

Burgee Program Junior Sailing Safety Manual



DISCLAIMERS & CONTRIBUTORS:

Disclaimer:

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Contributors: Content and information primarily provided by Gowrie Group and US Sailing.

About The Burgee Program: The Burgee Program is the only comprehensive insurance program developed to meet the unique needs of all types of sailing organizations - yacht clubs, community programs, schools, classes, fleets, paper clubs, and more. The program is managed by the marine experts at Gowrie Group, underwritten by Chubb Group of Insurance Companies, and endorsed by US Sailing. The program protects not only the organization, but also the board members, flag officers, volunteers, members, and employees. Learn more at www.risk-strategies.com/burgeeprogram | burgeeprogramgowrie@risk-strategies.com

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JUNIOR SAILING MISSION STATEMENT & COMMITTEE:

Mission Statement: The mission of the Junior Sailing Program is to teach children how to sail in a fun and safe environment and to instill in them a love for the sport. Respect for boats, each other, and the water, along with sportsmanship and safety, are the guiding principles of the program.

Junior Sailing Committee: The Junior Sailing Committee is responsible for structuring the program, hiring staff, and overseeing the program while it is in session. Each person on the committee has specific responsibilities, yet the group works as a team to direct and manage the program. Any questions that cannot be directed to the Junior Sailing Program Chair or Co-Chair can be addressed to any of the Junior Sailing Committee members. Names are listed below:

Junior Sailing Program Chair: [Insert name]

Junior Sailing Program Co-Chair: [Insert name]

The Junior Sailing Committee shall be composed of the Chair, Co-Chair, and the following members:

1. [Insert name]
2. [Insert name]
3. [Insert name]
4. [Insert name]
5. [Insert name]

Junior Sailing Committee Responsibilities: The Junior Sailing Committee will be responsible for the following items. The committee will meet a minimum of 4 times a year.

- Adhering to national standards for safety, instructor training, and curriculum.
- Developing site-specific policies for day-to-day administration and emergency situations.
- Collecting continual feedback from staff, children, and parents.
- Recruiting and hiring the best instructors possible.
- Overseeing the planning and purchase of program equipment.
- Enforcing zero tolerance for drugs, alcohol, and sexual harassment.
- Enforcing anti-bullying policies.
- Reviewing and revising the program curriculum to meet the sailors' needs.
- Attending regularly scheduled meetings.
- Reviewing "Accident Reports" and "Discipline Reports."
- Reviewing the program's insurance coverage.
- Reviewing the Junior Sailing Safety Manual annually.
- Striving to continually improve the program.

SAILING STAFF CERTIFICATIONS:

All sailing instructors should be certified US Sailing Small Boat Level I instructors. In order for their certification to be valid, an instructor must hold current First Aid and CPR certifications, along with a safe boating certificate recognized by the National Association of State Boating Law Administrators, Safe Sport Certification, and other requirements as specified by US Sailing.

All intermediate sailing instructors should be certified US Sailing Small Boat Level 2 instructors.

All head coaches and race coaches should be certified US Sailing Small Boat Level 3 coaches.

The Burgee Insurance Program requires that at least one person on the sailing staff hold a current Small Boat Level I or higher certification.

Junior instructors, if age-eligible (turning 16 in the calendar year), should also be encouraged to become US Sailing Small Boat Level I instructors.

Powerboat certifications: All instructors should have a state boating license in the state they are teaching. The certificate should be recognized by the National Association of State Boating Law Administrators. Each state has different requirements. Some states allow for online training whereas other states require attending a course. The US Powerboating Safe Powerboat Handling course will often satisfy these requirements, and provides hands-on instruction.

RATIOS FOR STUDENTS - INSTRUCTORS - SAFETY BOATS:

Ratios, as recommended by US Sailing, are listed below. US Sailing also recommends having two people per safety boat. The second person can be an additional instructor, coach, junior instructor, or older sailor.

	Student to Instructor	Sailboat to Safety Boat
Youth Introduction (under 8 yrs)	3:1 to 6:1	1:1 to 3:1
Youth Learn to Sail (8-16 yrs)	6:1 to 8:1	3:1 to 8:1
Youth Racers (8-16 yrs)	6:1 to 10:1	3:1 to 10:1
Adult Learn to Sail	3:1 to 6:1	1:1 to 6:1

FACILITY & SAFETY ORIENTATION:

Prior to the start of the sailing season, all policies, procedures, facilities and equipment will be reviewed with the Junior Sailing staff. Additionally, emergency procedures will be reviewed and practiced.

POWERBOAT ASSESSMENTS:

The Program Director (or Head Instructor) will conduct an in-service orientation and equipment survey of each safety boat prior to the beginning of the sailing season, and again at the conclusion of each season. The orientation and survey will identify the use and specific condition of each safety boat with respect to hull, alarms, batteries, engines, fuel tanks, engines, bilge pumps, VHF radios, bumpers, anchors, boat hooks, lines, and racing marks. Any damage will be recorded in writing.

