Sail Training Policy

COACHES

A. Student-to-Coach Ratio

- Training sessions shall be limited to maintain a 10:1 student to coach ratio.

B. Coach Qualifications

- I would like to add bullets for minimum coach qualifications

SAIL TRAINING EQUIPMENT

A. Sail Training Coach Boats

- There must be at least one coach boat on the water or readily available in case of emergency for any centerboard training activity.
- All coach boat operators must be approved AYC members or AYC staff
    - All coach boat operators must hold US Sailing powerboat certification or other form of certification/license approved by the Sail Training Commander and/or Sailing Director
- Coaches may use one or two coach boats at the discretion of the Sailing Director, keeping in mind the conditions, activity, and skill level of the students. In the event that conditions require two adults per boat, parent and/or member volunteers may be asked to assist.Coach boats should have a radio on board at all times

B. Sail Training Sailboats

- All Sail Training boats (including Optimists, Picos, Lasers, FJs, Sunfish and kayaks) are available to AYC members **during staff supervised events only** including but not limited to: Junior Sailing Program events, Free Sail Sunday, private lessons, Junior Sailing Camp, PB&J, clinics, and regattas.
- AYC boats are to remain on AYC property and are not available for charter for out of town events.
- AYC boats may be chartered for AYC club regattas and race events (ie: Roadrunner Regatta, Centerboard Regatta, etc) at the discretion of the Sailing Commander and/or Sailing Director. All charters must be arranged through the Sailing Director.
- Any damages to AYC Sail Training boats must be reported to the Sailing Director. Any damage due to negligence or intent will be apportioned to all sailors responsible. The Sailing Director, in consultation with the responsible supervisor(s), will review any incident in which damage occurs and determine who is financially responsible.

JUNIOR SAILING

A. Junior Sailing Particpant Expectations:

- A US Coast Guard approved Personal Floatation Device of at least Type III must be worn at all times while on the dock and on the water.
- Appropriate footwear must be worn at all times.
- All participants will protect themselves sufficiently from prolonged exposure to the sun. In the case of young junior sailors, it is the responsibility of the parent to send the child to class fully prepared (sunscreen applied, sunglasses, hats, and water bottles).

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- Personal property is the responsibility of the student and not AYC.
- Participants are expected to stay in designated areas under their instructor's supervision. Certain areas will be off limits. No participant shall leave the practice area without an instructor's permission (this includes returning to the dock from an on-the-water activity).
- There will be no running, pushing or shoving on the docks. Diving from the docks and jumping from the upper levels of the training pavilion is strictly forbidden. No swimming without the permission and supervision of a coach.
- There will be no abusing other students or coaches, physically or verbally. No disruptive behavior, disrespectful gestures, actions or language. Coaches reserve the right to send sailors exhibiting such behaviors back to the dock or dismiss them from the practice session.
- **All accidents and injuries must be reported to an instructor.** The "First Aid Station" is located in the AYC office. A log of all accidents and injuries will be kept by the Sailing Director.
- **The Sailing Director reserves the right to dismiss from the Junior Sailing Program any participant whose conduct interferes with the best interest of him/her, the program, or other participants.**

B. Junior Sailing Parent Expectations:

- Read, complete, and sign all Registration and Medical documents and pay all fees in full by the first day of the session. No one will be allowed to participate without required forms on file and full payment.
- Volunteer as a Practice Parent at least once per season (see outline of responsibilities in corresponding Practice Handbook)
- Subscribe to the Sailing Director's email list for updates on practice schedules, special events, etc. and RSVP via email when necessary.
- Provide their sailor with the proper personal equipment necessary for sailing activities (see outline of required and suggested equipment in corresponding Practice Handbook). The Sailing Director and/or coaches reserve the right to keep unprepared sailors on shore.
- The classroom and all practices areas both onshore and on the water are "kid zones." Parents are not permitted to coach their participants or interfere with coach organized activity. Any parent who disrupts practice or behaves inappropriately may be asked to leave by the Sailing Director.
- Adhere to the Personal Grievance Policy if there is a personal grievance with an instructor or other AYC employee, or any volunteer or fellow participant.

C. **Junior Discipline Policy:**

- Participants are expected to behave properly during practice and AYC events, and treat their instructors, peers, and AYC equipment with respect. The rules of our program are designed for the safety and comfort of all participants and to protect AYC property. Participants are expected to adhere to those rules.
- For minor infractions: students who are disrespectful or disruptive physically or verbally will be given a verbal warning. After the first warning, if the behavior continues to occur, the instructor will send the student back to the dock or AYC office. Depending on the severity of the action, the Sailing Director may speak with the parents and the transgression will be recorded. If the inappropriate behavior persists, the Director may ask to meet with the student and parents to discuss the repeated transgressions and make a plan to avoid any future misbehavior. The Sail Training Commander and/or General Manager may be included in this discussion. Any further transgressions may result in suspension or dismissal from the program.

