6
PRIVATE LESSON POLICY	7
RACING OPPORTUNITIES AT BYC	7
JUNIOR SAILOR FOOD PRIVILEGES	8
BOAT BORROWING POLICIES	8
Part 2: Health and Safety	10
HEALTH	10
SAFETY	10
FIRE DRILLS	10
DISASTER PLAN	10
SAFETY REQUIREMENTS TO SAIL IN THE PROGRAM	11
SIGN-IN/OUT PROCEDURE	11
ATTENDANCE	11
EQUIPMENT	11
BEVERLY YACHT CLUB HEALTH CARE POLICY	12
EMERGENCY CONTACT NUMBERS – 2020	13
JUNIOR SAILING HANDBOOK AGREEMENT	14

Part 1: BYC Policies

MISSION STATEMENT

The Mission of the BYC Junior Sailing Program is to instill an enduring love of sailing while providing the fundamental skills necessary for participants to advance in the sport as far as their desire, skill, and hard work take them.

The program provides a current and effective curriculum: developing skilled, self-reliant, respectful sailors who care for their equipment, the marine environment, and their fellow sailors on and off the water.

PROGRAM GOALS

The primary goals of the Program are to:

- 1) Create a safe and fun atmosphere for young sailors.
- 2) Provide training in all aspects of sailing, both racing and recreational.
- 3) Teach sportsmanship, integrity, and interpersonal skills.
- 4) Instill a respect for the ocean, the elements, and the environment.
- 5) Demonstrate responsibility for boats and equipment.

To accomplish these goals, we need the help and active cooperation of the sailors, parents, staff, committee, and friends.

JUNIOR SAILING COMMITTEE

The Junior Sailing Committee supports the functioning, funding, volunteering, hosting, and parental involvement of the Junior Program. No program can thrive without the continued committed help and involvement of parents and dedicated members who want to see BYC's Junior Program flourish today and for years to come. Particular responsibilities of the committee and parents are Cookie Day, 4th of July Parade Float, Take it to the Max Dance, Pirate Day, the Junior Auction, Pickles Wacky Race, Beverly Junior Regatta (volunteering, support, hosting, awards, etc...), and Junior Cups and Flags.

The Junior Sailing Committee is deliberately large, providing a broad cross-section of perspectives and opinions. The Committee meets monthly throughout the year. All interested members are invited to attend the Junior Sailing Committee meetings. Please contact the Committee Chair for the meeting times and locations.

Committee Chair: *Joe Vergoni*
Program Director: *Ali Mitchell*

Committee Members: *Kellie Crete , Jeff Egger, Heather Goodwin, Andrea VanInwegen, Linda Goodwin, Twice Tougas, Becky Tougas, Johannah Vergoni, Phyllis Partridge, Rebecca Johnson*

SELECTION OF JUNIOR OFFICERS

The Junior Officers are chosen by the Sailing Director, Instructors, and Junior Committee at the end of each summer to serve the following year.

To be considered for Commodore, Vice Commodore, and Rear Commodore, a candidate needs to be 13 years old by the following summer.

The duties of the Junior Officers include participation in Flag Raising, Decommissioning, running the “Take it to the Max Dance”, and acting as ambassadors or hosts during junior events, such as the Junior Regatta.

INSTRUCTORS

Our instructors are US Sailing Small Boat certified (which requires a 4-day intensive instructor course), and have CPR and Basic First Aid certification. Our sailing staff is held to the highest of safety standards both on and off of the water. They are a talented, experienced, and capable team with a great love for the sport.

Staff screening: Under State law, BYC is required to conduct criminal (CORI) and sexual (SORI) background checks on all BYC staff, including those in the Junior Sailing Program. Parents are welcome, upon request, to review the standards set forth in these forms.

JUNIOR INSTRUCTORS

Junior Instructors are a critical part of the Junior Program at BYC, the position gives our sailors the opportunity to gain work experience while continuing to develop as sailors. Criteria for selection include: a positive level of participation throughout the summer, willingness to help younger sailors, and the staff, and sailing performance. A prospective Junior Instructor must have completed sophomore year of high school.

Applicants must submit an application, and the Sailing and Head Instructor review the applications. References and feedback is sought from the applicants coach(es), instructors, and the Junior Committee. A Junior instructorship is a one-year position, but may be re-applied for in following years.

STUDENT PLACEMENT

All returning sailors to the BYC Junior Sailing Program will be placed in accordance with the recommendations of the staff from the previous year. You must speak with the Program Director, if you would like an explanation of your child's placement. If a student is incorrectly

placed, changes will be made at the beginning of the season based upon the skills demonstrated by the sailor to the instructor.