Any damage to a club safety boat or club boats, or other property or equipment, will be reported in writing on the appropriate **Incident Report Form**. The form will be completed by the instructor involved in the incident. Copies will be filed in the Sailing Office on the day of the occurrence, and a copy of the report will be retained by the instructors involved. Depending upon the severity of the accident or incident, the Head Instructor will be immediately contacted at the time of the occurrence. The **Incident Report Form** will establish the facts as occurred and the actions taken by the staff while dealing with the accident.

WALK AROUND INSPECTION:

Prior to the start of the formal program (during prep-week or staff orientation), the grounds, buildings, equipment, and sailing area should be inspected to determine if there are any hazards or off-limit areas that need to be identified. All staff associated with the Sailing Program should know where these hazards are located. **[Customize for each program/facility]**

Hazards

- *Rocks*
- *Shoals*
- *Power lines*
- *Ramps*
- *Hoists*
- *Breakwaters*
- *Construction areas*

Off-limit Areas

- *Office*
- *Storage rooms*
- *Kitchen*
- *Construction areas*
- *Roof*

Limited Access Area

- *Docks*
- *Boat storage area*
- *Sail locker*
- *Restrooms*
- *Pool*
- *Beach*

Unlimited Access

- *Classroom area*
- *Junior club house*
- *Designated lawn areas*
- *Designated deck areas*

RECORDKEEPING GUIDELINES:

Instructors and administrators have a responsibility to keep accurate written records. Junior Sailing Programs may make use of the following forms/records. [Customize list for each program/facility.]

1. Medical Forms – must follow HIPPA guidelines
2. Emergency Contact Information
3. Permission Slips/Waivers
4. Participation Agreements
5. Registration Forms
6. Swim Check Records
7. Attendance Records
8. Daily Log
9. Weather Log
10. Unusual Items
11. Lesson Plans & Course Syllabus
12. Class/Program Schedules
13. Student Rosters
14. Student Performance
15. Certification/Awards
16. Course Evaluations (Student, Parent, Staff)
17. Equipment List & Boat Maintenance Log
18. Equipment Order Forms
19. Accident Report Forms (Medical & Equipment)
20. Job Descriptions
21. Employee Discipline
22. Time Sheets
23. Mailing Lists
24. Publicity & Marketing Forms

LOGS:

All instructors should keep a daily log of happenings including: attendance (both children and instructors), pick up/drop off of children, daily equipment check, damage/breakdown to boats, first aid kits, life jackets, injuries, and daily rules. The Head Instructor or Program Director will review the logs weekly or as required by the program.

INJURY:

Procedures are in place to deal with injuries. Staff members are trained to react to different situations and know who to contact. A Medical Form for every student and staff member is kept on file with appropriate emergency phone numbers.

Staff members that are certified in First Aid and CPR (cardiopulmonary resuscitation) are able to administer care for minor cuts and bruises. All US Sailing Certified Instructors hold current CPR and First Aid certifications.

If the injury is serious, emergency responders will be contacted and the individual may be brought to the local emergency department. A staff member will accompany the student and bring their Medical Form. Emergency numbers are posted next to all phones. Student Medical Forms are on file in the Sailing Office.

Any injury to a sailor or instructor will be reported in writing on the appropriate **Accident/Incident Report Form**. The form will be completed by the instructor involved in the incident and the Program Director. Copies will be filed in the Sailing Office on the day of the occurrence, and a copy of the report will be retained by the instructors involved. The **Accident/Incident Report** will establish the facts as they occurred and the actions taken by the staff while dealing with the accident. Procedures for reporting any accident, minor or major, are strictly enforced.

Depending upon the severity of the accident or incident, the club's **Emergency Action/Response Plan** may be activated.

EQUIPMENT CHECK & MAINTENANCE:

A daily check of all equipment and procedures is in place to fix anything that is broken. Equipment such as club-owned boats and safety boats will be checked after each class, and again at the end of the day. The **Boat Maintenance & Incident Log** will be used to track the condition of each item, along with its maintenance schedule, and the type of work that was done. Daily status reports are part of the master log. If a boat is determined to be unsafe, it will be immediately taken out of service and fixed before it is returned to service. Any repairs made to the equipment will be entered in a log book. If a piece of equipment is broken, it will be immediately repaired and a maintenance report will be maintained.

SWIM CHECK GUIDELINES:

All students, regardless of age or number of years in a program, are required to take a swim check on the first day of class. The purpose of the swim check is for students to become accustomed to being in the water with their life jackets on and for instructors to get an idea of the individual's swimming ability.