- For serious infractions: students who engage in violent or destructive acts, violate the law or endanger fellow participants or instructors will be immediately sent to the AYC office. The Director may call the parents and under the discretion of the Director, the Sail Training Commander and the General Manager, the student may be suspended or dismissed from the program. As AYC deems appropriate, it may also inform governmental authorities.
- Students who are suspended or dismissed will receive no reimbursements for the Junior Sailing program fees. If a parent or sailor has a personal grievance, he or she must follow the Personal Grievance Policy.
- All infractions, whether classified as minor or serious, will be logged, which will provide a reference for the instructor and staff, and outside parties, if necessary.

SAFETY

A. First Aid

- CPR and First aid should be administered only by those who hold current certifications. Fully stocked basic first aid kits will be maintained in the Sail Training room and aboard all skiffs. A more comprehensive first aid kit is located in the AYC office. There is an AED on site located in the clubhouse. **All accidents and injuries must be reported to a staff member as soon as possible following occurrence.** A log of all accidents and injuries will be kept by the Sailing Director.

B. Minor Ailment Action Plan: Minor ailments include: headaches, stomach aches, bites, small cuts and scrapes, sunscreen in the eyes, etc.

- Procedure:
    1. If ailment cannot be treated onsite, contact the Sailing Director and/or Practice Parent (by radio or cell phone) to come get the camper and bring him/her to the office
    2. Follow appropriate first aid procedures (do **NOT** administer any medication including aspirin, without first receiving consent from the parent)
    3. Call parents if not already on site
    4. Sailing Director will document the date, time, ailment details, and action taken (including that permission was given if medication was administered) in the **Medical Log**
    5. Monitor the child

C. **Minor Emergency Action Plan:** Minor emergencies include: sprains, bruises, deep cuts and scrapes, etc.

- Procedure:
    1. Contact the Sailing Director and/or Practice Patent (by radio or cell phone) to come get the camper and bring him/her to the office if possible
    2. Follow appropriate first aid procedures. If injury needs immediate attention, but is not a major emergency requiring an ambulance, call on-call physician, Dr. DeWitt at (512) 363-9111
    3. Call parents if not already on site. If unable to contact parents, call emergency contact. Let them know that the child needs minor medical attention
    4. Sailing Director will document the date, time, how the injury occurred, and action taken in the **Medical Log**
    5. Monitor the child

D. **Major Emergency Action Plan:** Major emergencies include: injuries to the head, neck or spine, severe cuts, breaks, and other injuries or conditions that requires an ambulance.
    - Procedure:
        1. **CALL 911.** The caller should include the exact location, name of child, condition, and other appropriate information. The address of the Austin Yacht Club is: **5906 Beacon Drive, Austin, Texas 78734**
        2. Contact the Sailing Director and/or Practice Parent
            a. Call 911 if not yet done
            b. Call parents or emergency contact if not already on site
            c. The Sailing Director or Practice Parent will wait by the gate to ensure it opens and direct EMS to the victim's location
        3. No more than two certified staff and/or bystanders should administer the necessary first aid/CPR until help arrives
        4. Extra adults should take other children away from the scene and keep them calm and entertained
        5. Sailing Director will document the date, time, how the injury occurred, and action taken in the **Medical Log**
        6. After all emergencies, all rescue equipment should be replaced, staff debriefing should be scheduled, and post-incident counseling should be provided if necessary.

E. **On-the-Water Emergency Action Plan:** On-the-water emergencies include: injuries to the head, neck or spine, drowning, severe cuts, breaks, and other injuries or conditions that requires an ambulance
    - Procedure:
        1. **CALL 911.** The caller should include the exact location, name of camper, condition, and other appropriate information. The address of the Austin Yacht Club is: **5906 Beacon Drive, Austin, Texas 78734.**
        2. Contact the Sailing Director and/or Practice Parent
            a. Call 911 if not yet done
            b. Call parents or emergency contact
            c. The Sailing Director or Practice Parent will wait by the gate to ensure it opens and direct EMS to the victim's location
        3. Safety boat operator will drop off a trained staff member or bystander to assist the injured child.
        4. Safety boat operator will retrieve any other necessary rescue equipment and/or trained help and bring to the scene.
        5. Trained staff and/or bystander will perform the necessary treatment.
        6. If a backboard is necessary, the backboard will be lifted aboard the safety boat and the safety boat operator will drive the victim and care provider to shore for immediate EMS assistance. Operator shall keep the boat at a safe speed to avoid further injury.
        7. Extra adults should take other campers away from the scene and keep them calm and entertained.
        8. Sailing Director will document the date, time, how the injury occurred, and action taken in the **Medical Log.**
        9. After all emergencies, all rescue equipment should be replaced, staff debriefing should be scheduled, and post-incident counseling should be provided if necessary.

