

JSA 2010 MIDWINTER MEETING REFERENCE BINDER

1. JSA ADMINISTRATION

- How the JSA Serves You
- Board of Directors
- Regional Coordinators
- Standing Committees
- JSA Area for Optimist Regattas
- Club Program Chair Listing
- JSA Office Support

2. JSA ETHICS

- Ethical Issues and Code of Conduct
- Supporting Ethical Behavior
- Guidelines for Instructors
- Guidelines for Parents
- JSA Property Loss Procedures
- Suggested Regatta Housing
& Shoreside Rules and Regulations
- Enforcing the JSA Ethics Guidelines
- Role of Instructor vs. Parent

3. JSA FORMS AND PAPER WORK

- JSA Forms
- JSA Online Waiver Database

4. JSA REGATTA PLANNING

- JSA Calendar of Events
- Planning & Managing a Successful Regatta
- USCG Application for Marine Event
- Club Codes and Directions
- USODA Green Fleet Policy

5. PROGRAM MANAGEMENT

- Information Privacy
- A year in the life of a JSA Committee Chair
- Program Development Timeline
- Philosophy of a Sailing Program
- JSA Curriculum Development
- "Building a Program that Works"
- Creating a Jr. Sailing Big Boat Program

6. RISK MANAGEMENT

- Program Safety: Prevention and Documentation
- Guidelines for Risk Management
- Daily Safety Checklist for your Program
- Club Insurance Coverage and Workers Comp.
- "Safe and Sound Jr. Programs"
- "What You Should Know About Junior Sailing,
Safety and Insurance"
- Emergency Procedures & Policies for a small boat
program

HEALTH AND SAFETY

- "Dressing Warmly makes a difference"
- "The Sailor's Big 'C'"
- "Keeping the Sun Out of Your Eyes"
- "The Well Stocked First Aid Kit"
- "The Well Equipped Coach Boat"

7. INSTRUCTOR HIRING INFORMATION

- Club Program Survey
- Job Bank Procedures
- Personnel Practices Briefing
- Sample Job Description and Contract
- Attracting, Hiring, Keeping and Building Staff
- Instructor Boot Camp

8. INSTRUCTOR TRAINING & CERTIFICATION

- US Sailing Instructor Courses
- NASBLA Approved Boating Certificate
- American Red Cross Sport Safety Training
- Instructor Recertification
- Safe Powerboat Handling
- US Sailing Level 1 Course Information
- Safety Boat Skills Self-Assessment form

9. CLINICS & INSTRUCTIONAL MATERIALS CLINICS

INSTRUCTIONAL MATERIALS

- JSA Activity Guide –sharing at its best
- 2009-2012 Racing Rules
- Developing & Executing On the Water Drills
- 10 Great Things for Green-Fleeters to do
at a Regatta
- Tool Kits for Jr. Regattas
- Team Racing – an Overview
- Laser Outhaul & Cunningham Rigging Updates
- Club 420 Coaching Manual
- Optimist Coaching Manual
- Basic Optimist Tuning
- USODA Safety Guidelines
- Towing Optis Safely
- Teaching Kids to Race the Fun Way
- Fun and Learning: It Can Happen
- Pequot Yacht Club Boxes for No Wind Days
- Checklist for Environment Stewardship

10. CLASS AND ASSOCIATION INFORMATION AND MEMBERSHIP FORMS

- US Sailing Youth Council
- Memberships for Sailors
 - US Sailing Golden Anchor Membership
 - Optimist Class
 - Blue Jay Class
 - Pixel Class
 - Laser and Laser Radial Class
 - Club 420 Class



Junior Sailing Association of Long Island Sound, Inc.

Feb 27, 2010

Dear JSA delegates, Junior Sailing Committee Members, and Friends,

Welcome to the JSA of LIS mid-winter meeting and program management workshop. We are an association of over 40 member programs representing over 2500 junior sailors in a relatively close geographic area. There are many advantages to being so concentrated and we use meetings like this to share ideas and address issues collectively. We will be using a slightly altered format this year but still hope to keep the day informative and interactive. There is always something to learn, even if you are an experienced program chair.

