



## WELCOME TO SUMMER 2013

### Wianno Yacht Club Sailing Staff 2013

- **Jr. Sailing Program Director:** Brendan Healey
- **Learn to Sail Director:** Peter Creedon
- **420 Race Team Coach:** Brent Jansen
- **Jr. 420 Race Team Coach:** Cat Mitchell
- **Opti Race Team Coach:** Johnny Norfleet
- **Jr. Opti Race Team Coach:** Andrew McIssac and Alex Benoit
- **Messing About in Boats Instructor:** Cassie Todd
- **Skippers Instructor:** Tristan Janowicz
- **Ensign Instructors:** Andrew McIssac
- **Mates Instructor:** Anne Stickells
- **Seamen Instructor:** Morgan McCaskey and Kelsey Young
- **Little Mariners Instructors:** Morgan McCaskey, Kelsey Young, Cassie Todd
- **Jr. Instructors:** Chase Quinn, Elizabeth Pemberton, Tyler Pesek, Chris Champa, JP Cannistraro, Sophie Pesek, Alex Benoit
- **Steward:** Tucker Wheeler
- **Jr. Steward:** Willy Oakes

### WIANNO YACHT CLUB JUNIOR SAILING PROGRAM PARENT HANDBOOK

This handbook is designed as a reference to answer questions that you may have about our Junior Sailing Program. The Program Director, Officers and Directors have worked hard to improve our programs so that your children will have a fun and safe summer. Please let us know if there is anything that you feel should be added. We hope that the programs will continue to benefit from your commitment and support. Please review the rules and regulations with your children before the program begins.

Please make sure that you read the section titled Communication between Parents and Program Staff. It is very important that you support us in implementing this approach. This will enable us to improve the overall program if we consistently communicate and deal with issues in this manner.

## MISSION STATEMENT

The WYC is a membership organization, which supports and promotes amateur sailing and other boating activities for individuals and families in the Oosterville area who have an interest in sailing.

### *Current activities in support of the mission*

To this end it maintains a clubhouse and dock facilities, conducts sailing instruction and racing programs, and sponsors a number of social and recreational activities for its members and their families.

## PROGRAM OBJECTIVES

- Connect children with the water with the goal of “making a sailor for life.”
- To promote life-long values such as sportsmanship, consideration for others, teamwork, and self-worth
- To teach young people how to sail to the best of their ability and interest, and to encourage growth in skill and competence, through both individual and team participation
- To teach seamanship, sailing, racing skills, and sportsmanship in a safe and fun environment

## PROGRAM DIRECTOR

Our Program Director will be responsible for the overall running of the program, including the following:

- Management of program and instructor schedules
- Management of regatta schedules including instructor attendance, and trailer and safety boat arrangements with assistance from 420 coaches.
- Oversight for all program head instructors and their subordinates
- Assuring compliance of rules and regulations
- Assuring that all areas of the club and dock areas are clean and safe
- Enforcing all safety issues with parents and instructors
- Holding regular parent meetings
- Communicating directly with parents and fleet coordinators
- Assisting in job performance evaluations of all program personnel

## COMMUNICATION BETWEEN PARENTS & PROGRAM STAFF

Communication between parents and the Program Staff is a key element for maintaining a successful Junior Sailing Program. **The program director, coaches, and instructors will primarily use email when communicating with families to disseminate information for classes. A session newsletter will be available at the end of each 4- week session.**

If you have a specific issue or concern that arises during the course of the season, which is related to any of the program instructions, please refer to the following guidelines:

- First, you should speak directly to your child’s assigned instructor, but not during instruction time.
- If you cannot resolve the issue with the instructor, then you should speak directly to the Program Director at a mutually convenient time. To schedule meeting please contact the Program Director.

- Lastly, if the issue is still unresolved then speak to Club Officer as soon as possible.

**For all non-instruction related program issues, or if you are unsure how to address any issue, please speak directly to the Program Director. Please support us in implementing this approach. This will enable us to improve the overall program and our ability to consistently communicate and deal with issues.**

## **STUDENT CODE OF CONDUCT**

Sportsmanlike conduct is expected of all sailors at all times, on and off the water, whenever representing the WYC in the community, and at all times while on WYC property. This Code of Conduct represents the most important ideals and guidelines to follow in order to have the most fun during your summer sailing experience.