F. Weather-Related Emergencies

- The weather radio in the clubhouse should be monitored by the AYC office at all times. The Sailing Director and/or coaching staff will determine suitable activities given the existing weather conditions. Lessons will be restricted to shore during high winds and stormy conditions. In the case of thunder, all on-the-water activities will be suspended until 30 minutes without thunder has passed. In case of tornado, all campers and counselors should go immediately to the **MEN'S BATHHOUSE** beneath the clubhouse.
- The AYC coaching staff will follow the **Basic Sailing Safety Parameters** laid out below

G. Wind Speeds

- Junior Sailing Program Practice – If average sustained wind speed (not gusts) is greater than 30 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.
- If the wind gusts are greater than 35 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.
- Junior Sailing Camp – If the average sustained wind speed (not gusts) is greater than 20 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.
- If the wind gusts are greater than 25 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.
- PB&J Sailing Series – If the average sustained wind speed (not gusts) is greater than 15 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.

H. Inclement Weather

- If lightning has been recorded striking within 12 miles, immediately return to shore until 30 minutes after the lightning has moved away. If it gets to within 12 miles during the 30 minute wait time, the clock resets to another 30 minutes.
- If thunder is heard by any of the sailors or instructors, immediately return to shore until 30 minutes after the thunder stop sounding. If thunder is heard again during the 30 minute wait time, the clock resets to another 30 minutes.

I. Safety Precautions

- Before leaving the dock, all staff are required the check the weather radar on weather.com, the wind speed and forecast on the sailflow app, and the nearest lightning strike on weatherbug.com or app.
- If a staff member feels unsure about leaving the dock due to weather or wind, they are to voice their concern to the sailing director.

J. Fire Emergencies

- In case of a fire, try to contain the fire with a fire extinguisher and evacuate all campers and counselors to the gravel **WORK AREA** unless fire threatens the area. A head count should be taken to ensure everyone is accounted for. The AYC staff will contact 911 or the local fire department if necessary.

K. Missing Child Procedure

- **PREVENTION: Staff and/or youth supervisors are responsible for knowing where participants are at all times.**
- Head counts should be taken at the beginning of each activity, especially after the group has moved between areas of the club (e.g. Sail Training Cabin to the waterfront) and before and after on-the-water activities
- Procedure:

    1. Make a check of the immediate area.

2. Check with the other participants to see if they know the missing child's location.
3. Check where child was last seen.
4. Notify the Sailing Director or AYC office staff. Give the camper's name and what he or she was wearing when last seen.
5. Assemble the group and leave at least one adult with the group and assign all other adults specific search areas (waterfront, bathhouses, Sail Training, etc). Trained staff will be responsible for checking the pool and waterfront.
6. If the child is not found after the entire club is searched, the Sailing Director or AYC office staff will notify:
    1. Sheriff or local police department
    2. Fire Department (for possible help)
    3. Parents or Guardians of lost child if not already on site

L. Additional Waterfront Safety Procedures for Junior Sailing Camp

- There should be a minimum of **two** American Red Cross certified lifeguards on staff at all times. A Head Lifeguard will be appointed to oversee all other lifeguards and ensure that guards are upholding the standards of the American Red Cross. The following is expected of all AYC lifeguards:
    - Guards must be free of all distractions when on duty– personal swimming, sailing, unnecessary conversation, etc. is strictly prohibited
    - Guards must have a whistle at all times
    - Guards must be responsible for their own rescue tube, including transfer between the pool and lake facilities
- The following guidelines exist for different waterfront activities:
    - Sailing
        - There must be one rescue tube aboard each skiff when sailors are on the water
        - There must be a minimum of two adults on each motorboat at all times
        - There must be at least one lifeguard aboard a skiff on active watch (not driving!)
    - Lake Swimming
        - Swimming off the docks is permitted **ONLY** when approved by the Head Counselor and lifeguards. All swimmers **MUST** be wearing their lifejacket and be with an assigned buddy.
        - Guards must be **standing** with tubes when swimmers are in the water.
        - Buddy checks will be called periodically to ensure all swimmers are accounted for.
            - One long whistle and a call to "buddy up"
            - Buddy pairs must tread water, be silent, hold hands, and raise them in the air so that they can be counted by guards
            - Two whistles and a call to either "keep swimming" or "everybody out" will conclude the buddy check
    - Pool Swimming
        - Campers are not allowed in the pool area without a lifeguard on duty. Lifejackets and buddies are not required in the pool for those who

passed the swim check. Non-swimmers are required to wear a lifejacket in the pool.
- Guards are permitted to sit in a chair with their rescue tube
- Guards must remain on active duty until all campers are out of the pool

