



CASTINE YACHT CLUB JUNIOR SAILING

Parent Handbook

Castine Yacht Club
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MISSION STATEMENT

The mission of the Castine Yacht Club Junior Sailing Program is to develop knowledgeable youth sailors. We seek to instill in our sailors 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 CYC Junior Sailing Program strives to provide youth sailors with the following:

- Training in all aspects of sailing, both recreational and racing
- 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 Castine Yacht Club

CURRICULUM

Each of our classes focuses learning and then demonstrating mastery of skills in the following areas:

- | | |
|---------------------------------------|------------------------|
| • wind direction | • points of sail |
| • rigging / unrigging knots and lines | • jibing |
| • rules of the road departure | • capsize recovery |
| • landing | • overboard recovery |
| • steering | • getting out of irons |
| • safety position | • upwind sailing |
| • tacking | |

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...and for more advanced sailors:

- 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 only employ Senior Instructors who have earned, at a minimum, the US Sailing Level I (Sailing) instructor certification or equivalent.

SAILOR CODE OF CONDUCT

Cooperation, sportsmanship and respect are all cornerstones of our program. The Castine Yacht Club expects positive behavior from all sailors in the program, including while at the club facility, on the water, and when sailors represent the Club while away at regattas. Inappropriate or disrespectful behavior and/or language by program participants will not be tolerated, nor will abuse of Club staff, Club-owned equipment or the Club facility. 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 PARTICIPANTS & THEIR FAMILIES

Our Junior Sailing program is equally open to members and non-members. Non-member participants are welcome at the following events:

Junior Sailing Special Events:

- Cardboard Boat Race and Cookout
- Lord Nelson Model Boat Race and Cookout
- Junior Dance

We ask that everyone, whether member or non-member, adhere to the following safety guidelines while are at our facility:

- No smoking
- All children must wear USCG approved Type III PFDs while on the jetty and floats
- No children are allowed upstairs without supervision

DROP OFF & PICK UP PROCEDURES

Our classes involve significant preparation, and each sailor is responsible for being ready on time with sunscreen applied and their PFD on. Boats used by the junior program are kept on floats away from the Club building and instructors transport sailors to and from these floats. When sailors are dropped off late or are tardy in their preparations it impacts the instructors' ability to start lessons on time and therefore impacts the other sailors. In addition, our instructors have physically demanding days and require time between morning and afternoon lessons to plan, eat, and rest. It is imperative that participants are collected on time.

CYC staff cannot assume responsibility for children who arrive before lessons start time or after lessons finish!

ARRIVAL & DEPARTURE

When arriving at the Club, please 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 their lesson, 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 Waterfront Coordinator 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 Waterfront Coordinator prior to arriving at the facility to ensure that this is possible. Your child's class might be in progress, so the Waterfront Coordinator will need to determine how your child might be escorted to or from his / her class.

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If your child will be absent, please call Castine Yacht Club at XXX_XXX_XXXX before 9am to notify the Waterfront 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 Waterfront Coordinator in advance to provide that person's contact information.

"COMMUTING" SAILOR ARRANGEMENTS

We love that children in Castine get around on their own and want to help keep it safe. If a sailor is going to travel on his or her own (walk, bike or drive), please notify the Waterfront Coordinator in advance of the start of their Session.

WHAT TO BRING TO CLASS

PERSONAL ITEMS & GEAR

Please ensure your child arrives each day with these required items, labeled wherever possible:

- Closed toe shoes (no bare feet or flip flops)
- A towel
- A full water bottle
- Lunch if participating in a day sail (NO NUTS PLEASE!!)
- (Optional) A hat with a brim
- (Optional) A neck gaiter
- (Optional) Extra sun block. Sailors should have sun block applied before arrival.
- (Optional) A rain jacket
- While CYC has appropriate youth PFDs with safety whistles available for participants to borrow, we encourage regular participants to bring their own USCG

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Type III PFD. All PFDs must have a safety whistle. Safety whistles can be purchased in the CYC office.

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 CYC Junior Sailing Program cannot assume responsibility for the loss of or damage to sailors' cell phones.