As I write this, I am days away from attending the U.S. Sailing National Sailing Programs Symposium in Houston, TX. This is an annual event and if you have never attended, you should consider doing so next year. One of the keynote speakers will be Nicholas Hayes, author of [Saving Sailing](#). If you have not heard of this book, the cover describes it as being about "The Story of Choices, Families, Time Commitments, and How We Can Create a Better Future". In an era where it sometimes seems like values such as discipline, playing by the rules, and demonstrating respect for others have fallen out of fashion, this book is particularly timely.

I agree whole heartedly with Clifford D. Mallory, the first president of the organization we now know as U.S. Sailing, who wrote in 1932, "The development of Junior activity is, in my opinion, the finest work that yachtsman in general can undertake, for in the development of the Juniors, we are looking to the future, when they assume the leadership of the sport." We recognize that the real work of junior sailing happens in the many committee meetings, planning sessions, and the many hours of just getting the job done. We thank you for that time and energy and believe it to be important to the sport as we try to instill the love of sailing in our children.

Thank you for all you do for the benefit of junior sailors and best wishes for a wonderful 2010 program year. We hope you find the day worthwhile and, please be sure to let us know how we can help you.

Laura

Laura Trumbull
Chair, Junior Sailing Association of Long Island Sound

How the JSA Serves Member Club Program Leaders

ADMINISTRATIVE SUPPORT

- Executive Director available year-round
- Regional coordinators
- Data base maintenance
- Instructor hiring guidelines
- Regatta calendar & schedule coordination
- Standardized NORs and SIs
- Regatta entry forms and waivers

COMMUNICATION

- Responsive to needs of program chairs, instructors and jr. sailors
- JSA web log (blog)
- JSA web site
- JSA year book
- Midwinter & Spring Meetings with reference notebooks
 - information for program chairs and instructors
- Breaking news and issues in e-mail communication with program chairs
- Classified listings on web

EDUCATION

- Provide ethical guidelines for sailors, parents, program chairs and instructors
- Program Management Workshop
- Regatta Management Workshop
- Head Instructor Workshop
- All Instructor Workshop with world class coaches
- Rules Seminar
- U.S. Sailing Small Boat Instructor Training Courses
- U. S. Sailing Safe Power boating Course
- Navigation & seamanship training
- Representation at US SAILING National Sailing Program Symposium

JUNIOR SAILOR ENRICHMENT

- Pre season clinics
- Boat class clinics
- Team racing clinics
- Advanced racing clinics
- Storm Trysail Club Safety at Sea
- Ladder events to US Sailing national championships
- JSA & season championships
- JSA season trophies
- Performance boat handling
- Environmental sensitivity

www.JSALIS.org

JSA Board of Directors

Insert updated list here

2010 JSA REGIONAL COORDINATORS

JSA Area A Douglaston Great Neck Parks Manhasset Bay Port Washington	Douglaston/Cow Bay	Karen Doherty
JSA Area A Hempstead Harbour Club Sea Cliff Seawanhaka Corinthian The Waterfront Center	Hempstead Harbor/ Oyster Bay	Gary Knapp
JSA Area A Cold Spring Harbor Beach Head of the Bay Huntington YC Huntington YMCA	Huntington	Dave Waldo
JSA Area A Centerport Northport Northport Bay SA	Northport	Dave Waldo
JSA Area A Shelter Island Southampton Orient	Eastern LI	Susan King
JSA Area B American Beach Point Horseshoe Harbor Huguenot Larchmont Shore Club Larchmont Yacht Club New York Athletic Club YC Orienta Beach Club	Larchican	Tricia Leight