Placement is based on sailing skill, attitude, comfort, and the discipline of each sailor. Requests for placement changes during the sailing season should be addressed with the individual instructor and the Sailing Director. Class time is not the appropriate time or place for this discussion. Please do not communicate with your child's instructor while they are teaching the class.

VOLUNTEERISM

The Junior Sailing Program welcomes and needs volunteers at many of its events. Per Massachusetts state law, "No person can be employed or volunteer at a camp until the operator has obtained, reviewed and made a determination concerning all background information." If you are interested in volunteering with the Junior Sailing Program, kindly visit the BYC office with your driver's license to complete paperwork for a CORI/background check. Please be sure to do this in advance of your scheduled volunteer time to allow for processing time. For more details please see BYC CORI/ SORI Policy.

RESPONSIBILITY- CODE OF CONDUCT

Safety, cooperation, teamwork, and sportsmanship are all cornerstones of our Program. Sailors, instructors, staff, and parents all work together to foster a community of sportsmanship and instruction with rigorous attention to safety on and off the water.

Safety is always our top priority, and all participants and instructors share in this responsibility. If you see something, say something! Instructors' primary responsibility is to protect the safety of students on and off the water.

The Beverly Yacht Club expects positive behavior at all levels, while at the Club and while representing the Club at other events. Exemplary behavior is necessary to guarantee a safe and positive environment where everyone can learn and grow. Failure by sailors, instructors, staff or parents to behave in a proper manner could result in dismissal from the Program.

The use of alcohol and/or drugs will not be permitted. If you are using a Club-owned boat at an event, you are considered to be representing the Club and as such, should behave accordingly. Improper conduct with regards to under-age drinking and the use of illegal drugs will result in dismissal from the Program.

Children are the responsibility of instructors only while in class. When borrowing a boat outside of class time, there will be NO instructor supervision. Those who remain at the Club out of class and negatively impact other Club members will be asked to leave the premises. **Instructors will not escort children off the BYC property.**

Pursuant to applicable Massachusetts regulations, the goal of discipline is to protect the group and the individuals within it. Expressly prohibited are corporal punishment and cruel and severe punishment.

When sailors are not following behavior expectations laid out in the Jr. Handbook the following steps will be taken:

1. Instructors will redirect the sailor to more appropriate behavior
2. If inappropriate behavior continues, sailors will be reminded of BYC rules and behavior guidelines. The camper will be asked to decide on action steps to correct his/her behavior.
3. If a child's behavior still does not meet expectations and is affecting the experience of other campers, he/she will be given a short time-out period to reconsider his/her actions.
4. Campers who have had multiple instances of inappropriate behavior will conference with their instructor and the Program Director.
5. If inappropriate behavior continues, as a final action step, the sailor may be dismissed from the program.

ETHICAL BEHAVIOR

Our goal is to create an environment that supports ethical and sportsmanlike behavior at BYC. We want to stress proactivity rather than retroactivity as we strive to give our sailors the tools they need in order to make positive choices. We want BYC's sailors to be known for their friendly, hardworking, positive, and sportsmanlike attitudes above all else.

All of us, including the Director, Committee members, coaches, instructors, and parents should work together with our junior sailors to accomplish this goal. We hope the suggestions below will prove helpful:

1. Give your sailors the support that they need to help them make ethical choices.
2. Encourage a focus on performance rather than outcome; separate the performer from the performance; help sailors set realistic goals/expectations for themselves.
3. Use the BYC Junior Sailing ethics guidelines and our Code of Conduct as a centerpiece for the Sailor's behavior.

Guideline #1: Exemplary sailors always know and abide by the Racing Rules of Sailing. They promptly take a penalty or retire when they know they have broken a rule or file a protest only when appropriate.

Guideline #2: Exemplary sailors always obey event regulations on and off the water.

Guideline #3: Exemplary sailors are organized, prepared, and always responsible for their own equipment.

Guideline #4: Sailors always show respect to fellow sailors and those helping to run regattas and programs.