Simply stated, it is an agreement by all sailors to:

- Be on time for lessons
- Attend regularly
- Sail for fun and the love of the sport
- Be cooperative, supportive and respectful of other people and their property at all times
- Listen to and follow your instructors' directions
- Listen, ask questions, and watch others to see how you can better your skills
- Participate 100% in daily activities
- Learn the Right of Way rules and observe them at all times when operating a boat
- Be a team player - get along with your classmates
- Be considerate in success and failure, victory or defeat, be a good sport
- Remember that your actions both on and off the water reflect upon you and your yacht club

It is expected that all sailors will at all times be respectful of their classmates, instructors, boats and the Club. Foul language, poor behavior, and inappropriate clothing will not be tolerated. The right to participate in WYC activities shall be at the discretion of the Program Director and Club Officers.

Jumping or swimming off the Osterville Bridge will result in immediate expulsion from our program.

## **CODE OF CONDUCT MANAGEMENT POLICY**

In order to maintain a safe, fun disciplined environment, all Sailors will be taught the importance of seamanship and safety. Emphasis will be on the care of property, good habits, sportsmanship, rules of conduct (on and off the water), as well as respect and consideration of others.

- Appropriate behavior is defined as a cooperative spirit on the part of the child to follow WYC's guidelines and rules (examples: following instruction, willingness to help and put equipment away).
- Inappropriate behavior is defined as an uncooperative or harmful behavior and will result in the Sailor's parent being contacted and possibly being removed from class (examples: biting, hitting, refusal to follow instructor directions, foul language).

## **SAILING**

Our Jr. Sailing Program is intended to expose youngsters and their families to the joy of sailing with an emphasis on fun and safety. This will be accomplished under the supervision of competent instructors. The junior sailing instructors (JI's) will report to the sailing instructors who will report to the Program Director. The Program Director will be your primary contact for the summer's overall activities, including questions on schedules, class assignments, policies, etc.

## **CANCELLATION OF ALL PROGRAM CLASSES**

Sailing classes will not be held on Thursday July 4<sup>th</sup>, due to the holiday and Wednesday, July 24<sup>th</sup> due to the annual Opti Regatta held at the WYC.

## **JSP STAFF RESPONSIBILITIES**

### **Program Director and Learn to Sail Director:**

- Determining instructor schedules and assignments for each fleet
- Providing oversight to all sailing instructors and to provide specific daily objectives for all instructors
- Providing training to instructors to improve teaching skills
- Enforcing program policies to maintain a safe and productive environment
- Evaluating instructor performance
- Coordinate regatta attendance with 420 and Opti. Coaches. This will be conducted through weekly emails to both the Opti and 420 teams. A schedule for regattas will be posted online on the Yacht Club Website, and on the bulletin board. (Program Director only)
- Attendance at parent meetings to discuss racing instruction/regattas (Program Director only)

### **Instructors:**

- Developing and implementing lesson plans for each class
- Updating attendance every day
- Informing parents and program director of any concerns regarding sailors
- Recommending student class placement for next summer

## **REQUIREMENTS FOR ALL SAILING PARTICIPANTS**

- All students must pass a swim test (detailed below)
- All registration/medical forms must be completed and fees paid in advance
- All sailors must wear an approved life jacket at all times on the water and have a safety whistle attached
- All sailors must wear close-toed shoes at all time, even when swimming at the beach or on the dock.
- All sailors are responsible for rigging and de-rigging their boats
- All sailors must have their boat equipped and set up before class begins, all classes will begin on time, if a sailor arrives late he may have to miss the class
- All boats must be ship shape and secured at the end of each class.
- All students must help other class members to move their boats on and off the racks, classes

will not be dismissed until all boats are stored properly.

### **TIPS FOR ALL SAILORS**

- Please put your name on all personal belongings with permanent ink
- Please put your child's last name in large letters on the back of his/ her lifejacket so as to help with identification when they are in the water.
- Be sure to wear sun block, visor or hat, and sunglasses each day
- Please bring a water bottle or drink
- Wear appropriate water shoes, sailing sneakers or sailing boots.
- Depending on conditions, you may need foul weather gear
- A towel and change of clothes is recommended
- A pen and notebook is recommended.

