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# PLYMOUTH YACHT CLUB JUNIOR SAILING

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## 2020 Parents Handbook



SUMMER 2020  
PLYMOUTH YACHT CLUB  
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## Table of Contents

MISSION STATEMENT.....	4
PROGRAM GOALS.....	4
COVID-19: CONSIDERATIONS FOR 2020 .....	4
CURRICULUM .....	5
SAILOR CODE OF CONDUCT.....	5
FACILITY GUIDELINES FOR PROGRAM PARTICIPANTS & FAMILIES .....	6
DROP OFF & PICK UP PROCEDURES .....	6
ARRIVAL & DEPARTURE .....	7
EARLY PICK UP / LATE ARRIVAL / ABSENCES.....	7
ALTERNATE PICK UP ARRANGEMENTS .....	8
“COMMUTING” SAILOR ARRANGEMENTS.....	8
WHAT TO BRING TO CLASS.....	8
PERSONAL ITEMS & GEAR.....	8
CELL PHONE POLICY.....	9
IF PROVIDING YOUR OWN BOAT.....	9
CLUB EQUIPMENT .....	10
DAILY PROCEDURES.....	10
WHILE ON LAND .....	10
WHILE ON THE WATER .....	11
RESTROOM POLICY FOR PROGRAM MEMBER USE .....	12
BOAT CLEANING .....	12
FACILITY AND GROUNDS CLEANING.....	12
RACES & REGATTAS.....	12
“AWAY” REGATTAS.....	12
SAILOR CLASS PLACEMENT .....	13
COMMUNICATIONS.....	13
GENERAL HEALTH & SAFETY .....	14
ILLNESS OR INJURY WHILE PARTICIPATING.....	15
DAILY HEALTH SUPERVISION.....	15
STAFF .....	15
WATER SAFETY REQUIREMENTS .....	16
SWIM /LIFE JACKET CHECK.....	16
BAD WEATHER.....	16
COVID-19 HEALTH & SAFETY.....	17
PARENTS.....	17
PROGRAM STAFF .....	18
THE PROGRAM DIRECTOR.....	18
HELPFUL SUGGESTIONS.....	18
PROVIDING COMMENTS, SUGGESTIONS & COMPLAINTS.....	19
SOCIAL OPPORTUNITIES .....	19
WEEKLY JUNIOR COOKOUTS .....	19

PAST COMMODORE/JUNIOR DINNER .....	20
COMMODORE'S DINNER.....	20
VOLUNTEERS .....	20
ANNUAL PYC JUNIOR REGATTA.....	21



## 2020 Plymouth Yacht Club - Jr. Sailing Program Handbook



### **MISSION STATEMENT**

The mission of the Plymouth Yacht Club Junior Sailing Program is to develop knowledgeable youth sailors, instilling in them both a lifelong love of and a respect for the sport of sailing, so that it can serve as a foundation for their future in boating.

### **PROGRAM GOALS**

The PYC Junior Sailing Program strives to provide youth sailors with the following:

- Training in all aspects of sailing, both racing and recreational
- A fun, safe atmosphere that encourages exploration and participation
- A foundation of sportsmanship, integrity and interpersonal skills
- Respect for the ocean and the elements
- The ability to incorporate seamanship and safety into their boating operation
- A sense of responsibility and pride in caring for boats and equipment.
- Respect and appreciation for each other, staff, and members of the Plymouth Yacht Club

### **COVID-19: CONSIDERATIONS FOR 2020**

This year we have adapted many facets of our program to help ensure the safety and health of all involved: our young sailors, their families, our staff, and members of the Club. Within this handbook you will find outlined many of those new procedures, and ask that all participants, parents and guardians come to the first day of class having familiarized themselves with these protocols. But most importantly, know that we remain committed to providing all our sailors with a rewarding and fun experience on the water!