2010 JSA REGIONAL COORDINATORS

JSA Area B

Belle Haven
Indian Harbor
Riverside
Rocky Point

Captains Harbor

Sally Michler

JSA Area C

Noroton
Roton Point
Shore and Country
Tokeneke
Wee Burn

Green's Ledge

Bill Crane

JSA Area C

Darien Junior Sailing
Norwalk
Stamford

Stamford

Dave Gurney

JSA Area C

Black Rock
Cedar Point
Housatonic
Milford
Pequot

Frost Point

Pam Toner

2010 JSA Committees and Responsibilities

Event Scheduling	Thom Hering
Midwinter meeting/Program Management workshop	Chris Clarke Susan King Sally Michler Pam Toner
All Instructor Workshop	Tricia Leicht Susan King Dave Waldo Dave Gurney
Head Instructor Workshop	Dave Waldo
McIntyre Clinic and Regatta	Chuck McCarthy
Advanced Racing Clinic (and other clinics?)	Thom Hering Dave Gurney
Website/blog	Rob Alexander Thom Hering
Advertising/sponsorship	Thom Hering
Standardized Forms (Waiver, NORs, SIs, etc.)	Laura Trumbull
Regatta Management	Karin Nye Susan King Bill Crane
Seamanship & Navigation	Karin Nye Amy Kellogg Rob Alexander Patrick Croke
Season scoring	Laura Trumbull
Judges	Gary Knapp
Yearbook	Karen Doherty
Online database	Laura Trumbull
Big boats	Amy Kellogg Patrick Croke Chris Clarke
Trophies (including review and repair)	Pam Toner Karen Doherty
By-law review/Discipline guidelines/Ethics	Matt Marion Sally Michler Karin Nye Amy Kellogg Laura Trumbull
Participation guidelines	Chris Clarke Tricia Leicht Bill Crane Karen Doherty
Ladder events and U.S. Sailing championships (Law, Leiter, Bemis/Smythe)	Dave Gurney
Optimist class representative	Gary Knapp
Blue Jay class representative	Chuck McCarthy
PiXel class representative	Matt Marion
Club 420 class representative	Bill Crane
Laser class representative	Sally Michler
2010 Nominating Committee	Amy Kellogg Karin Nye Doug Wefer

JSA Sailing Areas for Optimist Class events

<u>Area "A"</u>	<u>Area "B"</u>	<u>Area "C"</u>
Centerport Yacht Club	American Yacht Club	Black Rock Yacht Club
Cold Spring Harbor Beach Club	Beach Point Yacht Club	Cedar Point Yacht Club
Douglaston Yacht Squadron	Belle Haven Club	Darien Junior Sailing Team
Great Neck Parks	Horseshoe Harbor Yacht Club	Housatonic Boat Club
Head of the Bay Club	Huguenot Yacht Club	Milford Yacht Club
Hempstead Yacht Club	Indian Harbor Yacht Club	Noroton Yacht Club
Huntington Yacht Club	Larchmont Shore Club	Norwalk Yacht Club
Huntington YMCA	Larchmont Yacht Club	Pequot Yacht Club
Manhasset Bay Yacht Club	New York Athletic Club YC	Roton Point Sailing Association
Northport Yacht Club	Orienta Beach Club	Shore & Country Club
Orient Yacht Club	Riverside Yacht Club	Stamford Yacht Club
Port Washington Yacht Club	Rocky Point Yacht Club	Tokeneke Club
Sea Cliff Yacht Club		Wee Burn Country Club
Seawanhaka Corinthian Yacht Club		
Shelter Island Yacht Club		
Southampton Yacht Club		
The Waterfront Center		

JSA CLUB PROGRAM LEADER CONTACT LIST

Insert the club contact list here

The club contact list is distributed at the midwinter meeting and the June spring meeting.

To assure your club's contact information is as accurate as possible, please notify the JSA office of additions and changes by email at info@jsalis.org

Junior Sailing Association of Long Island Sound, Inc.

Administrative Support

Office is Located at Larchmont Yacht Club

**Bob Whittredge
Executive Director
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Email: info@jsalis.org

Web: www.JSALIS.org

Blog: www.JSABLOG.com

JSA Ethical Issues and Code of Conduct

The JSA has been made aware, as well as witnessed firsthand, that certain sailors and *JSA Instructors*, in particular, have not always observed the *proper code of conduct* on the water. The JSA is formally notifying Club Program Chairs to inform their Head Instructors, Instructors, Regatta Committees, and anyone else involved with JSA activities that instructors should be reminded that a condition of their employment is to observe proper ethical behavior at all times. Failure to meet these expectations will result in discipline under JSA rules and other severe consequences as described below.

Our message here is that unethical and/or inappropriate behavior will not be tolerated!