CLUB EQUIPMENT

The CYC Junior Sailing program provides PFDs, 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 equipment, including, but not limited to, sails, rudders, tillers, centerboards, sheets, etc., they will be required to pay the Club the cost to repair or replace such items.

SAILOR CLASS/GROUP PLACEMENT

All sailors who are placed in classes and groups based on age, skill level and maturity as determined by our instructors. Requests to change class or group should be made to the Waterfront Director. The Waterfront Director's will take the request into consideration, but will have the final say on class and group placement.

CASTINE RACE TEAM

The Castine Race Team is an extension of the Junior Program which aims to:

- Provide advanced sailors an opportunity to learn racing skills
- Build on Castine's legacy and heritage as a sailing and racing powerhouse
- Ensure vitality of the Castine Class as an iconic boat in Castine's harbor
- Develop links between the Junior Program and adult sailors which will provide experience, depth, and support to young sailors
- Encourage involvement of both full time and summer residents in the sailing program
- Motivate young sailors to continue honing their skills and learning advanced skills through racing
- Create a pipeline of young instructors to future proof CYC's Junior Program by ensuring sailors with advanced skills are ready to become junior instructors and instructors in the future.

Junior Program participants who sign up for a minimum of two weeks of sailing instruction/summer are deemed eligible. Eligible sailors will be invited to join the CRT based on skill set and interest (as assessed by instructors and volunteer coaches), and a willingness to commit to at least 5 weeks of training and racing/summer. At this time, there is no additional fee for the CRT program.

Training sessions take place twice weekly, generally at 4:30 on Tuesday and on Friday at 1:30, following lessons. Training sessions are chalk talks and on-the-water exercises conducted by volunteers with valuable experience to share. CRT members are also expected to participate in weekly racing series and regattas as opportunities are developed. Junior Racers are expected to participate in weekly Castine Class races - participants should be ready to skipper and/or crew on boats as needed to maintain a vibrant fleet. The team will put at least two boats (Mace and Eliz B) on the line each week and attempt to get other additional boats out and racers on as many boats board as

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possible. Race Team members are also expected to participate in weekly races and inter club regattas as and when opportunities are developed.

COMMUNICATIONS

Our email, yacht@castinegolfclub.com, will be used to 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 Castine Yacht Club is **(207)-326-8844**, from which you can be connected to the Waterfront Director, Ethan Burt, or to the Waterfront Coordinator, Eleonora Carta. 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.

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 club 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.
- Medication cannot be administered by waterfront staff.

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.
- If a sailor has a serious allergy, this should be disclosed to the Waterfront Director before the first session. If a sailor has an EpiPen he or she must bring it to class and give it to their instructor. Sailors who show up without their EpiPen will be sent home.

STAFF

All CYC Jr. Sailing Program Instructors (Junior and Senior) as well as the Waterfront Director and Waterfront Coordinator have USCG approved First Aid and CPR certifications.

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All Senior Instructors 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. 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. We respect the training and competency of our staff and expect all participants to do the same.

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 safety whistle attached. Sailors must only blow their whistle in cases of emergency. Misuse of this equipment will be taken seriously. Sailors must wear their PFDs and closed-toe shoes while on docks, in the water and when aboard any sail/power boat.

Instructors will also take a dip in the Castine Harbor with students at the end of their first day to understand how they respond to our chilly Maine waters. Please ensure that they have a towel and change of clothes if needed.

BAD WEATHER

Weather conditions such as fog, high winds or lightning do prevent us from sailing during class time. In these situations, all classes will be conducted indoors. Many aspects of seamanship can be worked on during these indoor sessions.

VOLUNTEERS

The Junior Sailing Program always needs volunteers to assist in a number of different areas, including food and setup for our events and cookouts, transportation to away regattas, the Castine Yacht Club Junior Dance, and special snacks for fun throughout the season. Contact the Waterfront Coordinator or any member of the CYC Committee to discuss volunteer opportunities.

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 Waterfront Director and/or the CYC Committee via email at yacht@castinegolfclub.com or via phone at **(207)-326-8844**. We all try our best, but your constructive input will help make the Program a greater success.