### **SWIM TEST**

All sailors must take a swim test on the first day of class in order to participate in the Junior Sailing Program. The swim test requires that each sailor be able to swim 200 feet with sailing clothes on (shoes included), then tread water for two minutes without a lifejacket, then and put on a lifejacket in the water. This applies to sailors who passed the swim test in prior years. Please bring a towel and a change of clothes to the first class.

### **LOST AND FOUND**

"Lost and Found" items will be placed in plastic drums located in the south/west corner basement, adjacent to the "cubbies". Be sure to check the "Lost and Found" periodically. All items not claimed at the end of each session will be donated to charity.

### **INCLEMENT WEATHER**

The Junior Sailing Program will begin at the scheduled time for each fleet *regardless* of the weather conditions. If the weather prevents sailing, alternative sailing-related activities will be conducted.

### **SAFETY**

Safety is our primary concern. Each safety boat is equipped with a radio and a first aid kit. It is imperative that all medical forms be completed. They will be taken to each event. Also, it is very important that we know if your child is not attending class. Please call the office to let us know if he/she will not be attending class. Each day attendance will be taken. If we have not received a call that your child will be absent, and they are not at the class, you will receive a call to verify his or her whereabouts. The program director will review the weather forecast in the morning. If there is a forecast of possible thunderstorms, then the instructors will be advised to pay particular attention to the weather conditions. Instructors will cancel all water activities if they hear, or see, any lightning. All sailors will take shelter as soon as possible.

### **PARENT/PROGRAM DIRECTOR MEETINGS**

We will hold parent/program director personnel meetings on some Friday mornings on the rear porch at the club at 8:30 a.m., announcements for which will be posted on the whiteboard outside the club. The Program Director will provide updates on the program and answer any questions that you may have.

## WEBSITE

All notices and updates will be posted as soon as available. Email will be the number one communication tool between the program and families.

## SCHEDULE OF NOTABLE DATES

Please refer to the Wianno Yacht Club website calendar for racing schedules.

## OPTI AND 420 RACE TEAMS

The Wianno Yacht Club offers 4 different racing classes for our sailors: the Opti. Jr. Race Team, the Opti. Race Team, the 420 Jr. Race Team and the 420 Race Team. As members of these teams sailors are expected to sail a variety of regattas (the Jr. Opti. and 420 Race Teams being less than the Opti and 420 Teams). These regattas are a great opportunity to build skills and have fun racing different sailors around the region. **Coaches will work with sailors and parents to determine which events are appropriate for each individual sailor. As a parent, please trust your child's coach's recommendation for travel to an event.**

WYC coaches will accompany the teams to these regattas, and their role is to provide coaching during the event: boat setup/tuning, weather, tactics, and boat handling.

While the yacht club will help coordinate travel to away events, it is the parents responsibility to transport and chaperone sailors at away events. We ask that all parents take turns volunteering to help drive sailors and trailers to events, and chaperone when appropriate.

Communication for travel to regattas between program director, coaches, and parents is paramount, please do not hesitate to ask questions or voice concerns. Communication will mainly be email bases with weekly updates from the coach or program director to all that are involved with the regatta.

We will provide coaches to all of the regattas listed below. This list may change during the summer, depending on interest of sailors. If there is an event that your sailor would like to participate in, and it is not listed please let the program director know and we may be able to provide a coach if the appropriate number of sailors are attending. Events outside of the New England Area will most likely not be considered.

### **Guidelines for Opti and Jr. Opti Team Travel Organization**

- 1-2 weeks before the event the program director or the coach of the team will send an email to the ENTIRE team indicating that event “X” is approaching on date “123”
- Coach will list the sailors who are attending to sail
- All families are responsible for transporting their boats or club chartered boats to and from the events. Families should work together on carpooling.
- Parents will be asked to donate snacks, i.e. granola bars and water to the team for the event.
- Approximately 3 days before the event, the coach or PD will send out an updated email with travel logistics:
  - When sailors should be at the event
  - Who is bringing snacks
  - Any other logistics
- All sailors must submit charter fee of \$200/boat, and damage deposit of \$300/boat at least 2 days prior to the event
- Once plans are all set via communication from the email chain, the program director or coach will send a final itinerary for the event.