In recent years, the following has been observed and reported:

- PFDs – at several regattas, Instructors were seen not wearing PFDs
- Foul language – was heard too often
- Lack of respect to Race Committee including foul language on the radio
- Disregard of the sailing rules – influencing sailors to not observe rules and to not exonerate by taking a penalty, which leads to
- Overall poor sportsmanship on the race course
- Stealing of equipment – which historically has been worse but is still an issue

Communication is the key

The JSA strongly recommends that this message be clearly communicated to all parties as outlined below:

JSA level	<ul style="list-style-type: none">• The JSA requests that any incidents are reported. To aid in this effort, we will enlist the help of on-water photographers to document any problems (e.g., not wearing PFDs).• The JSA will include a review of ethical and code of conduct issues on our monthly agendas and during General Meetings including the Program Workshop and the Head Instructor and All Instructor Workshop
Program Chairs	<ul style="list-style-type: none">• Include a code of conduct in your hiring guidelines to <u>all</u> instructors• Reinforce our message during your hiring process to <u>all</u> instructors• Inform your Race Committees of our ethics and behavior expectations• Emphasize the code of conduct and ethics as a priority to your instructors
Regatta Committees	<ul style="list-style-type: none">• Mandatory instructor registration and meeting• State the expected behavior guidelines to instructors• At skippers meeting, encourage adherence to sailing rules• Require safety vessels to clearly identify home club• Encourage the Race Committee not to tolerate poor behavior by sailors or instructors
Head Instructors	<ul style="list-style-type: none">• Define the code of conduct and conditions of employment to your instructors• Reinforce to instructors that sailing rules must be observed• Create a session on sportsmanship for instructors and sailors• Reinforce to instructors that they must lead by example
Instructors	<ul style="list-style-type: none">• Lead by example• Sportsmanship is a priority• Do not underestimate the importance of the ethical message personally delivered by you

Based on the severity of the breach, JSA will follow up with the responsible parties to ensure that appropriate action be taken. Such action may include any of the following:

- Action under JSA Rule 1.2 and JSA Rule 11.
- Dismissal from current and/or future regattas which may also result in the dismissal of those sailors under his/her supervision
- Name of person in violation may be posted on the JSA website
- Suspension without pay
- Recommended termination of position will be considered

The JSA has always positioned **sportsmanship** as a priority, which includes proper behavior by instructors and sailors and honesty on the racecourse. Sailing is a self-governing sport and the JSA is hopeful that our sailors will be taught to respect the rules of sailing and good behavior. We are also hopeful that raising the general awareness of proper ethics and communicating our concerns to those involved in the sport will result in successful seasons without incidents.

We look forward to you all helping to maintain the integrity of our sailors and instructors.



JUNIOR SAILING ASSOCIATION OF LONG ISLAND SOUND, INC.
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ETHICS DOCUMENTS

Table of Contents

- 1. "Supporting Ethical Behavior" (3 pages)**
- 2. "Guidelines for Instructors"**
- 3. "Guidelines for Parents"**
- 4. "JSA Property Loss Procedures"**
- 5. "Suggested Regatta Housing and Shore-side Rules and Regulations"**
- 6. "Enforcing the JSA Ethics Guidelines"**
- 7. "Amendment to 'Rules for JSA Events'" (2 pages)**



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SUPPORTING ETHICAL BEHAVIOR

Our goal is to CREATE AN ENVIRONMENT THAT SUPPORTS ETHICAL CHOICES. We want to stress being proactive rather than being reactive as we strive to give our sailors the tools to make positive choices.

All of us – including PROGRAM CHAIRS, HEAD INSTRUCTORS, INSTRUCTORS and PARENTS should WORK TOGETHER AND WITH JUNIOR SAILORS to accomplish this goal. We hope that the SUGGESTIONS below will prove helpful.

- 1. GIVE YOUR SAILORS THE SUPPORT THEY NEED TO HELP THEM MAKE ETHICAL CHOICES.**
- 2. ENCOURAGE A FOCUS ON PERFORMANCE RATHER THAN OUTCOME; SEPARATE THE PERFORMER FROM THE PERFORMANCE; HELP SAILORS SET REALISTIC GOALS/EXPECTATIONS FOR THEMSELVES.**
- 3. USE THE JSA ETHICS GUIDELINES POSTER AS A CENTERPIECE FOR YOUR PROGRAM PLANNING.**

GUIDELINE #1:

“Respected sailors always know and abide by the Racing Rules. They promptly take a penalty or retire when they know they broke a rule or file a protest when appropriate.”

SUGGESTIONS FOR HELPING SAILORS TO FOLLOW GUIDELINE #1:

- Include rules instruction in your program;
- Introduce a “rule of the week” - at age and skill appropriate levels.
- Include penalty turns as part of the on-the-water training.
- Set up on-the-water drills that will create rules situations (.i.e. rules that apply at mark roundings).
- Use the UK link on the JSA website to study animated rules situations.
- Invite a local judge to help with mock protests.