## CURRICULUM

Each of our classes have a curriculum that focuses on skills required for either US SAILING "Small Boat Sailor" or "Small Boat Performance Sailor" certification. This includes learning and then demonstrating mastery of skills in the following areas:

- wind direction
- rigging / unrigging knots and lines
- rules of the road departure
- landing
- steering
- safety position
- tacking
- points of sail
- jibing
- capsize recovery
- overboard recovery
- getting out of irons
- upwind sailing

...or for "Performance" certification:

- seamanship nomenclature
- navigation
- current weather and land effects
- proper sail trim
- proper boat trim
- roll tacking
- jibing
- sailing a windward leg
- sailing a reach
- starting / finishing
- rounding marks
- sailing without a rudder
- sailing backwards
- spinnaker skills and trim
- trapeze

All training material and publications used are developed and or distributed by US SAILING. We employ instructors who have earned the US SAILING Level II (Racing) instructor certification or Level I (Sailing) instructor certification.

## **SAILOR CODE OF CONDUCT**

Cooperation, sportsmanship and respect are all cornerstones of our program. The Plymouth Yacht Club expects positive behavior from all sailors in the program, including while at the club facility, on the water, and especially when sailors represent the Club while away at regattas. Inappropriate or disrespectful behavior, language, or choice of clothing by program participants will not be tolerated, nor will abuse of Club owned equipment or the Club facility. Any such incidences will result in

disciplinary action by the Sailing Committee, including being barred from participating in the PYC Jr. Sailing Program. This year it will be critical that all our participants respectfully follow our directions, without disrupting or varying from the safety guidelines we all must follow.

## **FACILITY GUIDELINES FOR PROGRAM PARTICIPANTS & FAMILIES**

Please note these general guidelines for our facility, which may change as Covid-19 regulations are relaxed:

- No smoking
- Practice safe social distancing
- Face coverings must be worn unless otherwise indicated
- Follow traffic patterns where indicated
- No access to the inside of the Jr. Club House
- Grounds access is currently restricted to Program Participants, staff and Members
- Members-only access to the Main building, following posted rules
- Restroom use is generally reserved for members, staff and sailors in our program, following posted rules: 1 person may use the restroom at a time, wash hands before and after use, maintain 6 feet of distance when entering and exiting.
- When on the Dock and gangway, follow all posted signage and safety protocols

## **DROP OFF & PICK UP PROCEDURES**

Class times have been scheduled to optimize social distancing, so we ask that our participants are dropped off and picked up in a timely manner. We also must carefully monitor who is on the grounds and at what time, so please do not arrive or visit outside of scheduled times.

## ARRIVAL & DEPARTURE

When arriving at the Club, follow the traffic pattern signs which indicate where cars should line up while waiting to drop off. There will be a curbside “Drop Off/ Pick Up” parking space in front of the Junior Clubhouse. Face coverings must be worn by both your child and yourself during drop off and pick up. Your child should be ready to exit the car with all his/her belongings and equipment. (See “WHAT TO BRING TO CLASS”.) Ensure that a 8” x 11” card with your child’s last name is clearly visible on your windshield. When you pull up to the Drop Off/ Pick Up space, an instructor will come to your car to escort your child to their class meeting spot; please remain in your car. If you need any special accommodations outside of this procedure, please contact the Program Director ahead of your drop off time. (See “COMMUNICATIONS”.)

When picking up your child, follow the same procedures above.

## EARLY PICK UP / LATE ARRIVAL / ABSENCES

In the case that you need to either arrive late for drop off, or to pick up early, please contact the Program Director prior to arriving at the facility to ensure that this is possible. Currently we may only allow supervised Program participants, staff and members on the grounds, and must limit the number of staff who has contact with your child. Your child’s class might be in progress, and therefore your child’s instructor might not be available, so we will have to arrange an alternate means of escorting your child to or from his/her class.

If your child will be absent that day, please call Plymouth Yacht Club at 508-746-7207 before 8am to notify the Program Director and staff, so they are not waiting for your child to arrive.

## ALTERNATE PICK UP ARRANGEMENTS

If someone will be picking up or dropping off your child other than the contacts you have provided, please call the Program Director in advance to provide that person's contact information. This person must also place your child's last name on a 8" x 11" card on their windshield, following standard drop off/pickup procedures.