### **Communication for the 420 Race Team**

- COMMUNICATION IS ESSENTIAL (!) and must be undertaken through cooperation between parents, sailors and yacht club staff.
- E-mails (primary) and telephone (secondary) communications will supplement weekly electronic updates from coaches.
- The Coaches & Program Director are there to help you but you are responsible for your sailor. The Program Director will help parents and coaches coordinate assignment of transportation of sailors and equipment to and from events.
- Email and cell phones are the easiest tools for communicating transportation logistics.
- We will post on our website ([www.wiannoys.com](http://www.wiannoys.com)) the dates for all of the regattas, along with the dates we will post the hosting yacht club’s website, which will give you all regatta information such as deadlines, registration, fees, directions etc.

### **General Guidelines for organizing 420 Team Travel**

- 1-2 weeks before the event the program director or the coach of the team will send an email to the ENTIRE team indicating that event “X” is approaching on date “123”
- Coach will list the 420 pairings that he/she has to date
- Coach will appoint a “point” parent to help organize transportation of sailors and equipment to the event. It is asked that ALL parents share the responsibility as the point parent throughout the summer
- A parent(s) will be asked to donate snacks, i.e. granola bars, and water for the event.
- Approximately 3 days before the event, the coach or PD will send out an updated email with travel logistics:
  - Who the point parent is
  - Who is sailing with who
  - When the trailer will be loaded
  - When team will travel to event

- Who is bringing snacks
- If a sailor is sailing a club Opti, sailors must submit charter fee of \$100/boat, and damage deposit of \$200/boat at least 2 days prior to the event (this applies for our home regatta as well)
- Once plans are all set via communication from the email chain, the program director or coach will send a final itinerary for the event.

### **Responsibilities of Point Parent**

- This is a shared responsibility by all parents on the 420 team
- Point parent is to work with other parents to ensure all sailors have rides to and from the event
- Point parent is to work with the coach on transportation times
- If it is an away event the point parent is asked to help with getting enough chaperones for the event.

### **General Aspects of Travel:**

- Parents are responsible for arranging transportation of both sailors and equipment to and from regattas.
- Wianno Yacht Club Coaches and their assistants primary responsibility is to provide on and off-water coaching. Parents are responsible for their children's behavior and decision to sail.
- Parents must drop their child up at the prescribed time and pick them up immediately at the conclusion of event.
- The success of our program is dependent on the positive attitude of all participants - sailors, coaches/instructors and parents.
- Parents are expected to support yacht club staff in their efforts as positive role models for our young sailors.
- Please be courteous to our staff. Any issues should be handled as outline in the COMMUNICATION BETWEEN PARENTS & PROGRAM STAFF section of this handbook.
- While traveling to other clubs please do not forget you are representing ALL of the members of WYC and Wianno community.
- Many events are mid-week or on weekends; plan your time off accordingly; plan ahead, get involved and prepare early.
- Budget extra travel time; expect the unexpected with kids and boats.
- Early registration for events will eliminate late fees and enhance organization.
- **When sailing to and from an event, i.e. Hyannis Regatta or Invite: Sailors MUST sail home together in a group. Every boat should wait at coach's designated spot prior to sailing home. No boat should sail into shore, or begin sailing home without speaking to coach first.**

### **CHARTERING A BOAT FROM THE WIANNO YACHT CLUB**

The WYC provides 420s and Optimists for charter to certain regattas in New England. The goal of the charter boats is to enable our sailors to race outside home waters in competition with sailors from other clubs.



Chartering any boat is a big responsibility, our hope and expectation is that sailors and their parents will make every effort to make sure our boats are returned to the Club in the same (or better!) condition in which they left.

### **General Information:**

Each venue listed on the 420 Race Teams, and Opti Race Teams regatta schedule has its own unique physical setting which can provide a variety of unique challenges for sailors at various ability levels. The coaches will make individual recommendations to each sailor for each event based upon his/her best judgment for your sailor. The WYC will not prohibit a sailor from participating in any regatta at any time, and support at certain regattas may be limited. However, it is always in the sailors' best interest to adhere to the coaches' recommendation. Additionally, coaches will have the responsibility and right to recommend whether sailors will have the option of chartering A-Fleet or B-Fleet boats. This recommendation will be based upon the sailor's experience level. Available boats will be assigned based on seniority if demand exceeds supply.

The Board of Directors voted to change the policy regarding policies and procedures regarding the use of club owned boats. Please read and understand these changes because they are major and may impact the ability of your sailor to access club owned boats for use at regattas.