- Have sailors serve as arbitrators. (See Appendix C of the JSA Yearbook, "Arbitration Procedures and Rules".)
- Brainstorm other ideas for improving sailors' knowledge of the RRS and the protest processes.

GUIDELINE #2:

"Respected sailors always obey event regulations on and off the water, including housing rules."

SUGGESTIONS FOR HELPING SAILORS TO FOLLOW GUIDELINE #2:

- Before each regatta go to the JSA Website for the regatta's "Notice of Race" and the JSA's "Housing Regulations and Responsibilities".
- Review these and other regatta regulations with the sailors who will be attending the regatta.
- Make it clear to sailors that they represent not only themselves but also their club/program and that their club/program expects positive representation.
- Make following their daily program regulations as well as regatta regulations part of the culture of their club/program.

GUIDELINE # 3:

"Respected sailors are always organized, prepared, and responsible for their own equipment."

- Before the sailing season begins have a rigging day and check-in each boat that will be used in your program.
- Be sure that all gear, including the sailor's PFD is clearly and indelibly labeled.
- Check each boat to be sure it has the required safety equipment . . . particularly Optis and Blue Jays. (Safety Equipment lists are made available by JSA.) Make this a condition of participation.
- Strongly encourage sailors and their parents to label all other personal belongings.
- Prepare a regatta checklist for each boat class. This list of necessary boat and personal gear will help sailors get organized for a regatta.

GUIDELINE # 4:

"Respected sailors always show respect to fellow sailors and those helping to run regattas and programs."

Make RESPECT a major part of what you do.

- Develop ways for sailors to help other sailors and make that a part of the program culture. (i.e. Have 4 Opti sailors work together to remove an Opti from its rack and launch it.)
- Teach strategies for expressing concerns in a positive way.
- Make it clear to parents, instructors, committee people, sailors, and others who are involved with the junior sailors that RESPECTFUL behavior is expected from everyone. Remember that young people learn more from what they observe than from what they are told.

REVIEW THE ETHICS GUIDELINES THAT SPELL OUT WHAT "RESPECTED SAILORS NEVER DO" .

BE SURE THE SAILORS UNDERSTAND WHAT THE CONSEQUENCES WILL BE AT THE PROGRAM LEVEL, THE REGATTA LEVEL, THE JSA LEVEL AND EVEN, POSSIBLY, THE NATIONAL LEVEL IF THEY:

"1. Swear at, intimidate or harass anyone, including teammates, on or off the water.

2. Steal or borrow, without permission, anything that does not belong to them.

3. Break laws related to alcohol, tobacco or illegal drugs."

(See the JSA document entitled "Enforcing the JSA ETHICS GUIDELINES" and note that the above "Nevers" have also been incorporated in the "Rules for JSA Events, Section 10, Discipline".)



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JSA GUIDELINES FOR INSTRUCTORS

Instructors should always:

- 1. Follow and promote the JSA Code of Ethics and the JSA Ethics Guidelines.**
- 2. Be aware of their enormous influence on the sailors in their charge and strive to model the highest ethical and moral conduct.**
- 3. Promote the total sport of sailing, not just racing.**
- 4. Place winning in the context of fun, good sportsmanship, and fair play.**
- 5. Take an active role in the prevention of drug, alcohol and tobacco use.**
- 6. Be aware of their responsibility for the supervision and welfare of the sailors in their charge at all times, including at away regattas.**
- 7. Operate support craft under recognized principles of safe motorboating.**
- 8. Understand that they must uphold event regulations, on and off the water, and housing rules.**
- 9. Be thoroughly acquainted with the racing rules, encourage adherence to the rules, and teach not only the rules, but also the procedures to be followed in the protest process.**
- 10. Assist all sailors to develop to their fullest potential.**
- 11. Encourage their sailors to be organized, to be responsible for their own equipment, to respect the property of others and to follow Lost and Found procedures.**

JSA Ethics Committee - January, 2004.