The below guidelines are used by US Sailing for the Swim Check of Small Boat Level I instructors. A similar check is suitable for most sailors 8 years or older. ***Students should NOT remove lifejackets at any time in the water.***

- Students should be in sailing clothes, including shoes (but not dry/wet suits).
- All lifejackets must be U.S. Coast Guard approved.
- At most, only three students at a time should do the swim check.
- A Certified Instructor should be in the water with the students.
- Test should be conducted in the body of water where students will be sailing (not a pool), if possible. Swim test area should be carefully chosen for safety and safe swimming conditions. Swim test should not be conducted near or off a powered dock.

LIFE JACKETS:

Personal flotation devices (PFD's or life jackets) must be worn and properly fashioned at all times when students and instructors are on the docks, piers, in a boat, or near the water. PFD's must be U.S. Coast Guard approved and must be properly fitted to an individual's size and weight. PFD's must be worn by students and staff when participating in any activity that takes a person into a boat or onto a dock, ramp, sea wall or launch area adjacent to or leading to water.

The PFD needs to be properly identified with the owner's name and should be inspected regularly to ensure that it is in good functioning condition (no missing straps, torn zippers, exposed or waterlogged flotation). It is recommended that a whistle on a lanyard be attached to the PFD. If a PFD is in unsafe condition, it must be discarded and replaced immediately.

FOOTWEAR:

Shoes are required at all times and must cover the toes and encircle the feet. Shoes may be boat shoes, dinghy boots, water shoes, or regular sneakers that can get wet. This requirement applies to land activities as well as on-the-water time, and applies to students, instructors, and program administrations. Shoes should not have black soles. Open-toe shoes or flip-flops are not recommended for junior sailing programs.

EYE AND SKIN PROTECTION:

Students should have and wear adequate sunblock, a hat, and sunglasses. Students are responsible for having and applying their own sunblock. Sailors should also bring a water bottle and drink adequate water to prevent dehydration. Coaches and instructors will monitor for signs of dehydration.

STUDENTS MISSING CLASS:

When possible, parents or sailors should notify the club about missing classes, late arrivals, early dismissals, and vacations. Instructors should follow up if a child/student does not show up for class.

VHF RADIOS AND CELL PHONES:

A VHF radio system for communication is an integral part of the sailing program. Radios provide a means of communication between the safety boats and a link to the land base. The procedures for proper use will be reviewed with the staff each season. Every instructor will have access to a VHF built into their safety boat or will carry a portable VHF marine radio. Instructors will maintain contact with the land/club and the Head Instructor.

Each class on the water should have one working cell phone stored in an appropriate waterproof case. Cell phone use should be for emergencies only and should not distract the instructor from his/her job of running and monitoring their class.

PARENT ORIENTATION:

Prior to the start of the program, the junior sailing program will host a parent orientation session to explain the details of the program. Items covered will include:

- Review of how parents can be involved in the program (Parent of the Day, Car Pools, Chaperones, Race Committee, Social Activity Organizers, etc.)
- Safety and Emergency Procedures
- Introduction of instructors and the team
- Attendance policies
- Student drop-off and pick-ups
- Planning of the program
- Training of instructors
- Social events at end of program
- Rules and expected behavior
- Disciplinary code
- Participation agreement
- Necessary forms and paperwork
- Who to contact if a problem arises
- Items to bring to class
- New boats
- Provide copies of the Junior Sailing Safety Manual

REGATTAS:

For off-site events, the coach/instructors will have a locked waterproof case/box with emergency contact numbers and student/staff medical records. Instructors will also have a first aid kit, cell phone, and VHF radio. Parents of sailors at regattas should check in with the race coach. Coaches/instructors should become familiar with the safety and emergency procedures specific to the off-site location before taking sailors on the water.

Safety on and off the water is of paramount importance. Planning should include determining what procedures are necessary for the safe conduct of the racing events scheduled. Patrols should be set up and instructors should be positioned on the outer circumference of the course to ensure the safety of the sailors.

INCLEMENT WEATHER:

The staff will monitor the weather throughout the day and be aware of visual storm signs. On some days, classes will not go out on the water, but sailing classes will still be held. The final decision on whether or not the students sail should be made by the Head Instructor, in consultation with the Program Director, when possible.

Wind speed (or gusts), wave height, and air temperature are critical factors in determining if sailing can take place. The Head Instructor, in conjunction with the instructors, will assess the suitability of sailing. The Head Instructor is the final authority regarding conditions and sailing suitability.

SAFETY BOAT PREPARATION:

The Head Instructor will ensure a designated staff member fills the gas tanks, checks the oil, and reviews other aspects of the safety boats each day prior to the beginning of classes. The Head Instructor will maintain a log of the fuel replenished daily. Each instructor will be responsible for determining that their safety boat is in safe operating condition prior to leaving the dock. Safety boats will be numbered, and the corresponding ignition keys will be kept on designated hooks in a safe location. Keys will be returned to these hooks after each class. More than one staff member will be familiar with each safety boat. Only authorized people will drive the safety boats.