Guidelines for Parents

1. Please support the Sailing Staff's decisions. The coaches and instructors have the best interests of your sailor and their team at heart.
2. Place winning in the context of fun, good sportsmanship and fair play. Emphasize developmental goals rather than outcome goals.
3. Promote the total sport of sailing, not just racing.
4. As spectators, remain in designated areas and manage motorboats with the highest level of safety.
5. Remember that any coaching during a race (from first warning signal to finish) is prohibited under the Racing Rules of Sailing.
6. Show respect for race officials and regatta rules.
7. Understand that race officials must uphold event regulations on and off the water.
8. Be thoroughly acquainted with the Racing Rules of Sailing; encourage adherence to those rules and teach not only the rules, but also the procedures to be followed in the present process.
9. Assist all sailors to develop to their fullest potential.
10. Encourage sailors to be organized and responsible for their own equipment. Insist sailors respect the property of others.

COMMUNICATION

The sailing staff is committed to keeping an open line of communication with the students/athletes and their parents or legal guardian. We will do our best to address any concerns or questions promptly through appropriate means of communication. Please note that different types of communication are best for different situations. Mass communications and group information will most often be disseminated via email. Individual concerns and questions (even if they may concern the group) are best discussed through private email, over the phone, or in person.

Often, concerns can be easily addressed via email or phone first. Should calling not resolve the issue, a pre-arranged meeting is often the best way to professionally discuss concerns. Planning allows parents and coaches to sit down, analyze the situation objectively, receive feedback, and to collaboratively resolve issues. Please schedule meetings or conferences ahead of time to avoid any conflicts with practice or other projects.

As part of our communications policy, BYC Junior Program emphasizes that we are here to build robust and well-rounded athletes who self-advocate and engage in professional conversation. Encourage your sailor to self-advocate directly with our coaching staff. We always welcome parent communication, but for the benefit of the athletes' growth, self-advocacy should be their first line of communication. If a student feels uncomfortable talking to a staff member directly, suggest they communicate through their team captain or another BYC Sailing staff member.

Easy steps for good communication for the parent or legal guardian of a Student/Athlete:

1. Email, text messaging, and social media may be used to communicate straight forward issues: “My child is sick and cannot make practice,” “I would like to volunteer,” “Would you please help me with regatta registration?” “How much will the trip cost?” Email, text messaging, and social media should not be used to discuss personality conflicts, bullying or other potentially contentious issues.
2. If there are potentially contentious issues, the parent/guardian should call the coach/Head Instructor/Sailing Director and not use email, text messaging, or social media.
3. If a phone call is not sufficient, a person to person meeting should be arranged with the coach, Head Instructor, or Sailing Director.

PRIVATE LESSON POLICY

\$55 per hour, per child for Race Team Coaches

\$45 per hour, per child for Senior Instructors

Private lessons are available to non-member who are not enrolled in the junior sailing program at an up charge of \$15/hour. We hope by expanding the option for private lessons we will be able to grow our junior sailing program. BYC enforces a 24-hour cancellation policy on all private lessons.

RACING OPPORTUNITIES AT BYC

Opti and 420 Race Teams:Sailors have the option to be a part of the Opti or 420 Race Teams and travel to local regatta with their teammates and coaches. BYC’s participation in these regattas is dependent on having an adequate number of racers sign up for competition. If the number of racers falls below a reasonable count, BYC will not attend.

Tuesday Night Junior Twilight Racing Join other Opti and 420 sailors to get a fun introduction to racing. Tuesday Night around the buoys will be an opportunity for sailors to get a small taste of racing. With no winners or losers and everyone getting a popsicle at the end of the night it is all about building skills and having fun.

Tuesday Night, Wednesday Night, Thursday Night, and Saturday Racing Junior sailors are welcome to participate in Club fleet racing. Crew is often needed, and arrangements can be made informally at the Club. Put your name on the bulletin board if you are interested in a slot.

Annual Charles A. R. Pickles Wacky Race The Charles A.R. Pickles Wacky Race will be held Monday August 6, 2018. The race is focused on having as much fun on the water as possible,

and is dedicated to Charles Pickles, a former Opti Green instructor at BYC who taught that having fun on the water was the fastest way around the race course.

JUNIOR SAILOR FOOD PRIVILEGES

Junior Sailors have charging privileges for Snack Bar food and beverages only. The BYC staff and management accept no responsibility for monitoring such privileges. **The Junior Sailor must be present when any food and beverage charges are being made on their account. Use of a membership number is a privilege exclusive to that individual only.**

**Junior Program Members do not have dining room privileges. Junior Program Members may order food for themselves at the snack bar window only.*

BOAT BORROWING POLICIES

In general, boat borrowing policies are governed by Waterfront Rule #18 in the BYC Yearbook. Rule #18 states:

Club-owned boats may only be operated by members, staff and other individuals with the prior permission of a Flag Officer or the General Manager, Sailing Director or Junior Program Head Instructor and completion of the appropriate sign-out/sign-in form.