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JSA

GUIDELINES FOR PARENTS

PARENTS SHOULD ALWAYS:

- 1. Support and promote the JSA Code of Ethics and the JSA Ethics Guidelines.**
- 2. Place winning in the context of fun, good sportsmanship, and fair play. Emphasize performance goals rather than outcome goals.**
- 3. Promote the total sport of sailing, not just racing.**
- 4. As spectators, remain in designated areas and manage motorboats properly.**
- 5. Remember that any coaching DURING a race is prohibited. (See Racing Rules of Sailing 2001-2004 Rule 41 "Outside Help".)**
- 6. Show respect for race officials and regatta rules.**
- 7. Understand that alcohol and other illegal substances have no place at any junior sailing event.**
- 8. Model supportive and ethical behavior. (Young people learn more from what they observe than from what they are told.)**

JSA Ethics Committee – January, 2004



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JSA PROPERTY LOSS PROCEDURES

- 1. At regattas the host club should:**
 - a. designate a highly visible Lost and Found "Guru", publicize Lost and Found procedures and post lists of missing equipment.**
 - b. designate a specific storage area for gear and have available a safe or lock up facility for storage of small valuables.**
 - c. arrange for a marine supplier to be present as a source for replacing broken or missing equipment.**
- 2. Programs should encourage instructors and sailors to carry tool kits and spare parts.**
- 3. Programs (instructors) should teach organizational skills (use of storage bags, marking all equipment, regatta checklists, etc.) to their sailors.**
- 4. Sailors should learn the following basic principles regarding property loss:**
 - a. property is usually missing, not stolen.**
 - b. look actively for missing property.**
 - c. never borrow.**
 - d. work with instructors to resolve equipment problems.**
- 5. Sailors and instructors should inform the appropriate regatta or program authority if they cannot resolve a property loss problem themselves.**



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SUGGESTED REGATTA HOUSING & SHORE-SIDE RULES AND REGULATIONS

A Guide for Program Chairs, Head Instructors and Event Organizers

1. Any club providing housing for junior sailors should expect those sailors to be accompanied by an instructor. That instructor should:

- a) be responsible for the conduct of his/her group during the racing day, from launching to the end of protest hearings. (Instructors need to be compensated for overtime duty.)**
- b) be housed or stay locally, providing the Housing Chairman with a phone number where he/she can be reached in case of emergency.**
- c) if being housed, obey the house rules of the host family.**

2. Sailors being housed should:

- a) know that assigned housing must be used and stated curfews obeyed.**
- b) attend any scheduled dinners and social events or remain at their host's home with the consent of and under the supervision of their host.**
- c) obey any "house rules" set by their host.**
- d) express appreciation for hospitality provided by their host family.**

3. Host families should:

- a) provide breakfast.**
- b) provide an appropriate adult-chaperoned environment for junior sailors.**
- c) make their "house rules" clear.**
- d) be familiar with and adhere to regatta rules.**
- e) drive sailors to and from the regatta site, understanding that instructors are not permitted to drive sailors.**
- f) notify the regatta committee of any problems.**

JSA Ethics Committee – January, 2004



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ENFORCING THE JSA ETHICS GUIDELINES

A Guide for Program Chairs and Head Instructors

At their junior sailing programs, junior sailors should learn to follow the JSA Ethics Guidelines* and the guidelines established by their own sailing programs. Any sailor who fails to observe these guidelines should be subject to disciplinary procedures. The junior sailing programs should:

- 1. Make sure that junior sailors are familiar with JSA Ethics Guidelines and their own program guidelines.**
- 2. Make sure that junior sailors understand the consequences that will occur if they do not follow these guidelines.**
- 3. Publish disciplinary procedures for infractions of JSA Guidelines and their own guidelines.**

What follows is an example of one club's disciplinary procedures:

"If a junior sailor disobeys a rule, one or more of the following will occur in ascending order:

- 1. Conference with instructor in charge at time of infraction.**
- 2. Conference with head instructor as soon as possible.**
- 3. Dismissal from program for remainder of day, after discussion with parent.**
- 4. Conference with junior committee rep, head instructor and sailor.**
- 5. Conference with junior committee rep, head instructor, parent and sailor.**
- 6. Dismissal from program for one week.**
- 7. Dismissal from program for remainder of summer (no refunds)."**

At regattas, junior sailors must observe the "three nevers" as outlined in the JSA Ethics Guidelines. What follows is a description of consequences that may be imposed.

-At regattas, junior sailors who "swear at, intimidate or harass anyone, including teammates, on or off the water" may be disciplined by the regatta committee, protested under US SAILING RRS Rule 2 and/or called to a RRS Rule 69 hearing (Gross Misconduct) by the Protest Committee.