SAFETY BOAT OPERATION:

It is recommended that each group/fleet on the water have two safety boats. Should two classes/fleets be sailing in close proximity to one another, one of the safety boats can monitor both fleets simultaneously. Safety boat usage rules include:

- Following US Sailing's safety boat to sailor ratios.
- Safety and coach boats will be in constant communication via VHF radio.
- No sailors will be left unattended on the water.
- One boat per class will have a working cell phone.
- Club owned boats will generally not be operated more than 3 miles from the club.
- Club owned boats must return to harbor prior to sunset, unless equipped with working navigation lights.
- A [U.S. Coast Guard Float Plan](#) should be filed with the Program Director or Waterfront Director when taking students on a long distance trip/outing by boat.

OUTBOARD MOTOR PROP GUARDS:

An unprotected propeller of an outboard or inboard/outboard motor can cause serious injuries from the outer edges of the rotating propeller blades. It is recommended that each sailing program carefully consider the pros and cons of using prop guards, and make a decision that best fits the safety needs of their program.

SAILOR SUPERVISION:

The Junior Sailing Program is not equipped to supervise or handle students before or after class times. Children are to be dropped off and picked up on time. Due to instructor to student ratios and safety standards, students will not be allowed to bring a friend to class.

All students are assigned to an instructor who keeps a daily log and progress report of each child. The student's daily as well as overall progress will also be monitored by the Program Director and senior staff. Any questions regarding a student's progress should be directed to the Head Instructor or Program Director.

EMERGENCY ACTION/RESPONSE PLAN:

All Sailing Programs should have a documented Emergency Action/Response Plan. While every club and sailing organization is unique, there are many common elements that all emergency plans can share. For example:

Determine, Declare and Map Location Specific Information:

- Physical address of club
- Physical addresses of appropriate alternative locations that may be used depending on factors such as the tide, weather, or location of emergency
- Map that visually shows emergency locations, addresses, and contact numbers

Determine and Declare Communication Information:

- Primary emergency phone number and VHF channel for contacting the club or facility
- Primary phone number for the program director and/or waterfront director
- Non-911 numbers for additional first responders (e.g. local harbormaster's cell phone)

Define Instructor Requirements:

- Instructors to understand and practice the emergency procedure plan
- Coach boats to have both a working cell phone and a VHF
- Coach boats to carry a standard first aid kit
- Instructors to be First Aid and CPR certified
- Request a copy of host facility's emergency procedures (e.g. at off-site regattas)

Review & Practice the Plan:

- Review the plan annually with key personnel
- Meet with local first responders each season; ensure they know where you are located and how to get to your primary and alternative locations
- Practice the plan with all instructors prior to the start of the season

Outline the Emergency Procedure Plan: *Customize for your club or sailing organization.*

- Coach closest to an injured sailor proceeds to scene to render assistance.
- Coach communicates to other coaches while in route.
- Other coaches prepare to call for shore-side assistance.
- If alone on the water, direct an available sailor to board the safety boat and call 911, while coach continues to render assistance.
- Person placing call to 911 informs the first responder of exact physical meeting location.
- Contact Sailing Office and inform them of incoming emergency personnel.
- Using techniques appropriate to the injury, if possible and safe, coach to bring injured sailor aboard the safety boat and transport to meeting location.
- Coach to debrief incident with Sailing or Program Director as soon as possible.

GENERAL JUNIOR PROGRAM SAFETY RULES:

The following are general safety rules that are to be followed by everyone in the Sailing Program. These rules should be posted prominently in the Junior Sailing area. Junior Sailors will be asked to sign a copy of the rules and discipline policy, prior to the start of the program. **[Customize list for each program/facility.]**

1. No students on docks without supervision and a life jacket
2. Life jackets must be worn and secured at all times on docks, piers, boats, or in the water (by students, instructors, and coaches)
3. Closed-toe footwear to be worn at all times
4. No running
5. No swimming (except with the permission of the instructors)
6. No jumping off boats (except with the permission of the instructors)
7. Respect one another – no hitting, pushing, roughhousing
8. Use respectful language – no swearing, foul, or rude language
9. No littering on land or water
10. Stay with the class unless you have permission from an instructor to leave
11. All sailors must make an effort to sail out and return to docks together or with a buddy
12. Prior to drills, all boats must stay within hailing distance of the safety/coach boat
13. All coach boats and junior sailboats must return to the dock prior to sunset
14. No destruction of club or private property
15. No smoking, drugs or alcohol
16. No playing on or near ramps and hoists
17. No playing with boom, hoist or crane
18. Watch fingers and feet between boats, docks, and moving parts
19. Check for overhead wires in boat storage and launching areas
20. Club owned boats must be properly returned and put away after use
21. Sailors must make every effort to avoid collisions

Signs should be posted to serve as a reminder of the most important regulations: wearing of PFD's, swimming regulations, hoist/ramp procedures, boat check-out procedures, free-sailing regulations, access to storage/maintenance area, and number of occupants per boat.