## "COMMUTING" SAILOR ARRANGEMENTS

If a sailor is going to travel on his or her own (walk, bike or drive, etc), please notify the Program Director at least 1 week in advance of the start of their Session. We will need to know the method of transportation, and what days/times this sailor will be traveling on their own. The Program Director will arrange how and where that sailor should wait to be received by his or her instructor, and how he or she will officially check out for the day before departing.

## WHAT TO BRING TO CLASS

### PERSONAL ITEMS & GEAR

Covid-19 operational guidelines prevent us from providing many previously sharable items to our sailors. For this reason, please ensure your child arrives each day with these required items, labeled wherever possible:

- A Coast Guard approved Type III or higher PFD (lifejacket) that fits properly
- A waterproof/ plastic whistle, securely attached to the PFD (not loose in pocket)
- Closed toe shoes (no bare feet, flip flops, or Crocs)
- A face covering such as a "Buff", that fits well and doesn't slip
- A towel

- 1 or 2 water bottles, filled

\*Note: We are currently restricted from providing water filling stations or water fountains. We will keep extra plastic water bottles available for the exception when someone forgets their bottle, and for on the water.

- (Optional) A hat with a brim
- (Optional) Extra sunblock, lip block. Note, instructors are unfortunately not allowed to apply sunblock for sailors. Sailors should have sunblock applied before arrival.

All sailors should arrive wearing clothing that is appropriate for getting wet, and for the weather conditions on that day. Items should be in a bag/backpack, labeled. Each will be stored individually, separated from belongings of other sailors.

Please note that sailors are NOT allowed to bring snacks or other food items, nor are we able to provide snacks as in the past, as part of the current Covid-19 regulations.

#### CELL PHONE POLICY

We ask all sailors not to use their cell phones during the entirety of their class session. Any cell phones brought to class must remain with their other belongings for the duration of the class. No phones will be allowed on the water, and should not be used at any point during on-land class sessions. As with other belongings, the PYC Junior Sailing Program cannot assume responsibility for the loss of or damage to sailor's cell phones.

#### IF PROVIDING YOUR OWN BOAT

If you will be providing a boat for your child to use during their lessons, please contact the Program Director at least 1 week prior to the start of your child's session to arrange for a day/time for that boat and its related equipment to be dropped off at the Club.

The boat and equipment will be stored on the Club grounds with any other boats of its class, in the same manner as those boats are stored, and cleaned in the same manner as those boats. (See “DAILY PROCEDURES: BOAT CLEANING”.)

## CLUB EQUIPMENT

The PYC Junior Sailing program provides Club owned boats, sails and other equipment for the use of sailors in their lessons and regattas. If during their lesson or at a regatta a sailor loses or damages through negligence his or her assigned Club owned equipment, including, but not limited to, sails, rudders, tillers, centerboards, spinnaker poles, sheets, etc., they will be required to pay the Club the cost to repair or replace such items immediately.

## DAILY PROCEDURES

Due to Covid-19 regulations, our daily procedures have become a little more involved. If and when regulations are further relaxed, we may be able to change some of these procedures. However, as of the opening date of the program, the following procedures should be followed, and will help ensure the health and safety of our sailors, staff and members, while still allowing us to provide our sailors with a fully rewarding experience. If you have any concerns about the following procedures please reach out to our Program Director.

## WHILE ON LAND

We will be separating larger classes into small groups, each with a designated instructor. Sailors will stay with their group and assigned instructor for the duration of their session. All sailors will wear their face coverings while on land, and will be sanitizing their hands at regular intervals.

After drop off, sailors will place their belongings in an assigned location, and will meet with their instructors to review the lesson for the day, usually for ½ hour. They will then move to another area to either begin sailing or rigging, depending upon the class. Class drop offs (and pickups) are staggered by ½ hour increments so that we will not have groups in the same areas at the same time.

If the class involves pairs sailing together, those sailors will be wearing face coverings while sailing unless they are from the same household, and will stay paired for the duration of the session. All sailors will be assigned a specific boat, sails and other equipment which they will use for their entire session.

When on the docks, sailors or paired teams are expected to stay 6 feet apart if at all possible and wear their face coverings at all times.