-At regattas, junior sailors who "steal or borrow, without permission, anything that does not belong to them" may be disciplined by the regatta committee, expelled from the regatta premises by the regatta committee, called to a RRS Rule 69 hearing (Gross Misconduct) by the Protest Committee, and/or brought to the attention of the local police.

-At regattas, junior sailors who “use or are under the influence of controlled substances” may be disciplined by the regatta committee, expelled from the regatta premises by the regatta committee, called to a RRS 69 hearing (Gross Misconduct) by the Protest Committee, and/or brought to the attention of the local police.

When at a regatta, a junior sailor is penalized under JSA Rules 10.1*, the regatta organizer shall notify the offending sailor's parents, program chairperson and yacht club Commodore, and the Chairman of the JSA. The junior sailor's club shall take disciplinary action within 48 hours and shall notify the Chairman of the JSA regarding this action. In addition to any action the club takes, further disciplinary actions may be taken by the Chairman of the JSA, including initiation of action under Section 13 of the JSA By-Laws.

*** Some guidelines have been adopted as JSA rules – See “Rules for JSA Events, Discipline Sections 10.1 and 10.2”**

JSA Ethics Committee January, 2004

Here are some good thoughts from the US Optimist Dinghy Association's Parent Manual.
See the complete manual at www.JSALIS.org under the Boat Classes link for the Opti.

Part 5: The role of the instructor/coach

The instructor/coach is your child's sailing teacher. This person has enough experience to teach your child what he/she needs to know to get comfortable with being on the water and participate in the first regattas.

While your help is most valuable, most instructors appreciate being able to coach without the interference of parents.

You can expect the instructor to show up on time and be motivated about the task. Some coaches are paid and some are not.

I have coached for many years and have always had a good relationship with parents. Optimist sailing is really a parent sport (joke! Or is it a joke?). There is so much a parent can do to make life easier for the coach. The coach should spend as much time with the sailor before launching as possible. This is the time where the sailor and coach talk about the day's racing and check the boat for the correct trim. Just ask the instructor what you can do and I am sure he/she will be more than happy to accept your help.

There are also things you shouldn't do. For example, try to be your child's own personal coach. It's so important that your child has someone to come in to after a day of sailing. Someone who asks how sailing was and if they had fun. Let the coach do the coaching and you can concentrate on the parenting.

I have seen many parents try to be both the coach and the parent. For some it works, but for most it doesn't. The problem here is that when everything goes well there is no problem. But then something does not go as planned the sailor needs someone to come to, and guess what...that's you. The parent. If you are trying to be both the coach and the parent your child will get confused and not really know when you are playing what role.

Another even bigger problem is in how the information is given. Every good coach has a planned program and knows exactly what each sailor needs to learn. But everything comes in a specific sequence. You cannot teach everything in a month and we need to realize that. If you start talking to your sailor about some topic and the coach is not there yet, that will cause confusion and not help the learning process. Even if you are talking to your child about the same topic as the coach it can be confusing. The coach has her/his way of explaining things and if you try to use your way the sailor gets nothing out of it.

Advise: If you would like to "teach" your child something, go to the instructor and ask him/her to bring it up with the sailor. This method works far better than trying to mix the parent/coach roles.

In another chapter of this guide there are some suggestions to what you as a parent can be helpful with. Take a look and offer to help today.

Part 6: What can you do as a parent

On land:

When you get down to the club you can do one of two things: help your own hopeful or help all the sailors. The most natural, of course, is to simply help your own child get ready; but the most fun and giving way, is to help all sailors who need a hand.

EVERYBODY – even if you don't know the first thing about sailing – CAN HELP.

Before practice:

You can help with rigging (getting ready) the boat.

- Follow the instructors' directions on how to rig the boat. Help the sailor move the boat, bring it down from the rack etc. You can also carry some of the equipment to the boat.
- Check that the boat complies with the safety rules: are the air bags inflated, are there any loose screws, frayed lines or any rips in the sail? Do this with the sailor.
- Talk to the sailors about the practice. Talk about wind and weather. If the sailor is hesitant going out that day, try to bring out the positive of sailing. Stress the safety of the boat and that the instructor always is close to the sailors.
- Encourage the sailors to help each other rig the boats.
- Help launch the boats using the dollies and/or ramp. Make sure that the dollies get carried away from the ramp.
- Help ensure that unnecessary damage does not happen to the boats.

During practice:

Do NOTHING, stay ashore and let the instructor do the job. Make new friends with the other parents.