What does this mean to you as a Junior sailor?

- 1) When a boat is not in use by the Junior Program, it is available Monday through Friday during Junior Sailing Program hours at no charge for extracurricular sailing within Sippican Harbor both originating and ending at the Club, and for regattas approved by the Sailing Director.
- 2) At all times, while you are in possession of a Club boat, you are responsible for the boat and your crew.
- 3) You must sign a boat out before use and sign it back in after use at all times. A sign out sheet will be available at the Junior Club House.
- 4) The care and maintenance of the Club boats is essential to the functioning of the Junior Sailing Program. Those who use Club boats are responsible for the replacement of lost or broken items. The Program will purchase any replacement items needed and bill the appropriate person. Boats **MUST** be returned in working order. If damage occurs, please fill out a damage report and notify the Program Director.
- 5) Boats will not be available on any basis for transportation to another location for recreational sailing other than an activity/event sanctioned by BYC officers. To participate in these sanctioned events using BYC boats/equipment, you must be representing BYC.
- 6) The use of Junior Program boats will only be permitted if it does not conflict with other program activities.

- 7) There must be strict adherence to the requirement that a (Junior) member be in the boat at all times to ensure compliance with the requirements of insurance coverage.
- 8) Boats for the Junior Regatta will be distributed by junior program staff. If a boat has been awarded and reserved for a sailor, it is that sailor's responsibility to notify the Program Director if he/she cannot use the boat, to allow another sailor to use it.
- 9) Use of the boats is at your own risk. When using a boat independently in Sippican Harbor, please note that the possible presence of any BYC staff member in the area does not constitute supervision of the sailor either on or off the water.
- 10) Boats taken off premises for BYC sanctioned events must be returned within 24 hours of completion of said event/use to be made available to others in the Junior Sailing Program.

Part 2: Health and Safety

HEALTH

The BYC Junior Sailing Program is certified annually by the State Department of Public Health and meets all Massachusetts regulatory compliance criteria.

The BYC Junior Program has in effect a complete Health Care Policy (page10) regarding the care of mildly ill sailors and the administration of emergency care. This policy is reviewed by all Junior Program staff and is available to all parents to review at their request.

SAFETY

In order to ensure the safety and learning of all BYC Junior Sailing Program participants, everyone must follow the program rules and procedures. BYC cannot tolerate any behavior that would jeopardize the safety of the participant, other campers, instructors, or other members of the community. We reserve the right to dismiss any child from the program, without refund, for failure to comply with our rules, policies and procedures.

FIRE DRILLS

Fire drills shall be held within the first 24 hours of the beginning of each camping session. Fire drills will be held once per session, which equates to four times per season.

Fire Evacuation Plan: In case of a fire emergency on land, all students will proceed to the flag pole to receive further instructions. The Head Instructor will call 911 and instructors will be in charge of making sure all students are accounted for. In case of a fire emergency on the water, all students will be taken away from the burning boat, brought to land and the instructors will make sure everyone is accounted for. The Head Instructor will call 911 and notify the Harbor Master. An entry into the incident log will be made once the situation is secure. This fire evacuation plan has been approved by the local fire department.

DISASTER PLAN

In case of a natural disaster, all students will be brought off the water and accounted for. Students will then walk up to the Sippican Elementary School escorted by instructors. The local police will be contacted. Parents will be notified and will pick the students up at Sippican Elementary where parents will sign each student out. Students and instructors will also follow the Beverly Yacht Club Hurricane plan.

SAFETY REQUIREMENTS TO SAIL IN THE PROGRAM

Swim Test: Comfort *in the water* is a fundamental part of safe sailing. All junior sailors, regardless of age or number of years in the Program, are required to take a swim test. Sailors must be able to swim 75 feet and tread water for one minute WITHOUT buoyancy aids. Swimmers are then asked to put on their life jackets while in the water to test buoyancy. The test will take place on the first day of class.

Medical Form: No child will be allowed to sail without a current medical form and up-to-date immunization record on file. The physical/medical form must be dated within 24 months of the sailor's LAST DAY of class and submitted online via CampDoc no later than June 1st.

SIGN-IN/OUT PROCEDURE

Each student must be signed in by an adult each morning. Only those approved for self-dismissal may sign themselves in each morning. Parents will pick students up from the Junior Clubhouse and those that are not approved for self-dismissal will remain at the Junior Clubhouse until signed out by an approved adult.