#### WHILE ON THE WATER

While on the water, single-handed sailors may remove their face covering, unless being assisted by an instructor, or when they must be closer than 6 feet to any person. Paired sailors will be wearing masks while sailing together, unless they are from the same household. Boats should not raft or tie up to each other, and should attempt to keep at least 6 feet apart from each other. This distancing also should be kept on the dock, and when launching/landing.

Our rescue procedures have been adapted to help minimize contact, but our priority will always be to ensure the safety of our sailors at all times.

## RESTROOM POLICY FOR PROGRAM MEMBER USE

As of the program opening date, the only parts of the Yacht Club facility to be used by our program sailors include the dock, the grounds around the Junior Clubhouse and the restroom. Restroom regulations and cleaning are operated and overseen by the Plymouth Yacht Club.

## BOAT CLEANING

In keeping with Covid-19 precautions and following those guidelines, our staff will be cleaning boats, including all sails and equipment, at regular intervals and on a daily basis. This includes both the boats used by sailors and our coach boats.

## FACILITY AND GROUNDS CLEANING

Also as part of our precautions, all high-touch areas and common use areas will be thoroughly washed and sanitized between classes and at the end of the day.

## **RACES & REGATTAS**

Part of our lesson plans for most classes include teaching rules for sailing competition. To help our sailors practice these rules we run several races during the season. Even if your child is not enrolled in a session on the date of one of these races, your child may still and is encouraged to compete. Current regulations prevent formal races and regattas from being held. Until then sailors will still compete within their classes under more relaxed, informal race formats.

## “AWAY” REGATTAS

Most of the races mentioned above are run by our Program for our sailors to compete among themselves, and to allow them to earn several prizes and awards. Those races are listed in the 2020 Season Calendar, although many are currently on hold until regulations allow them to happen.

We also have specific “Race” classes whose sailors are encouraged to travel to Regattas hosted by other local sailing clubs. Boats and related equipment are transported by Club-owned trailers and often we require parent volunteers to assist with logistics. Parents are should expect to arrange transportation for their sailors to and from these Regattas. While at Regattas, your child is a representative of the PYC Junior Sailing Program’s “Race Team”, and their behavior and actions should continue to follow those expected, as listed in the “SAILOR CODE OF CONDUCT”.

### **SAILOR CLASS PLACEMENT**

All sailors who have previously participated in one of our Program classes will be placed/advanced to the next level class at the discretion of the Program Director, based upon that sailor’s performance in their prior class. Placement is based on sailing skill, attitude, comfort, and the discipline of each sailor. Requests for placement changes during the sailing season should be also be addressed to the Program Director, as should any questions about any class placements or adjustments. New sailors should be placed into classes in accordance with their age, comfort, and experience.

### **COMMUNICATIONS**

There are several types of regular communications that we have put in place to keep you informed and connected with information about the Program, its staff and events.

Email will be used to regularly send notices to parents and guardians. These might include group communications like updates about procedures, information about upcoming events and newsletters. In your registration form, please indicate which of your contacts should receive these email communications. Forms and other Program procedural information may also be sent over email. The Junior Sailing Program email address is: [pyc.program.director@gmail.com](mailto:pyc.program.director@gmail.com) Individual communications such as alerting a parent that a child needs to be picked up early, or a parent reporting an absence, should be done over the phone. The main phone number at Plymouth Yacht Club is 508-746-7207, x.6 for the Junior Club House and Program Director Hayley Reifeiss, or alternately x.1 for Becky Darsch, General Manager of Plymouth Yacht Club. You may also find informal posts and photos on our Facebook page, under “Plymouth Yacht Club Junior Sailing”.

Texting should be used to alert us about urgent situations, such as an unexpected need to arrive late or pickup early. All texts may be sent to the email address above, and will be received and returned by the Program Director. In the event that we have an urgent need to alert you, texts may also be sent to the contact cell phone numbers you have provided using the **REMIND** app. (Also used by several local schools.) Our account name is “Plymouth Yacht Club Junior Sailing Program”. You will receive a link so you can add your class and receive our communications. Types of situations sent through text alerts may include when classes for that day are cancelled due to inclement weather, or to inform about drop off or pick up changes for the day.

