South Beach Yacht Club

Community Youth Sailing Program Manual

Welcome to South Beach Yacht Club’s Community Youth Sailing Program. We are very excited to introduce or welcome you back to the joy of sailing this season! The goal of this manual is to provide a comprehensive resource for parents/guardians and students participating in our Youth Programs. It is designed to help you understand our programs, our progression model, what to expect, what to bring, and expectations. On behalf of the staff, instructors, and Board of Directors, we welcome you to South Beach Yacht Club and look forward to another year of sailing with you!

MISSION OF South Beach Yacht Club Community Youth Sailing Program

Our mission is to offer opportunities to youth who come from different diverse and socioeconomic families to learn how to sail, to create a community of youth sailors that enables them to continue friendships and gives them opportunities to continue in sailing throughout their life.

GOALS & OUTCOMES

At SBYC we provide a safe, fun environment to learn and practice sailing skills. Our youth will learn about safe boating practices, teamwork, and how to take care of boating equipment. Our goal is to instill an interest and appreciation for the sport of sailing; develop a respect for the sea and their environment; develop self-confidence, and good sportsmanship all while creating a new community of young and old sailors alike. We use the guidelines from U.S. Sailing to record the camper’s progress in fourteen basic sailing skills in the class. This not only gives the students goals to reach, but also lets you the parent/guardian know how they have progressed in our programs. Your Program Manager and all of our instructors are more than happy to speak with you at any time to discuss how your sailor is doing

OUR INSTRUCTORS

Our US Sailing Certified Instructors take pride in providing excellent instruction and guidance to every child here at SBYC. Each Summer we strive to hire a diverse group of staff to work the 10-week sessions. It is our goal to retain our instructors and hire from within our Junior Leadership program each year. Our staff is dedicated to serving our mission and your child.

HOURS OF OPERATION

Summer Camp at SBYC is held Monday – Thursday 9:00am – 4:00pm and Friday 9:00 am to 2:00 p.m. Spring and Fall Sunday program time is held noon to 4:00 p.m.

 SCHOLARSHIPS

SBYC Community Youth Sailing Program is committed to providing affordable sailing experiences and scholarships to youth and adaptive participants. To apply please email sbycyouthsailing@gmail.com

BOATING & WATER SAFETY

While having fun is a top priority, safety is our primary goal. In each course we will teach water safety techniques to ensure safe boating practices. Students are required to follow all safety rules including but not limited to; personal safety of protecting from the sun and the elements, life jackets protocols\*, proper usage and stowage of equipment, behavior expectations and policies. If conditions are deemed unsafe for sailing, students will engage in fun, educational activities on or near the docks or classrooms. Activities may include, sailing games from the docks and field trips. \*Lifejackets are required and provided by SBYC. They must be worn and zipped at all times while on the docks, 10ft from the water, and on boats.

EQUIPMENT CHECK AND 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. 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 CHECKS

We require participants to be able to swim; all students enrolled into our program are required to pass a swim check in order to participate in our courses. The swim check will take place on the first day of programming or first day of a new session. Students will be asked to slide into the water off our docks while wearing a life jacket and swim the 100 feet. This gets the students used to the circumstances of the Bay waters and allows our instructors to evaluate their comfortability in the open water. Life jackets are worn and activity closely monitored.

HELMETS

As youth are learning to sail, they are prone to bumps and bruises, but getting hit by the boom can not only cause a severe injury it can easily turn them off sailing. SBYC encourages parents to purchase a surf helmet for their child. Should purchasing a surf helmet be a challenge economically, please contact the Program Director. If you have any questions regarding helmet usage, please don’t hesitate to ask.

SIGN-IN / OUT PROCEDURES

All campers are required to be signed in on the first day of camp by a parent/guardian. Staff will sign campers in when they arrive inside the clubhouse. Campers may be signed in no earlier than 8:50 a.m. by the instructor and parents will be called if the camper does not show up to camp. Parent/guardians should notify the Program Manager or instructors if their child is not coming to camp that day. Campers need to arrive on time to ensure time on the water.

EARLY PICK-UP PROCEDURE

If you need to pick up early, please let the Head Instructor know the night before or that morning before class starts to ensure that they will be off the water and ready for you.

AUTHORIZATION TO PICK UP CAMPERS

You may designate who may pick up your child/s or if your child may walk home on the questionnaire when registering. If you wish to make changes to this information once camp has started, check in with the Program Manager or Instructor for a permission form and complete it for each child.

CARPOOLING

On the first day of programming, please sign our Carpool list and opt to share your information with other parents who may coordinate drop off and pick-up through-out the week. SBYC will generate the list, it is up to our parents to coordinate. All parent/guardians encouraged to stay Monday morning to hear our Orientation and Announcements for the week. For children taking the N Judah or the T Third, they may not leave SBYC property more than 15 minutes before the bus is due to arrive at our nearest bus stop, unless given permission by parent/guardian.

WHAT TO BRING

IMPORTANT: Write your name on all your gear!

