

Topics	Examples of responses
Safety policies and checklists currently in place. Attach sample documents, if available.	We have an emergency response plan that is used by the junior sailing instructors, as well as club member operators of race support boats for our adult racing series. At the beginning of the season our waterfront and junior staff review the plan, procedures, and checklists. We make sure a laminated copy is visible/easily accessible. We also include emergency response information in our instructor handbook. And we have a safe powerboat operation session during the instructor training week.
	We have an emergency action plan developed for each club department, including sailing, which was set up by the EMT on staff at our club.
	We enforce a Code of Conduct and Safety Procedures to assure proper and safe behavior of all junior sailors. (Sample documents provided).
	We have a detailed safety plan as well as a facilities guidelines plan. In addition, we have an emergency response plan. We arrange an annual simulation with the local police and fire departments, together with the marine police and coast guard. This simulation occurs one week prior to the program start and includes all instructors as well as the club staff.
	A Parent-on-Duty, or other adult in that role, is the point person for receiving on-land emergency instruction, including calling 911 and the security gate guard, contacting the parents of the child requiring medical attention, meeting the EMS response vehicle, ensuring medical information is provided to the technicians, and notifying the Program Chair immediately of any such activity. Removing this responsibility from the coaches allows them to focus more on the program and instructing. We also have good relations with our local marine patrol boats. We also have a Program Director (senior level or adult) who oversees the activities, both on land and on the water. Our coaches are all trained in CPR and First Aid, with emphasis on water related injuries. We also require all full time coaches to successfully complete at least US Sailing Level 1 certification prior to the season. Our emergency action plans are reviewed annually during orientation week (Sample documents provided). We also have additional documents: Handbook detailing performance expectations of each coach, Code of Ethics signed by each coach and each sailor, Emergency Medical Forms for each sailor boxed for quick access, Liability Release Forms signed by parent of each sailor, Accident Report Forms for the coach in charge of the injured sailor, and Listing of local radio channels. All support boats are equipped with emergency supplies, including flares.
	We have an extensive list of safety protocols that extend beyond sailing. Our Emergency Action Plan is simple to ensure that instructors follow it by rote in the event of an emergency. We also fit it on a single page, so it can be easily displayed in the building and in attendance booklets. To ensure that instructors document all incidents regardless of severity we developed a short version of an incident report for less severe issues, called an "Ouch Form." This simplifies discussion with parents when a minor injury affects a sailor. We have found that the length of the form and its simplicity makes it far more likely that an instructor will complete it shortly after the incident occurs. For more serious issues we use a complete incident report. In addition, all use of first-aid materials by instructors must be logged. (Sample docs provided).
	I think complacency is more often the enemy than lack of training. Overall I think we need to create a culture of safety which enables anyone to say something if they see something without being viewed as the curmudgeon of the waterfront (e.g., slow down, don't overload the coach boat, sit down in the boat, hands-in/butts in, put safety lanyards on and cell phones down, wear closed toed shoes, wear your lifejacket properly, etc. We do have a Standard Operating Procedure and a Powerboat Safety Checklist for our coach boats (17 ft Boston Whalers with 70 hp Yamaha outboards). (Sample documents provided)
	During orientation week we review the Emergency Action Plan and on-water safety. Instructors are responsible for operating their motorboat in a safe and legal matter. The harbor waters are 5 mph zone, never drive carelessly or promote horseplay. Lifejackets must be worn and zipped at all times on the water and dock. Our number one goal is to keep our sailors safe, so safety should be on our minds at all times. Have an action plan ready at all times; Inspect boats regularly to prevent gear failure; If injuries occur, immediately judge the severity and do not be afraid to call the sailing director or other instructors for help; Always fill out an "Incident Report" for every injury, even minor ones. (Sample EAP, Instructor Handbook, Float Plan and Accident Report were provided).

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Safety policies and checklists - continued	Prior to the start of the Junior Sailing program, we have all instructors come to the club and we take them out on the water to demonstrate where are the safe zones and the hazardous areas (e.g., submerged rocks). We have a no cellphone policy for staff, and also for the junior students. Instructors meet the parents prior to the start of the program so that they can be informed of any special needs that the students may have such as allergies, fears, anxiety etc. Throughout the summer, we keep a daily log for each motor boat. All our motor boats have two tourniquets that the instructors have been trained to use. On land we monitor the weather and keep instructors updated on any alerts.