PERSONAL GRIEVANCE POLICY

If a parent has any grievance with an instructor, the AYC Junior Sailing program, AYC or its staff, the person with said grievance must adhere to the "Personal Grievance Policy" as outlined below.

First,

- Following an incident we strongly advise you to consider the matter for a minimum of 24 hours – many initial reactions to particular incidences can be stronger than intended or needed, so we recommend calculating any grievances before bringing them forward.
- Grievances regarding any aspect of the Junior Sailing program or related incidences should be brought up with the Sailing Director during office hours. Any issues with the Sailing Director should be brought up with the Sail Training Commander and/or the General Manager.
- When an issue is brought to the Sailing Director, a time will be arranged to talk further about the matter. The Sail Training Commander and/or General Manager may be asked to join in this conversation.
- The Director (or, in the event the Sail Training Commander and/or General Manager get involved, the Sail Training Commander and/or General Manager) will work to understand the situation and come to a resolution in the best interest of all parties involved.

Second, if the person is not satisfied with the resolution offered by the Director (or Sail Training Commander and/or General Manager), the person shall provide a written explanation of the grievance to the Commodore, who shall review the explanation and any other relevant information and decide whether to adopt the prior decision, or offer amended relief.

FREE SAIL EVENTS

Free Sail Events are scheduled by the Sailing Director and must be supervised by at least one AYC staff member, unless approved by the Sailing Director. The Sailing Director may ask a volunteer to serve as a designated supervisor—in which case the volunteer must be an AYC member, and hold a US Sailing powerboat certification or other certification/liscense approved by the Sailing Director

- Sail Training boats are available on a first-come, first-serve basis. Staff or responsible supervisor(s) will not take reservations.
- All participants must sign in and out with the responsible staff member or designated supervisor.
- Those who would like to sail must arrive no later than one hour prior to the scheduled end of the Free Sail Event to ensure enough time for rigging, sailing, and derigging. AYC staff reserves the right to leave for the day if there are no participants one hour prior to the scheduled end of the Free Sail Event.
- All partipants are expected to be back at the dock by at least 15 minutes prior to the end of the Free Sail Event to derig.
- All participants must stay in sight of the Pavilion at all times.

- A coach boat must be available in case of emergencies.
- Guests are permited at Free Sail Events but must complete a Release of Liability form prior to participating in any on the water activity.

CANCELLATION POLICIES

a. Junior Sailing Program
    a. Practice sessions will be held regardless of weather conditions except in extreme circumstances at the discretion of the Sailing Director. In the event practice is cancelled, the Sailing Director will notify all participants no less than two hours in advance.
    b. All Junior Sailing Program fees are non-refundable
b. Free Sail Events
    a. Free Sail Events will be held on a weekly basis as staff schedule and weather permits. Notice of Free Sail Events will be sent out via email weekly. In the event Free Sail is cancelled due to weather, the Sailing Director will send out notice no less than two hours in advance.
c. Adult Sail Training Clinics
    a. Clinics may be cancelled due to extreme temperatures, winds, or other weather conditions at the discretion of the Sailing Director, head clinic instructor, and/or Sail Training Commander
    b. All clinic particpants must pay in full in advance. All clinic fees are non-refundable except in the event that the clinic is cancelled. Any requests for refund due to special circumstance must be made through the Sailing Director and/or Sail Training Commander.
d. Junior Sailing Camp and PB&J
    a. The Junior Sailing Camp and PB&J will be held regardless of weather conditions except in extreme circumstances. All cancellation decisions will be made by the Sailing Director and Sail Training Commander. In the event camp or PB&J is cancelled in its entirety, AYC may refund participants.
    b. Refund requests must be submitted in writing to the AYC office or via email to the Sailing Director, and will be given according to the following table:

Time of Request	Refund/Credit	Administative Fee
At least 30 days prior to event	100%	$25 per registration
Two weeks prior to event	50%	$25 per registration
One week prior to event	25%	$25 per regisration
Less than one week prior to event	N/A	N/A

    c. No refunds will be made for partial participation except in special circumstances at the discretion of the Sailing Director