DISCIPLINE POLICY:

The rules and discipline policy apply to all children and staff involved in the junior programs. Violations include, but are not limited to, breaking program rules, breaking club rules, inappropriate language, destruction of property, physical/verbal abuse of another student or instructor, and bullying.

The discipline policy maintains that each sailor will have three chances to correct any violations. Under no circumstances will an instructor leave the water for a discipline problem and leave the rest of the class on the water unsupervised. **[Customize for each program/facility.]**

1. **First Strike:** The student will be warned by a senior level instructor. The strike will be recorded on the student's file and the Junior Program Director will be notified.
2. **Second Strike:** The student will be warned by a senior level instructor. The student may be asked to sit out for the rest of the class/day. Parent/guardian will be informed and asked to meet with the Program Director to discuss the first and second transgressions and to make a plan to avoid any future misbehavior. The strike and meeting notes will be documented in the student's file.
3. **Third Strike:** The student will be asked to sit out for the rest of the day or for the rest of the week. Parent/guardian will be informed and asked to meet with the Program Director. Commodore will also be informed. The strike will be documented in the student's file.

Continued Abuse: Continued abuse of the rules by a student participant will result in expulsion from the program. Parent/guardian and the Commodore will be informed. The strike will be documented in the student's file. No fee will be refunded.

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JUNIOR PROGRAM RULES & DISCIPLINE POLICY: SIGNATURE FORM

1. No students on docks without supervision and a life jacket
2. Life jackets must be worn and secured at all times on docks, piers, boats, or in the water (by students, instructors, and coaches)
3. Closed toed footwear to be worn at all times
4. No running
5. No swimming (except with the permission of the instructors)
6. No jumping off boats (except with the permission of the instructors)
7. Respect one another – no hitting, pushing, or roughhousing
8. Use respectful language – no swearing, foul, or rude language
9. No littering on land or water
10. Stay with the class unless you have permission from an instructor to leave
11. All sailors must make an effort to sail out and return to docks together or with a buddy
12. Prior to drills, all boats must stay within hailing distance of the safety/coach boat
13. All coach boats and junior sailboats must return to the dock prior to sunset
14. No destruction of club or private property
15. No smoking, drugs or alcohol
16. No playing on or near ramps and hoists
17. No playing with boom, hoist or crane
18. Watch fingers and feet between boats, docks, and moving parts
19. Check for overhead wires in boat storage and launching areas
20. Club owned boats must be properly returned and put away after use
21. Sailors must make every effort to avoid collisions

Discipline Policy:

- 1. First Strike:** Student will be warned and student's file will be noted.
- 2. Second Strike:** Student will be warned and parent/guardian will be informed and asked to meet with the Program Director. The strike and meeting notes will be noted in student's file.
- 3. Third Strike:** The student will be asked to sit out for the rest of the day. Parent/guardian will be informed and asked to meet with the Program Director. Commodore will also be informed. Strike will be documented in the student's file.
- 4. Continued Abuse:** Continued abuse of the rules will result in expulsion from the program. Parent/guardian and the Commodore will be informed. No fee will be refunded.

Date	Signature of Parent/Guardian	Name of Parent/Guardian
Signature of Student		Name of Student

JUNIOR SAILING PROGRAM APPLICATION

Student Name _____ Nickname _____

Date of Birth _____ New Student _____ Returning Student _____

Previous Sailing Experience _____

Membership # _____

Parent/Guardian Name _____

Primary Phone _____ Secondary Phone _____

Primary Email _____ Secondary Email _____

Primary Address _____

Summer Address _____

Emergency Contact 1 (Name/Phone) _____

Emergency Contact 2 (Name/Phone) _____

Mode(s) of transportation to sailing program (please circle):

Walking / Biking

Parent / Adult Driving

Other: _____

Deadline for early discount is: _____

A completed application must include:

- A. Program application
- B. Payment in full or account # to bill
- C. Signed medical form
- D. Signed waiver form

Return applications by mail or email to:

Name:

Address:

Email:

JUNIOR SAILING PROGRAM WAIVER**

We, the undersigned being an applicant for admission to the **[club name]** Sailing School and a parent/guardian of the applicant, do hereby acknowledge that participation in the Sailing School and/or Racing Program poses certain inherent risks which cannot be avoided and acknowledge that we are accepting those risks.