## **GENERAL HEALTH & SAFETY**

Part of the mission of Junior Sailing Program is to keep our sailors safe and healthy while they are taking lessons with us. We make safety an important topic in lesson plans, teaching young sailors how to stay safe on the water, and keep others safe as well.

## ILLNESS OR INJURY WHILE PARTICIPATING

- Any sailor complaining of mild medical discomfort or injury shall be escorted back to the Junior Clubhouse and the incident will be logged in the Medical/Incident Book.
- The staff shall assist the sailor until the discomfort ceases, providing first aid if required.
- A parent or emergency contact will be notified if the discomfort continues or if the injury is of a nature that the sailor can no longer participate in lessons that day.
- No medication will be administered by Program staff. Medications such as Epipen and asthma inhalers may be self-administered by sailors if, and only if, permission is documented on the Health Record signed by parents.
- The emergency 911 system is in effect.

## DAILY HEALTH SUPERVISION

- All sailors attending class are expected to be healthy. If a child is not healthy at the time of arrival, he/she will be sent home.
- Every sailor is to provide the following forms related to Health:
  - A report of a physical examination conducted during the preceding 18 months
  - PYC Health Record
  - Covid-19 waiver
  - A copy of the sailor's current insurance plan card

## STAFF

All PYC Jr. Sailing Program staff members are US Sailing certified instructors, who have received American Red Cross First Aid and CPR training. Our Program curriculum follows the format found in the US Sailing Certification series, the national standard for quality sailing instruction.

## WATER SAFETY REQUIREMENTS

As noted in “WHAT TO BRING CLASS - PERSONAL ITEMS AND GEAR”, each child must be wearing his or her own properly-fitting Coast Guard approved Type III or higher PFD (lifejacket) with a plastic whistle attached. Sailors must wear their PFDs and closed-toe shoes while on docks, in the water and when aboard any sail/power boat.

## SWIM /LIFE JACKET CHECK

This will allow the instructors to evaluate each child’s swimming skills and comfort level in the water. The swim check will be conducted on the first day of lessons so sailors should come prepared. The swim check will consist of the following American Red Cross recommendations:

1. Treading water for 3 minutes unassisted while wearing life jacket and regular sailing clothes (no face coverings during swim check)
2. Swimming 25 yards unassisted
3. Demonstrate a comfort level while in the water

Sailors will also be given a water orientation lesson to learn self-rescue techniques with a sailboat and proper safety procedures (ie. capsizing drills). Due to Covid-19 safety concerns, we modify the standard lesson plan that focuses capsizing training, to help minimize close contact between instructors and sailors.

## BAD WEATHER

Different than in past years, classes **will need to be cancelled** with the prediction of bad/inclement weather. We are currently not allowed to use our buildings to run indoor, sailing-related activities for our participants. If regulations are relaxed for use of indoor facilities, then we may be able to change this policy.

## COVID-19 HEALTH & SAFETY

This year our Program is taking several additional measures to help ensure the safety and health of everyone involved, and to do so successfully, we therefore need the help of everyone involved. If parents, sailors, and staff cooperate in a few new health-related procedures, before and during class, we all can help to avoid and minimize possible Covid-19 exposures.

### PARENTS

The following steps will be taken by parents:

Screen your child before coming to class for standard symptoms of Covid-19. Do not bring them to class if they display any of these symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> The portion of the class fees for the time the child misses if they do contract Covid-19 will be refunded.

- Assess if your child is in a high-risk category. <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk> We strongly recommend that your child not participate in our program if they are in this category, as many regulations would prevent us from being able to administer specific types of medical care that several of these risk factors require.
- Ensure that at least one contact you provide the program will always be able to respond quickly (ie. receive a call and provide transportation ) should we need to contact you if your child begins to display symptoms during their class.
- If your child is sent home with symptoms of Covid-19, we ask that you get your child tested right away.