 1. Should come wearing a bathing suit that will fit under wetsuit

 2. Refillable Water Bottle (we don’t give out cups) AND a nutritious lunch

 3. Non-cotton moisture-wicking clothing

 4. Closed toed tennis, water, or sailing shoes (soft-soled and able to get wet) NO SANDALS OR FLIP FLOPS

 5. Hat and Sunglasses with leash (SPF 30+ hats are recommended)

6. A complete change of clothes including a towel, socks, shoes and underwear.

7. Eyeglass leash if eyeglasses are worn.

8. Wet suit—we have a limited number of used wetsuits and limited sizes of wetsuits.

9. Life Jackets

WHAT NOT TO BRING

Please leave all electronics, toys, jewelry, and expensive clothing at home. Electronic devices are not permitted at camp. If campers need to have a cell phone to contact you with, please advise them that it is only to be used for that reason and must be checked into the office during camp. We are not responsible for any lost, stolen, or damaged property.

LUNCHES

Please provide your child with a healthy, nutritious lunch every day. If this is ever an issue, please let an instructor know. SBYC will provide lunch on Friday. During camp we expend a lot of energy so make sure your child has enough food to get them through the day. Provide a re-fillable water bottle. Being on the water all day, it is important for your child to stay hydrated. We will encourage them to drink water, not juice or sport drinks, before, during, and after camp.

PARENT POLICY AND VOLUNTEERING

 SBYC is extremely grateful to the many parents that send their young sailors to our programs. We take the responsibility of ensuring your child’s safety and happiness at during classes very seriously. The SBYC staff believes that sailing is about so much more than just learning to tack and jibe, it is about learning responsibility, teamwork and self-reliance. Parents are welcome to observe their child’s class, but should not be a distraction. Volunteers are welcome to help at Friday’s lunch.

MEDICATIONS

Instructors can remind campers, but not administer any medication so please make sure your child is well prepared each day and has what they need and knows how to take it. When registering, indicate all medical information so our staff is well informed in case of emergency. Medications which must be available at all times (such as an epi pen) should be brought in a water proof container and a pouch that will be kept in the office. Please write your child’s name on the container. If your child usually takes medication and you are planning on taking them off of it for camp, please let us know. In the past this has resulted in behavior that was not compatible with program safety for some campers. If your child has a serious or life-threatening condition, please file an Action plan with our office.

SUPPORTING YOUR CHILD

Please share any major life changes or other information about your child that will better enable us to support them while at SBYC. When instructors are aware of learning differences or behavioral diagnoses it assists them in supporting your child in a successful week of camp. Check in with the instructor the first day of camp for any special concerns or updates or call the office at 415-235-1100 if you wish to discuss your child’s situation prior to the start of camp.

INJURY/ACCIDENT

Our staff are all trained and certified in CPR and First Aid and Concussion protocols. If an incident occurs, staff will provide immediate treatment to their level of certification or contact Emergency Medical Services for advance treatment. Staff carries radios for rapid communication on the water. You will be contacted as soon as possible. Please ensure that your emergency contact information is correct and up to date. If your child has a fever, is vomiting, or is not feeling well enough for vigorous physical activity, please keep them home for adequate rest and recovery.

LOST AND FOUND

Please write your child’s name on all of his/her gear. At the end of the day all items found in boats, or changing area will be brought to the deck and sorted in our lost and found bins. Sailors are encouraged to check the lost and found at the end of their program. Any item left with a name and phone number will be returned at the end of summer. All unclaimed items will be donated by end of year.

**Youth Sailing Program Rules of Conduct and Discipline Policy:**

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:** 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, 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. Instructors will report any incidents directly to the Program Director.

Policy:

1. First Incident: Student will be reminded of the rules and helped by an instructor to correct the behavior.

2. Second Incident: Student will be warned and parent/guardian will be informed and asked to meet with the Program Director. A plan of improvement will be agreed upon by all parties.

3. Third Incident: 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 or will be asked to pick up the child early if the incident warrants it.

4. Continued: Continued abuse of the rules will result in expulsion from the program. Parent/guardian the Program Director and Commodore will be informed. No fees will be refunded. SBYC reserves the right to treat all infractions and violations on a case-by-case basis keeping all of participants’ safety in mind. A behavioral contract will be implemented in the instance the child can remain in the program. In the case intentional physical or verbal abuse, parents will be called immediately to pick up their child.

REFUND/TRANSFER / WAIT LIST POLICIES

Refund/Transfer Policy:

We appreciate the opportunity to serve you and count on your registration both to fund and staff our programs. We understand that sometimes a cancellation is unavoidable. Please be considerate of our time and efforts prior to registering. If you do need to cancel our policy is as follows:

• Before 30 Days - Full Refund

• Before 15 days - 50% Refund

• 15 days or less - NO Refunds

There is a zero-tolerance policy on drugs and alcohol use by campers. Immediate dismissal from the program and no refund of tuition.

Wait Lists:

 If a camp is full, you can add your child to the wait list. When a position comes open, we will call each person in turn and provide a deadline for response. Often openings come up at the last minute. If you are no longer interested in a camp, please call the office and let us know. This will make it quicker for interested campers to be notified in the event of an opening.