In consideration of the acceptance of applicant's application, we release and forever discharge the **[club name]**, its Officers, its Board of Directors, its Sailing School Committee, their servants, agents, and employees, from any claim for property damage, injury or death arising out of or during the course of any participation in the Sailing School Program.

We represent that we have and will maintain sufficient coverage under our homeowner's or tenant's liability insurance policy for any negligent acts of applicant in his/her pursuance of school activities.

We further certify that, to the best of our knowledge, the applicant is in good physical condition and suffers from no physical, emotional or mental impairment, which would adversely affect his/her ability to safely participate in sailing activities.

Student Name: _____

Date Parent/Guardian Name Parent/Guardian Signature

[Legal counsel should review all waivers; waiver requirements vary from state to state.]**

JUNIOR SAILING PROGRAM MEDICAL FORM & RELEASE

Club Name _____

Student Name _____

Date of Birth _____ Sex _____ Height _____ Weight _____

Please list any past medical problems _____

Surgical history _____

Allergies: Medications _____

Foods _____

Other (including Bees, Wasps, Jelly Fish) _____

Current Medication Taken _____

Date of Last Tetanus shot _____

Physician's Name _____ Physician's Telephone _____

Attach recent physical examination (within 24 months of program start date).

Emergency Contacts (at least one should be local):

1. _____

Parent/Guardian	Relationship	Phone
-----------------	--------------	-------
2. _____

Parent/Guardian	Relationship	Phone
-----------------	--------------	-------
3. _____

Other Contact	Relationship	Phone
---------------	--------------	-------
4. _____

Other Contact	Relationship	Phone
---------------	--------------	-------

I, _____, (Parent/Guardian) authorize the program organizers or their employees to sanction emergency treatment if none of the student's emergency contacts or Parent/Guardians can be reached at the time of an emergency.

Parent/Guardian Signature

Date

VISUAL/AUDIO/SOCIAL MEDIA - IMAGE RELEASE FORM

I grant permission to [Club Name], its employees and agents, to take and use visual/audio images of me. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. I agree that [Club Name] owns the images and all rights related to them. The images may be used in any manner, media, or social media without notifying me, such as web sites, social sites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as any other uses by [Club Name]. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.

I release [Club Name] and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images.

Student Name: _____

Parent Name: _____

Adult Phone/Cell: _____

Adult Email Address: _____

I am at least 18 years of age and competent to sign this release. I have read this release before signing. I understand its content, and I freely accept the terms.

Student Signature (if 18 years or older): _____

Parent/ Guardian Signature (if student under 18 years): _____

Date: _____

JUNIOR SAILING ACCIDENT/INCIDENT REPORT

Injured Person's Name:	Date of Report:
Age of Injured:	Date of Accident:
Parent/Guardian Name:	Time of Accident:
IPhone:	Location of Accident:

In what activity was person participating when accident occurred (class, lunch time, free play, etc.)?

What piece of equipment or boat, if any, was involved in accident?

Was there supervision at time of accident? Yes No By whom: _____

Names of Witnesses: _____

What part of body was injured? _____

Describe the type of injury (e.g. bruise, laceration, fracture, etc.)?

Was first aid administered? Yes No By whom: _____

Was injured party referred to medical assistance? Yes No By whom: _____

Was an ambulance called? Yes No By whom: _____

Exactly how did accident occur? Describe what happened:

Date person returned to program: _____

Restrictions on activities: _____

Name of Person Filing Report: _____

Signature: _____ *Date:* _____

Draw diagram on back of this sheet, if a collision was involved. List weather conditions, water conditions, water temperature, air temperature, tide conditions, boat and equipment particulars.

BOAT INCIDENT & MAINTENANCE LOG

This form/log can be used to track maintenance to sailboats, safety boats, or other club owned equipment. It can also be used as a record for an incident or damage to club owned property.

BOAT TYPE: _____ DATE/TIME _____

BOAT NAME and/or SAIL NUMBER _____

BOAT PART	BROKEN	MISSING	REMARKS

STAFF REMARKS:

STAFF NAME: _____

ACTIONS TO BE TAKEN:

REPAIR COMPLETED:

_____ By/Name _____ Date _____

SAFETY BOAT OPERATION SKILL TEST - TASKS

1. Start test with the boat tied to dock, all systems off, fuel line disconnected or shut off.
2. Get boat underway, having first made all checks on the **Pre/Post Trip Checklist**.
3. Familiarize with throttle, shift, and steering.
4. In open water, high speed and controlled speed, execute boat handling as called on by evaluator. Show particular awareness before, during, and after turns.
5. Anchor boat, cast off anchor line with float attached to anchor line, return and recover anchor.
6. Driver, unassisted, secures boat to a mooring buoy by passing line through buoy and cleating back to safety boat.
7. Position boat upwind or up-current of a buoy facing downwind/down-current. Hold boat close to buoy by coordinating throttle, shift and steering.
8. Rotate boat in own length with throttle, shift and steering.
9. Retrieve a free-floating PFD (to simulate a man overboard rescue).
10. Steer a compass course.
11. Land alongside a moored boat and retrieve a PFD from moored boat.
12. Land facing downwind or down-current at a dock.
13. Turn boat around dockside using lines and fenders only.
14. Moor boat in starting position for long stay. Shut down engine and systems, disconnect or turn off fuel line, and stow all equipment.

