



PLYMOUTH YACHT CLUB JUNIOR SAILING

Parents Handbook

**Plymouth Yacht Club
34 Union Street
Plymouth, MA 02360**

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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 RESTRICTIONS

As per the regulations from the State of Massachusetts, we have been able to lift the COVID-19 restrictions for this season. However, we do ask for all participating families to continue to monitor their child's wellness. (See "DAILY HEALTH AND SUPERVISION").

CURRICULUM

Each of our classes has 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. It is 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:

- No smoking
- Follow traffic patterns and parking restrictions where indicated
- Junior Clubhouse access is for Instructors, PYC Staff and Junior Sailing participants only
- Dock and gangway access is for members, guests, staff, and Junior Sailing participants only. While in these areas, follow all posted signage and safety protocols

DROP OFF & PICK UP PROCEDURES

Class times have been scheduled to optimize class departures from our dock, so we ask that our participants are dropped off and picked up in a timely manner.

ARRIVAL & DEPARTURE

When arriving at the Club, please pull into the parking lot to the left of the Main Building. Escort your child to their instructor and make sure your child has all his / her belongings and equipment before departing. (See “WHAT TO BRING TO CLASS”.) Similarly, when picking your child up at the

end of the day, please check in with his / her instructor. The instructor will log that your child was checked out for the day, and will give you any updates about the class. If you need any special accommodations outside of this procedure, please contact the Program Director ahead of your drop off time. (See “COMMUNICATIONS”.)

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. Your child’s class might be in progress, so the Program Director will need to arrange an alternate means of escorting your child either to or from his / her class.

If your child will be absent that day, please call Plymouth Yacht Club at 508-746-7207 x. 6 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.

“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 that sailor will officially check in/out for the day before departing.

WHAT TO BRING TO CLASS

PERSONAL ITEMS & GEAR

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 towel
- 1 or 2 water bottles ideally already filled. (We do not have a water fountain.)
- (Optional) A hat with a brim
- (Optional) A neck gaiter
- (Optional) Extra sunblock, lip block. 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.

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.

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.

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.**

"AWAY" REGATTAS

Most of the races mentioned above are run by our Program to allow our sailors to compete among themselves, and to earn several prizes and awards. Those races will be listed in the Season Calendar.

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 age, 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 beginner 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 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 Cal Sibley, or alternately x.1 for Jules Olley, 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

This year we have been able to remove restrictions related to Covid-19. However, we acknowledge that most participants in our program are still too young to be vaccinated. We encourage you to help us keep our staff and other participants safe by actively monitoring your child's wellness. If they seem ill prior to a class, please play it safe and keep them home. If any cases of Covid-19 occur in your child's immediate family, please contact us.

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 a 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).

BAD WEATHER

We do sail even if it rains. If weather conditions such as high winds or lightning prevent us from sailing during class time, all classes will still be conducted indoors. Many aspects of seamanship can be worked on during these indoor sessions.

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

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**, in addition to 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 event for the Junior Organization to support the Junior Sailing Program. The dinner is served by the Junior members (12 years and older) of the Program, with help from 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 to 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.