	We have a Parent Of the Day throughout the season. Each parent of a sailor must volunteer and be at the club with VHF communication to the instructors in case of emergency. Another parent volunteer manages the POD signups and reminders. Our Program Handbook will be updated for 2018. All sailors and instructors must read and sign before they can participate in the sailing program. There's a mandatory sailing orientation meeting with sailors and parents before the season begins where we review the handbook and safety. We have a checklist for the Head Instructor to report to the program chairs weekly that includes a safety review and details any concerns. The Head Instructor must have on hand a binder with all sailor waivers, emergency contacts and medical/allergy Forms.
	Extensive written policies and procedures are included in the club's Float Plan, Instructor Handbook, Emergency Action Plan and Major Accident Incident Report form.
	Each year we run a weeklong prep session with instructors prior to the start of junior Sailing with the juniors. During that week, our Sailing Director reviews our safety procedures and policies. This includes our policy that juniors do not ride in power boats except in an emergency.
	All students must prove they can swim without assistance and put on a PFD while in the water. We have daily checklists for all students going onto the water and coming off the water, as well as for pickup. We have the following plans laminated and present at all times with each instructor and launch driver: Medical Emergency Action Plan, Missing Person On Water Action Plan, Non-Medical Emergency Action Procedure, General emergency instructions, and Head Injury Checklist. All instructors must go through the following training: CPR (within the last 12 months), US Sailing "Safe Powerboat Handling" course, US Sailing Instructor Level 1 or Level 2, Concussion training "HEADS UP to Youth Sports," and US Sailing SafeSport review. In addition, we look for two certified life guards on staff (expect at least three in 2018). We also conduct a regular weekly check of all safety equipment.
	The club has an emergency action plan for each season, from winter sailing to summer sailing. The Emergency Action Plan is published with each regatta notice.
	Club has an emergency action plan (sample provided). The standard US Sailing/Powerboating and First Aid / CPR certifications are required.
	Our club has a comprehensive 16 page safety plan for all departments, which includes an emergency response procedure (Sample documents provided).

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Actions taken during mid-summer 2017 to review or improve safety.	We discussed the use of coach boats for taking kids to regattas and for recreation when there is no wind. We continued this practice over the summer, but will re-assess for next year. We stopped allowing our junior instructors to drive coach boats because they did not have power boat certification. We also discussed and researched propeller guards for our coach boats.
	During summer 2017 we re-visited our procedures and had a meeting with our instructors and sailors. We did review our policies and reinforced what we were already doing.
	Our current plan was re-evaluated after news of the accident. Everyone was reminded of the emergency plan. The same plan is in place for this summer.
	We reviewed our safety policy and procedures and have been implementing more procedures. Instructors have been ordered to cut their engines when approaching sailboats, then use poles that the sailors may grab to pull them closer to the coach boat. Our goal is to minimize, if not eliminate, the need for sailors to be on coach boats. We also advised our sailors to cut excess straps hanging off life vests.
	The Standard Operating procedures and checklists are reviewed each year. We conducted an Emergency Response Drill with the local emergency responders.
	Our sailing director met with all instructors to review safety procedures.
	During the summer of 2017, we made it a goal to review the EAP at least once a week with the entire sailing staff, to ensure confidence in the plan and feedback from instructors on potential improvements. We also outlined a list of powerboat-specific safety protocols for all instructors to memorize and instituted several additions to the policy that are included in that document.
	Annual review of the emergency action plans with instructors during week 1. Reviewed again in midsummer to determine what, if anything, we could learn and improve. Continued the evaluation of various types of propeller guards with improved coverage around the propeller.
	Specific actions included an all hands meeting with all coaching staff and club staff. We also discouraged all passengers in coach safety boats. For example, the end of summer trip to the ice cream store that had previously been on coach safety boats was switched to the club launches instead.
	We reviewed operation of powerboats with the instructors when one or more sailors are aboard ,and re-emphasized rule about no sailors being aboard except in an emergency. Club management also discussed the incident.
	Spoke with staff and sailors alike. Readjusted some policies and practical procedures for staff. Introduced a deeper line of education for sailors/students regarding how to keep themselves safe.
	Our club rewrote its emergency action plan. We discussed propeller guards and safety procedures.
	We reviewed our powerboat handling with on-the-water practical demonstrations and reviewed our kill switch policy

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Enhancements planned for 2018.	Enhanced safety and first aid kits aboard the chase boats; Review of the past practice of allowing recreational use of powerboats when there is no wind; Implementation of propeller guards.