### **Additional Information on Chartering and Transporting Club Boats:**

- A-Fleet 420's will be transported on club owned trailers whenever possible.
- Transportation of Opti's and B-Fleet 420's is the responsibility of parents.
- All sailors are expected to load necessary equipment for individual events they are scheduled to sail.
- Junior sailors are not permitted to drive club owned trailers or transport club owned equipment on roads/highways.
- Instructors are discouraged from driving junior sailors on roads/highways.

### **Boat Charter Availability:**

- Six (6) A-Fleet 420's will be made available to 420 Race Team members for charter at club approved/supported regattas in New England.
- B-Fleet 420's and Opti's are available for charter when available
- Sailors interested in chartering a boat must make a reservation for the specific event with the Program Director.

### **Damage Deposits Required by July 2<sup>nd</sup>:**

- Each sailor planning to charter a club owned boat must submit a damage deposit check for \$300, made out to the 'Wianno Yacht Club'. These checks will remain on file in the YC office and will only be cashed if repairs need to be made or missing equipment replaced. Damage that exceeds the deposit will be billed to the parent.

### **Cost of Chartering:**

48-Hours before a club owned boat leaves the yacht club grounds:

- A-Fleet 420's: each skipper/crew pair must submit check for \$200
- B-Fleet 420's: each skipper/crew pair must submit check for \$100
- Opti's: each skipper must submit check for \$100
- All checks payable to Wianno Yacht Club

## **YACHT CLUB TRAILERS**

The WYC will occasionally provide and transport trailers for A-Fleet 420's to and from regattas. (Parent volunteers are encouraged to sign up to tow trailer to regattas, if you're interested please coordinate with the Program Director or Coach.) Each parent is responsible for all loading and off-loading of his/her child's boat.

Coaches and YC staff are busy assisting our sailors with rigging, strategy & tactics at these events. They are not available to load and unload the boats. Sailors will be given berths on a first-come, first-load basis as recorded by the Program Director upon receipt of charter fee & damage deposit.

You must remove your child's boat ASAP from the trailer immediately upon its return to WYC.

In the event of an accident involving a club trailer, LIABILITY FOR DAMAGES TO THE TOW VEHICLE OR THE TRAILER, AND FOR PERSONAL INJURY, RESTS WITH THE DRIVER TOWING THE TRAILER, NOT WYC. BOAT OWNERS ARE RESPONSIBLE FOR ANY DAMAGE TO THEIR BOATS. This means that insurance coverage for any personal injury or damage to the trailer or tow vehicle resulting from an accident is under the automobile policy of the drivers.

## **BOAT MAINTENANCE**

It is recommended that you create a kit of spare parts and supplies for your child's sailboat. This is important to carry with you to regattas. Suggested items: permanent marker, (put your sail number and last name on everything), duct, electrical and sail repair tape, misc. lines, screwdrivers, pliers, band-aids and sun block. **If something breaks or there is damage to a club boat, sailors are asked to immediately report the damage to his/her coach.**

### **On-Water Safety at Regatta:**

•The Wianno Yacht Club coaches and staff will make recommendations for each sailor as to the suitability of the venue, present conditions and weather forecast. However, ultimately, the decision to sail rests with the sailor. Each sailor should have an understanding of their skills and capabilities as well as the extant conditions in assessing whether it is appropriate to sail.

•Host clubs will be responsible for providing adequate safety measures such as patrol boats operated by competent personnel, and WYC will be limited in on-the-water support at away regattas. Sailors should consider this when deciding whether to sail.

•The Wianno Yacht Club assumes no responsibility for safety measures, or lack thereof, of other yacht clubs.

### **Decision to Race:**

***"The responsibility for a boat's decision to participate in a race or to continue racing is hers alone."*** (*Racing Rules of Sailing* 2009-2012; Part 1 Fundamentals, 4.0)

Each sailor (or a parent/legal guardian in the case of a minor) is ultimately responsible for his or her decision to compete.

### **Helping Those in Danger:**

**“A boat or competitor shall give all possible help to any person or vessel in danger.”**  
(*Racing Rules of Sailing* 2009-2012; Part 1 Fundamentals, 1.1)

- Wianno Yacht Club coaches and staff must render assistance to any person(s) in danger regardless of who those in danger are.
- Sailors should expect situations could change suddenly especially when weather conditions deteriorate quickly which can overwhelm the best safety planning.

