



PLYMOUTH YACHT CLUB JUNIOR SAILING

Parents Handbook

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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. Moreover, we seek to instill our sailors with a love and respect for the sport of sailing and boating, and to provide valuable skills that can serve as a foundation for their future on the water.

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

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 NON-MEMBER PROGRAM PARTICIPANTS & THEIR FAMILIES

Our Junior Sailing program is equally open to members and non-members. For those of our sailors and families who are not members of our Club, we ask that you follow some general guidelines while you are at our facility. Please note that facility access is granted to non-member sailors only during the specific hours that the sailor is participating in the Junior Sailing program, or during specified Junior Sailing events/activities listed below. The family members of our non-Member sailors are granted access only to pickup/drop off of their sailor, as well as during the specified Junior Sailing Events/activities listed below:

Junior Sailing Special Events:

- Parent Orientation
- Wednesday Junior Cookouts (during your child's enrollment)
- Past Commodore and Junior Dinner
- PYC Junior Regatta
- The Lynne Jewel Race
- The Great Race
- Commodore's Dinner (end of year awards ceremony)
- Jr. Sailing Volunteer efforts (Boat Take Out, Put Away, Away regattas, etc)

While at the Club facility, please observe these general guidelines.

- No smoking
- Follow traffic patterns and parking restrictions where indicated
- Junior Clubhouse access is only for Instructors, PYC Staff, Junior Sailing participants, and Sailing Committee volunteer members.
- Dock, gangway and boat ramp access is for Members, their guests, PYC staff, and PYC Junior Sailing participants only. While in these areas, follow all posted signage and safety protocols.
- The Clubhouse upstairs bar area and deck is for Members, their guests and PYC staff.

DROP OFF & PICK UP PROCEDURES

Our classes involve much preparation, and each sailor is responsible for getting his or her assigned equipment to and from the boathouse. When sailors are tardy or leave class early, they are unable to take care of these tasks, which fall instead to their classmates and instructors. Therefore 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 check your child into class. Please 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 out 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 determine how your child might be escorted 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 sun block, lip block. Sailors should have sun block applied before arrival.
- (Optional) A rain jacket

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. Our instructors are not responsible for applying sun block for your child. This must be done prior to class.

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. Sailors who do not abide by this policy **will have their phones confiscated for the duration of the class**, and the sailor's parent will be notified.

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 may be stored on Club grounds with other equipment of its class, in the same manner as those are stored. PYC does not assume responsibility for damage occurring to privately-owned equipment stored on our grounds. Safe and proper storage is the owner's responsibility.

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

Lesson plans for several classes include learning the rules for sailing competition. To help our sailors practice these rules we hold several races during the season. Even if your child is not enrolled in class when one of these races occurs, we still invite and encourage your child to participate.

“AWAY” REGATTAS

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

We also have specific “Race” classes whose sailors are encouraged to travel to “Away” regattas hosted by other local sailing clubs. Boats and related equipment are transported on 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 recommended for a “next class” by their instructor. This could be repeating the same class for another session, or moving to the next level class. Level advancement is at the discretion of the Head Instructor, 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 class placement changes or adjustments during the sailing season should be addressed to the Head Instructor. New sailors should be placed into Introductory or 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.

Our email, sailing@plymouthyachtclub.org, 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.

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, from which you can be connected to the Junior Club House/ Program Director Madeline Whalen, or alternately PYC General Manager, Lucas Packard.

Texting may 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. We often create parent/instructor text groups for our Race classes so they may coordinate when traveling to Away regattas.

In the event that we have an urgent alert or communication, 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 can 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 prior to participating in their class:
 - A report of a physical annual examination conducted during the preceding 18 months
 - A copy of the sailor's current insurance plan card, front and back

STAFF

All PYC Jr. Sailing Program staff members are US Sailing certified instructors. To receive this certification, our instructors have passed several courses and taken hours of online and in-person classes and tests. These credentials are impressive; the result of much dedication and hard work:

- US Sailing online course(s) and test(s) (6 hours)
- US Sailing in-person course(s) and test(s), sail and powerboat skills (3 days, 30 hours)
- National Association of Safe Boating Law Administrators (NASBLA) Safe Boating certification (powerboat handling)
- American Red Cross First Aid and CPR training
- SAFESPORT certification for athlete personal and emotional safety
- Teaching and Coaching Fundamentals course completion

We are confident in the ability of our staff to make informed, smart decisions in all areas of our program operation. Their experience keeps our classes running safely. We therefore ask that all parents and sailors avoid any action that could interfere with either our instructors' abilities to perform

their jobs or their ability to make impartial decisions. At no time should any parent or sailor attempt to “fill in” for one of our staff in any capacity.

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. Please ask us about PFD discounts graciously offered by Mustang for sailors in our program.

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 sail even if it rains. However, weather conditions such as high winds or lightning do prevent us from sailing during class time. In those situations, all classes will 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 via email at sailing.plymouthyachtclub.org. We all try our best, but your constructive input will help make the Program a greater success.

JUNIOR SAILING SPECIAL EVENTS – All Families Welcome!

WEEKLY JUNIOR COOKOUTS

Every Wednesday evening the PYC Junior Organization organizes a volunteer-led cookout on the back lawn of the Club. **All sailing program participants and their families are welcome to attend. For non-member families, attendance is possible on Wednesdays occurring during their sailor's enrollment.** These cookouts provide a weekly opportunity for sailors, their families, Members, and instructors to get to know each other better. Dinner items and sodas are offered at nominal charges, to benefit the Junior Organization. Parents/families are asked to bring donations of side dishes,

deserts, or (best) volunteer their time when able. Volunteers can sign up to help grill burgers & hot dogs, help to set up or serve.

PAST COMMODORE and 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 and their families are welcome.** Proceeds are donated to the Junior Organization for their events, activities, as well as 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 PYC Junior Sailing participants and their families are welcome.** Reservations are required. The Commodore's Dinner occurs the Sunday night after the Junior Sailing Program ends.

VOLUNTEERS

The Junior Sailing Program always needs 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 a 2-day event where we host anywhere from 45-80 sailors from other clubs. Races run all day, both days, culminating in a cookout and awards ceremony. Regular classes on those days are rescheduled, except for sailors in our OPTi and 420 classes, who participate in the regatta.