SAFETY BOAT OPERATION SKILL TEST - REPORT

Operator Name: _____ **Date:** _____

Sea/Weather Conditions: _____

BOAT HANDLING SKILLS	Description	Rating
System, Equipment and Starting Checks	Following Pre-Trip Checklist	
Kill Cord		
Leaving Dock		
Dock Landing to Specified Location		
Dock Landing Facing Downwind or Down-current		
Throttle, Shift, and Speed Control		
Making fast to a mooring		
Proper anchoring		
Crew overboard recovery		
High Speed Maneuvering (Turns & Stop)		
Up-current / Up-wind Position Hold		
Pivot Turn		
Backing on Course		
Steering to a Compass Bearing		
Put Away Boat for Overnight		

Comments:

Reviewers Signature: _____ **Date:** _____

Reviewers Name: _____ **Title:** _____

PRE/POST TRIP CHECKLIST* FOR POWERBOATS

*Checklist provided by and used with permission from US Powerboating.

Pre-trip Checklist

- Weather forecast
- Tide and current predictions
- Float Plan/Sign-out - <http://www.floatplancentral.org/download/USCGFloatPlan.pdf>
- USCG Required Gear
 - State Registration Sticker & Numbers
 - USCG Approved PFD's – worn by each person aboard
 - Visual Distress Signals in a case – Flares (3), Flag, Whistle
 - Fire Extinguisher Type B-1
 - Anchor with 150' - 300' of line
 - Throwable Type IV - Personal Floatation
 - Device with buoyant heaving line attached
 - VHF Radio
 - First Aid Kit
- Optional Equipment
 - Manual Bilge Pump and/or Bucket
 - Tool Kit
 - Water Resistant Flashlight
 - Paddle/Oar
 - Boat Hook
- Fuel: Appropriate amount, secure fuel line connections, vent open, bulb primed
- Drain plugs in
- Pump-out bilge
- Check propeller and lower unit for dings
- Battery connections
- Lower engine
- Check engine oil – if low fill to appropriate level, report it immediately
- Click in safety lanyard (if provided)
- Insert key into ignition, turn slightly, wait for beep and turn completely until engine starts
- Check water discharge from indicator nozzle – if no water stream, turn off engine immediately
- Allow engine to warm up for 1-2 minutes
- Arrange passengers, gear and other weight in boat appropriately
- Remove dock lines and fenders, secure them neatly in boat

Post-trip Checklist

- Place fenders, secure to dock
- Turn off engine
- Raise engine, check propeller and lower unit for any damage
- Drain plugs in/out
- Close fuel vent
- Remove safety lanyard (if equipped) and key
- Clean boat, including removing gear, garbage, and empty gas cans
- Report any problems or damage immediately
- Return key and gear

JUNIOR SAILING MEDICAL SAFETY KIT

Each instructor and safety boat should have a medical safety kit. At the end of the day, the medical safety kits should be removed from the boats. If any of the kit's contents have been used, it is the responsibility of the instructor to ensure the kit is replenished before the next class. There should always be a spare kit on land. Suggested contents include, based on the ANSI Z308.1 2009 minimum requirements for a Workplace First Aid Kit, are listed below:

Recommended Basic Contents	Size	Minimum Quantities
Absorbent compress	32 sq. in.	1
Adhesive bandages	1 in. x 3 in.	16
Adhesive tape	3/8 in. x 2.5 yd. total	1
Antibiotic treatment	0.14 fl. Oz. (0.9 g)	6
Antiseptic	0.14 fl. Oz. (0.5 g)	10
Burn treatment	1/32 oz. (0.9 g)	6
First-aid guide	1	1
Medical exam gloves	One Size	2 pairs
Sterile pads	3 in. x 3 in.	4
Triangular bandage	40 in. x 40 in. x 56 in.	1

Optional items and sizes may be added to the Basic Contents listed above to augment a first-aid kit, based on the specific hazards existing in a particular environment. OSHA recommends the need for an automated external defibrillator (AED) also be considered.