### **WYC JSP HAND SIGNALS**

- O.K. (forefinger to thumb w/three fingers up) – “we’re physically Okay”
- Thumbs up – “we plan to continue to sail/race”
- Point towards harbor – “we plan to retire & head for shore”
- Two fingers up – “check back in 2 minutes”
- Five fingers up – “check back in 5 minutes”
- Wave-over – “come within hail for instructions”

### **APPROACHING SWIMMERS ON THE WATER**

Non-WYC Motorboats are strongly discouraged from approaching any WYC sailor in close quarters that are in the water. If no alternative is available (notifying WYC coach, hosting YC “crash-boat”, etc.) and you feel you have no alternative at a minimum please do the following:

- Approach swimmers from the leeward side (i.e. travel up-wind toward the swimmers)
- Turn-off the engine within close proximity of the swimmers
- Lead by example, remain calm and composed clearly communicating your intent to the swimmers.
- Physical assets can be replaced! The physical & emotional well being of the sailor is paramount.
- IF sailors are removed from a boat & it is abandoned the hull should be marked with a large “X” (sharpie or grease pencil). This indicated to race officials that the crew is safe.

### **Check-in/Check-out:**

- Coaches will create a list of each WYC sailor on the water prior to the start of the first race.
- At the conclusion of sailing for the day they will verify that each sailor is accounted for on the water before returning the host yacht club.

### **Sailors Responsibilities:**

Before the start of an event:

- Each skipper/crew must be present at the prescribed time/location determined by the Team coach:
  - a.) stage boats to be certain all equipment is present and in good repair
  - b.) un-rig and properly stow sails, blades, spars, and dollies
  - c.) load boats and gear on the trailers and make secure(Failure to participate in the loading process will forfeit the charter and fee. The boat will be assigned to another sailor.)

### **On “Race Day”:**

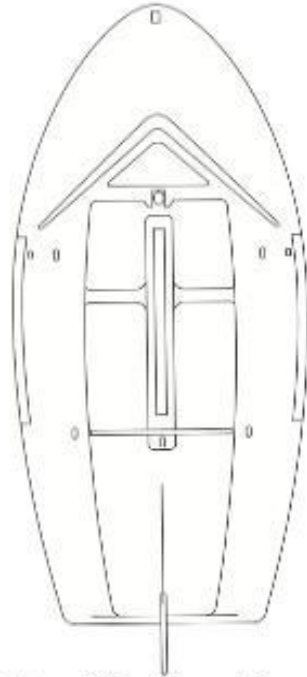
- Each skipper/crew must be present at the prescribed time/location determined by the Team coach:

- a.) unload boats and gear from the trailers
- b.) rig, assemble, tune, and make all boats ready for the regatta

**After the conclusion of an event:**

- During the “check-in” process conducted at the Wianno Yacht Club boats will be surveyed and equipment inventoried. Once all the boats parts have been accounted for the coach and the sailors will sign the form completing the charter process.
- Chartered boats must be returned to the Yacht Club before 8:30 am the morning after the regatta has concluded.

Boat Hull Number: \_\_\_\_\_ Name: \_\_\_\_\_



Deck: OK Charged \$ \_\_\_\_\_



Hull: OK Charged \$ \_\_\_\_\_



Rudder: OK Charged \$ \_\_\_\_\_



Centerboard: OK Charged \$ \_\_\_\_\_

Sails OK Charged \$ \_\_\_\_\_

Lines OK Charged \$ \_\_\_\_\_

Other OK Charged \$ \_\_\_\_\_

Boom OK Charged \$ \_\_\_\_\_

Mast OK Charged \$ \_\_\_\_\_

Spin Pole: OK Charged \$ \_\_\_\_\_



Tiller: OK Charged \$ \_\_\_\_\_

Ext. OK Charged \$ \_\_\_\_\_

Total Deductions: \$ \_\_\_\_\_

Initials: \_\_\_\_\_

Dolly (tires/bearings/pins) OK  
(main/jib/chute) OK

Bowline/Spin sheets OK

Sail

Inspection Completed by: \_\_\_\_\_

Date \_\_\_\_\_