BYC Instructors are responsible for sailors during class time only. The Junior Sailing Program is mandated to operate under very specific State Camp Regulations. For this reason, at the end of each class, sailors may only be released to a parent or a parent-designated individual. A parent-designated individual must be identified in writing when completing a sailors CampDoc profile. BYC is required to enforce the regulation regarding end-of-class pick-ups. Please understand and respect this requirement, being sure that you or a parent-designated individual pick your child(ren) up PROMPTLY. **Instructors will not escort children off the BYC property. Students must be signed out or self-dismissed after each class.**

ATTENDANCE

Policy REQUIRES parents to inform BYC Junior Program staff if their child is not attending a scheduled class. Please call the Junior Clubhouse at (508) 748-1737 a minimum of 30 minutes prior to the class's start time. Student tardiness will be recorded.

EQUIPMENT

Life Jackets (PFDs): Every sailor in the Program must provide and properly wear an appropriate U.S. Coast Guard approved life jacket at all times while on the water and docks. The jacket must be in good condition, fit properly (too big is as bad as too small), and have an attached whistle. Jackets should be made of a bright color, and be clearly labeled with the sailor's name.

Shoes: Shoes are required at all times including, on the docks and in the boats. Aqua socks work well, canvas sneakers, dingy booties, and safely closed toed sports sandals. Open-toed Tevas sandals and the like are NOT acceptable footwear.

Water: Please bring a water bottle to class each day, labeled with sailor's name.

Sun Protection: Sunscreen (SPF 30 or higher), applied PRIOR to class start time is required of all sailors. Sunglasses, hats, and long-sleeve tech shirts are HIGHLY recommended for all sailors.

Towel and a Change of Clothes: Please put in a waterproof bag with the items above

BEVERLY YACHT CLUB HEALTH CARE POLICY

Illness or Injury

- Any sailor complaining of mild medical discomfort or injury shall be escorted back to the Junior Clubhouse.

- The staff shall assist the sailor until the discomfort ceases.
- A parent or emergency contact will be notified if the discomfort continues or of an injury.
- No medication will be administered by BYC Staff. Medications such as Epipen and asthma inhalers may be self-administered by sailors if, and only if, permission is documented on the **medical release form signed by parents.**
- The emergency 911 system is in effect.

Daily Health Supervision

All students attending class are expected to be healthy. If a student is not healthy at the time of arrival, he/she will be assessed by the Head Instructor under the supervision of the health care consultant (if necessary). If the child is deemed to be healthy enough to sail and is not posing a risk to other students, he/she will be allowed to sail, otherwise he/she will be sent home.

In the event of a minor injury, an instructor will administer first aid, and the incident will be entered into the medical log.

Physical Examinations by Physician and Certificate of Immunization

Every camper is to provide to the camp the following, prepared and signed by a licensed health care provider:

- 1) A health history
- 2) A report of a physical examination conducted during the preceding 24 months
- 3) A certificate of immunization.
- 4) A current medical history which lists allergies, required medications and any health conditions or impairments which may affect the individual's activities while attending the camp. The medical history shall be signed by a parent or guardian, or by a licensed health care provider.

EMERGENCY CONTACT NUMBERS – 2020

Jr. Clubhouse	508-748-1737
	VHF 74
Main Clubhouse	508-748-0540
	VHF 68
Emergency	911
Police	508-748-1212
Fire	508-748-1177
Harbor Master	508-748-3535

	VHF 9 & 16
Poison Control	800-222-1222
Tobey Hospital – Emergency	508-273-4180
Tobey Hospital – Main Number	508-295-0880
Fleet Surgeon – Dr. Michael Popitz	617-435-1016
Jr. Sailing Committee Chair – Joe Vergoni	508-326-6073
Sailing Director – Ali Mitchell	(c) 978-855-1144

By land:

Beverly Yacht Club
 99 Water Street
 Marion, MA 02738

Coordinates:

N 41° 42' 11"
 W 70° 45' 34"



JUNIOR SAILING HANDBOOK AGREEMENT

With our signatures below, we attest that we received, read and understand the 2020 BYC Junior Sailing Handbook. Further, we agree to comply with all guidelines and policies as outlined in the handbook.

Junior Sailor Signature: _____

Date: _____

Print Name: _____

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Please sign and return this page to the BYC office.

Beverly Yacht Club | 99 Water Street, PO Box 181 | Marion, MA 02738-0181
Phone: 508-748-0540 | Fax: 508-748-0771 | Junior Clubhouse: 508-748-1737