	We will re-visit and review/update our policies before the summer. And from two to three members or staff at our club plan to become certified as US Powerboating Instructors, so they may offer Safe Powerboat Handling and Safety & Rescue Boat Handling courses on-site.
	Discussions on additional procedures for 2018 are ongoing, but one idea we plan to implement is a safety discussion during training week, where both new and experienced instructors can point out flaws in our policy and suggest improvements and additions. We feel that allowing instructors to provide feedback on the safety policies will promote compliance and ownership of the procedures.
	Update emergency plans for phone numbers. Install prop guards on all small outboards, and Update floating docks (a goal is to minimize hazards when pulling heavier boats out of the water at the end of each day.)
	Each year we try to challenge the existing staff and the new staff to think critically about what we do and what we can do better.
	We intend to bring US Sailing and Powerboating training courses to our club and offer them during the two weeks leading up to the start of the program, so we can assure the quality of the instruction and check that equipment is in good working condition. Also, we were surprised during the mid-summer review that many of the younger children did not know about certain safety concerns, nor did their parents. So, we intend to use the first few days of the program next summer to spend time playing "Simon says" or other games and exercises to emphasize what to do and not to do on the water, so even an 8 year old sailor understands required safety concerns.
	Safety enhancements planned for 2018 include purchasing swimmer prop guards for most of the safety boats after extensive testing at the conclusion of last summer.
	2018 will include a review of powerboat operations and a check out by a certified power boat instructor that they can operate a powerboat as expected (this includes rescue of grounded sailboats, capsized sailboats, persons in the water and various maneuvers)
	We are recruiting for a Sailing Director to oversee all facets of the sailing program including safety; this role would not primarily be responsible for sailing instruction. We're also evaluating all coach boats for safety and performance and will install prop guards.
	We annually review our safety plan. Enhancements for 2018 include the installation of prop guards as well as an additional powerboat training class for instructors.
	Continuation of procedures from 2017, plus install prop guards.
	We will run an emergency drill to test the emergency action plan.
	Review existing procedures for possible enhancements, in light of the information developed in the JSA LIS review.

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Experience with propeller guards. If currently installed, what influenced that decision?	We have had stainless steel prop guards installed on all our dedicated jr sailing coach boats for at least five years. While the guards seem to protect well from lines or other things brushing past the propeller, we don't think they are fool-proof. The only way to insure that all sailors are safe is to keep sailors away from any engine that is running.
	No current experience with prop guards.
	No current experience with prop guards, but will be adding them to coach boats this summer.
	A few years ago we installed a plastic ring type propeller guards on RIBs with a 50 hp and 90 hp outboard engines. In just a few short weeks both were destroyed: the 50 hp was damaged by coaches hitting things; the 90 hp prop guard appeared to have a manufacturing fault. Since we could not justify the cost of replacing them several times a season they were never reinstalled.
	We have not implemented prop-guards in the past, though we are considering the possibility for 2018. Issues being weighed include may prop guards offer a false sense of security to instructors, and may decreased performance of powerboats with guards impede action in the event of an emergency?
	After news of the accident we purchased and installed aftermarket prop guards on two coach boats. It was late in the season, so more time is needed for conclusive results. Our plan is to keep them installed and possibly install on more boats this summer. We want to evaluate their benefits and performance.
	We are considering installation of prop guards on all powerboats used for junior sailing. We are currently researching different products, the necessity of increasing engine horsepower, and deciding whether to install them on both the whalers and the RIBs, or just one of those two types of powerboats. We intend to do tests about effect on speed because we have doubles of the same boat types.
	Experience with the swimmer prop guards included two week testing at the end of the summer program in which we found: overall speed was the only compromise in performance. We decided that speed is not an issue as we operate almost 100% in a no wake zone. The guards will be installed on Yamaha 50 hp motors on Boston Whaler 17 foot boats. (http://www.propguardtech.com/swimguard.html). However, our travel boats will likely not have prop guards on them.
	We have no experience with prop guards as of yet; we tested a series of guards. This past winter and this spring, we will be installing prop guards on all of our coach boats. Our testing experience was that there is a noticeable decrease in top-end speed and acceleration, but minimal impact to low- and mid-range speed and maneuverability. While we do not have actual experience yet -- that will come this summer -- we do not expect that prop guards will have a negative impact on our coach boat fleet. We would be in a position to report actual use at the end of the summer. Our coach boats include whalers and RIBs with Yamaha engines between 25 and 75 HP. All these boats will have a stainless steel full cage swimmer guard installed (http://www.propguardtech.com/swimguard.html)
	We have done a fair amount of research. We have one type of guard now installed, but results are inconclusive. The guards cause damage to propellers when hitting an obstruction, but fortunately there have been no propeller strikes to people. We will be trying the Turning Point "Aegis" safety propeller on some boats when they need replacement propellers; it is designed to minimize flesh injury from a prop strike (https://turningpointpropellers.com) .