- Accident/Emergency Flow Chart
- Air Horn
- Alcohol Wipes
- Analgesic (should contain no ingredients that are known to cause drowsiness)
- Bandage compresses in sizes: 2 in. x 2 in., 3 in. x 3 in., or 4 in. x 4 in.
- Breathing barrier for cardiopulmonary resuscitation (CPR)
- Burn dressings at least 12 sq. in
- Cold pack(s) at least 4 x 5 in.
- Epi-Pen
- Eye coverings
- Eye/skin wash
- Flare
- Flashlight
- Hand sanitizer with a minimum of 61 percent ethyl alcohol
- Knife with serrated edge
- Roller bandage(s) at least 2 in. wide by at least 4 yds.
- Scissors
- Steri-Strips
- Tweezers
- Water
- Whistle

EMERGENCY PROCEDURE CONTACT/COMMUNICATION GUIDE

In the event of an emergency or incident, the below contact procedures should serve as a guide for communication. The **Ten Crisis Steps** developed by US Sailing and the information in this guide on how to develop an **Emergency Action/Response Plan** should also be considered and incorporated into the communication plan. **[All emergency response procedures and plans need to be customized to the needs of each club/facility.]**

1. Get Immediate Help to the Scene:

Fire:

- Get people and staff out of the area
- **Call 911**

Injury:

- Assess and clarify the situation
- Provide immediate first aid if appropriate
- **Call 911**
- Disperse onlookers

Other Serious Incident (*Robbery, obnoxious person, collision, stolen property/boat*):

- Call local police

2. Next Call/Contact:

- Parents of Injured Person
- Club Office/General Manager
- Commodore

3. Those Above to Next Contact:

- Additional Flag Officers
- Board of Directors

Accidents, injuries, and incidents MUST be reported in writing as soon as possible after their occurrence to the General Manager or Commodore. Reports should be submitted no later than the day after the shift following the incident.

[Insert Name of Org] - Emergency Response Plan Summary

[Insert = Address, phone number(s), Lat/Long #]

Emergency or Life-Threatening Injury - Steps

1. **Render assistance**
2. **Make contact** with coaches or program staff for assistance
3. **Call for Help & Emergency Medical Attention:** *(Who to call and order should be customized for location.)*
 - **9-1-1**
 - **Harbor Master:** VHF#16, xxx-xxx-xxxx
 - **Local US Coast Guard:** VHF#16, xxx-xxx-xxxx
 - **Main Office:** VHF #, xxx-xxx-xxxx
4. **Monitor and administer first-aid** *(List AED locations, boats with AED, etc.)*
5. **Send someone** to meet/direct Emergency vehicles
6. **Transfer** injured to care of Emergency Team
7. **Debrief and inform** key people: Commodore, GM, Sailing Director, family of injured
8. **Complete an incident report**

Be prepared to tell 9-1-1:

- **Current location** of injured person
- **Description of boats** (if requesting on-water help)
- **Where you plan to bring injured person ashore** (see below)
- **Age/gender/number** of injured people
- **Type of injury/situation**
- **Your name and call back number**

Emergency Response Pick-Up Locations:



	Name	Description	Address	Cross	Lat/Long #s
A	Location Name 1	Describe...	# Street, Town,	Street	
B	Location Name 2	Describe...	# Street, Town,	Street	
C	Location Name 3	Describe...	# Street, Town,	Street	

Emergency Numbers	Organization's Numbers
911	Main Number: xxx-xxx-xxxx, VHF#
Harbor Master: VHF#16, xxx-xxx-xxxx	Launch: xxx-xxx-xxxx, VHF#
Harbor Police: VHF#16, xxx-xxx-xxxx	General Manager: xxx-xxx-xxxx
Local Coast Guard: VHF#16, xxx-xxx-	Commodore/President: xxx-xxx-xxxx
Fire: xxx-xxx-xxxx	Sailing Director: xxx-xxx-xxxx

Date of most recent revision: _____

TEN CRISIS STEPS – AS DEVELOPED BY US SAILING

1. **Act** as quickly, responsibly, humanely and openly as you can.
2. **Form a small management committee** but speak with one voice.
3. **Immediately contact** all people with a connection, by telephone.
4. **Call** for independent review.
5. **Send no emails** unless absolute security is guaranteed.
6. **Listen to your insurance agent and lawyer**, but don't sound like one.
7. **Respect the public's need to know**, while also respecting victims' privacy.
8. **Be accurate.** Say nothing unless you know it to be true.
9. **Take ritual seriously.** Honor rescuers; consult clergy, psychologists and other specialists.
10. **Respect PTSD.** Grief counseling is extremely valuable.

The “10 Crisis Steps” were developed by US Sailing as a general guideline for how to respond in the aftermath of a crisis or emergency situation.

EXAMPLE JUNIOR SAILING SAFETY PROTOCOL GUIDE

[All emergency response procedures and plans need to be customized to the needs of each club/facility.]