## PROGRAM STAFF

The following steps will be taken by the Program Staff:

- Each instructor will stay home if they have any symptoms, and also will be screened for symptoms including a temperature check upon arrival each day.
- They will be trained on how to identify symptoms of Covid-19, and will monitor sailors during the day for those symptoms.
- They will enforce safety measures both on and off the water.

## THE PROGRAM DIRECTOR

The following steps will be taken by the Program Director:

- She will handle the protocol for any suspected incidences of Covid-19, and will designate one additional staff member as her backup.
- If one of our sailors develops symptoms during their lesson, the Program Director will:
  - Immediately contact his or her parent or guardian to have the sailor picked up.
  - Note the details of the incident in the Medical/Incident Book. The child will wait, supervised, in a designated isolation area until their parent or guardian arrives. The Program Director will then escort the child and belongings to their car.
  - After 24 hours, follow up with the parent or guardian to get results from that sailor's evaluation or testing by their pediatrician or PCP.

## **HELPFUL SUGGESTIONS**

Check the Junior Sailing Program page on the Plymouth Yacht Club website or the Plymouth Yacht Club Junior Sailing Facebook page for useful information, upcoming events and functions.

### **PROVIDING COMMENTS, SUGGESTIONS & COMPLAINTS**

We are always trying to improve the Junior Sailing Program. We welcome all compliments, suggestions, criticisms, and complaints. Any problems that arise need to be addressed as early as possible, and any complaints and suggestions should be made and preferably followed up in writing. Having complaints and comments in writing will help with the issue being addressed fully. Your complaints and comments should be directed to the Program Director and/or the Sailing Committee. We all try our best, but your constructive input will help make the Program a greater success.

### **SOCIAL OPPORTUNITIES**

Until Covid-19 regulations can be further relaxed, the following social opportunities are regrettably suspended. Please check regular communications for notice if any are able to be scheduled, including our annual Junior Regatta.

#### **WEEKLY JUNIOR COOKOUTS**

Every Wednesday evening a group of Program participant parents organize a cookout on the front lawn of the Club. All sailing program participants (both members and non-members) and their families are welcome to attend, as well as any members of PYC. These cookouts provide a weekly opportunity for sailors, families, members, and instructors to get to know each other better. Dinner items and sodas are offered at nominal charges, to benefit the Junior Sailing program. Parents/families

are asked to bring side dishes, deserts, or volunteer time when they are able. Volunteers can sign up to help grill burgers and hot dogs as well.

#### PAST COMMODORE/JUNIOR DINNER

The Past Commodore/Junior Dinner is the major fundraising even for the Junior Organization to support the Jr. Sailing Program. The dinner is served by the junior members (12 and older) of the Program, with the help of some parents. Jr. Sailors from ALL Junior Sailing Program classes and sessions, families and friends are welcome. Proceeds are donated to the Junior Organization to augment boat and equipment purchases and other program expenses. Donations have been used to purchase trailers, Club-owned Optis, sails, 420 harnesses, etc. Each season a silent auction accompanies the dinner with the proceeds going the Junior Organization.

#### COMMODORE'S DINNER

The Commodore's Dinner is the annual end-of-season awards banquet. All are welcome and reservations are required and can be made by calling the Club Manager. The Commodore's Dinner occurs the Sunday night after the Junior Sailing Program ends.

#### VOLUNTEERS

The Junior Sailing Program is always looking for volunteers to assist in a number of different areas, including boat take out day, loading/unloading trailers for away regattas, trailing boats to away regattas, Wednesday night cookouts, Past-Commodore/Junior Dinner, Plymouth Yacht Club Junior Regatta, and boat put away day. Contact the Program Director or any member of the Sailing Committee to discuss volunteer opportunities.

## ANNUAL PYC JUNIOR REGATTA

This is the annual junior sailing regatta hosted by the Plymouth Yacht Club, for OPTI green, OPTI champ and 420 class boats. It is an all-day event where we host anywhere from 45-80 sailors from other clubs. Races run all day, culminating in a cookout and awards ceremony. Regular classes on that day are rescheduled, except for sailors in our OPTi, OPTi Race and 420 classes, who participate in the regatta.