	No past experience, but club will require prop guards on all junior sailing powerboats in 2018.
	We have not selected a prop guard. We have had mixed results with the ones that we have tested. We tested on the 4.8 ribs and 15 foot whalers. No official plan yet, although club management does intend to install guards for 2018 season.
	We have evaluated several types. Because our engines are low power (relative to many junior sailing support boats) we have had difficulties finding guards that will not reduce power to the extent that we cannot get the Whalers to plane. We have narrowed it down to two types and will be installing prop guards on all small outboards prior to the commencement of the 2018 program. We had been thinking and discussing propeller guards for a while, and the incident last summer prompted action.
	We have no experience with propeller guards, but have inquired about them.
	We have not used prop guards in the past, due to some testing by American Boating and Yacht Council that appeared to indicate across all conditions that they are more dangerous on average, (see sample ABYC report). But in response to the accident, and in anticipation that a policy may be created by the state or by the JSA LIS, we expect to install plastic concentric-ring guards on all junior program dedicated boats in 2018. We have 15 ft RIBCRAFT and 17 ft Whalers.

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Certification / training required or provided for powerboat operators.	Our program requires the completion of the two-day Safe Powerboat Handling course, which includes both on-the-water and classroom instruction. During the course, instructors receive both a NASBLA card and a State Boating Safety Certificate. During training week, we provide about eight hours per instructor of powerboat training, so that returning instructors regain confidence and new instructors receive added time. We plan to increase this time allotment next season. In addition, we do not allow Junior Instructors to drive powerboats at any time. (Sample docs provided include powerboat-specific safety protocol).
	Our instructors from Ireland were highly skilled and certified. Most of those coaches had the Irish Sailing National Powerboat Certificate (Level 2). Going forward, we would require this level as best practice. (see description at https://www.sailing.ie/wp-content/uploads/2015/11/National-Powerboat-Certificate.pdf)
	We require the state powerboat education certificate and the US Sailing courses for sailing instructors.
	During summer staff training we practice First AID, CPR and water rescues. All powerboat operators must show a current United States Coast Guard License, or successful completion of the state powerboat education course. They must also demonstrate practical boat handling, seamanship and responsibility equivalent the US Powerboating certification standards
	We require from all instructors current cetificates for US Sailing Small Boat Sailing Level 1, First Aid and CPR, Safe Powerboat Handling and State Safe Boating. We require attendance at the JSA Instructor workshops in June. And we offer additional powerboat handling training for our instructors
	We have an informal training program in place because we often hire instructors who have been in our junior sailing program. As older teens they were allowed to act as junior instructors to assist the instructors on shore and on the water, without driving the coach boats. But on weekends, they may help the race committee by driving mark-set boats under supervision of the sailing director. This allows the teens to get experience driving powerboats when they are not near children.
	All coaches must have valid Safe Powerboat Handling and Level 1 certificates, or international equivalent.
	Every coach is required to successfully complete the US Sailing Safe Powerboat Handling training course in order to drive the support boats. At the beginning of each season, our coaches go out each of the support boats to familiarize themselves with the idiosyncrasies of each. During the process, our powerboat specialist assesses the competency of each coach and reports about any concerns to the Program Chair.
	All new staff who operate power boats are required to pass Safe Powerboat Handling or equivalent training, in addition to the Level 1 sailing certification.
	All our sailing instructors must go through the following training: CPR/First Aid, US Sailing Instructor Level 1 and Concussion training.
	All sailing staff are required to have the US Powerboating Safe Powerboat Handling certification. All staff must test out each year to assure compliance, and the club provides retraining if needed. Sailing Director checks out all Members and club provides Safety and Rescue training for race committee support people.
	Instructor Requirements include US Sailing Level 1, with CPR and First Aid Training (re-certified annually before program starts), state powerboat safety course and US Powerboating On Water Powerboat certification. Adding this summer the requirement that Junior Instructors have CPR and First Aid training.
	State safe boating and US Powerboating certification are required.
	During our instructor training week, we include a half-day of hands on powerboat training, certify all staff annually in first aid and CPR with an on-site class, train with our local first responders, and reinforce compliance with PFD and kill switch use (instructors must sign a commitment form).