After the practice:

- Be ready by the ramp to help the sailors get the boats back out of the water. Have the dollies ready at the foot of the ramp.
- Help the sailor get the boats back to the right places.
- Make sure the equipment is taken care of, meaning cleaned, washed, and stored properly.
- Ask about the practice and the experiences, show interest in the sailing.

JSA FORMS

A complete set of JSA forms is posted on the JSA web site at **www.JSALIS.org** under the quick links:

- Program management resources
- Regatta management resources

Please print the forms you will use most often and insert them here.

JSA Online Waiver Database

Here are some suggestions for getting the most benefit from the JSA database during your junior program registration:

- Use the JSA database to simplify getting the basic info about your parents and sailors into a spreadsheet format for your program office. Why manually type it from paper registration forms when your parents can do it more quickly and accurately? So ask your parents to register their junior sailors on the JSA database as a first step in the registration process for your club's junior program. Provide this link to them on your website or email communications <http://www.jsalis.org/login.html>. Then you may check their registration progress and download the parent and sailor info in a spreadsheet format by using the club-administrator feature of the JSA database.
- If you have a junior program registration day, set up a few laptops on a table and ask your parents to enter the information into the JSA database right there during the event.
- Remind parents that they may reuse the info they entered in 2009 by using the same username (an email address) and password they used during 2009. They only need to re-verify that the info is still valid for 2010 instead of re-entering all over again. These 2009 records will show status as "x2009" until they are re-verified by the parent.

If you are a new program chair who was a parent of a JSA sailor in 2009, you may request your parent waiver database account be upgraded to club administrator by emailing me the email address you use as your username. If you did not have a database account in 2009, email the JSA office at info@jsalis.org and we will send instructions for creating a new database account that I will upgrade to club administrator.

General information about the use of the JSA waiver database by club administrators is available on the JSA website www.JSALIS.org on the "Program management resources" page. Select the document "Online database club administrator user guide" or the video "Demonstration of club administration functionality."

In the pages following you will see some of the waiver database forms that are online. The forms are really intended to be viewed on the screen so don't be alarmed if they look strange in this printed format.

JSA Online Waiver Database User Guide

January, 2010

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Getting Started

When you go to the link, the first screen you will see the welcome screen below. To use the database, click on the highlighted phrase "Click here".



Junior Sailing Association of Long Island Sound, Inc.

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Welcome to the waiver database

If this is the first time you have visited this page, you need to create a login using your email address. Once you are logged in, you will be able to use the features of the waiver database.

[Click here](#) to begin.

Frequently asked questions

How does this work?

After you login, if this is your first time on the database and you are a parent, there are four steps: Entering Personal Information; Entering Club, Boat, and Class Membership Information; Signing the Waivers; and Printing.

How do I handle more than one sailor?

After you've completed entry of your first sailor, you click the Add Sailor link on the Sailor List page. This link will copy the parents' information to the new record.

My club is asking me for a confirmation number or waiver id. Where do I find it?

The waiver id is on the Sailor List page. The id will appear once the sailor status is Complete.

The program at our club has online registration. How does this work with the JSA-LIS waiver process?

Please put a link on your club's web site to this page, <http://www.jsalis.org/login.html>.

The screen came up with a lot of the information auto-filled. My computer filled in even the doctor's name, though of course it was incorrect as it used my name. It also put my phone number in for all of the called for phone numbers. I have no idea how this works but how do I block this?

Most current browsers have an "auto complete" feature. In Internet Explorer, you can turn this off by choosing Tools | Internet Options | Content tab | AutoComplete.... Other browsers may also have a way to turn this feature off. If you cannot turn it off, please type over the incorrect entries.

On the page that you print from, there is a timestamp for when I signed the document. What timezone is that in?

The timestamp is based on the Pacific time zone since that is where the database server resides.

You will be taken immediately to the login screen below. Please note that cookies must be enabled for the database to work properly. If you have already registered but are having trouble logging in, use the "Forgot your password" section to get the database to send you a new password. Please remember that you must enter your First Name and Last Name just as you entered them when you first registered.

If you believe that you have never registered but you are being rejected when you try to create a new login, try the "Forgot your Password" tool to see if somehow you are already registered and then report the problem to the JSA office at info@jsalis.org.

Passwords are sent from the email address no-reply@jsalis.org. If you do not get a response to a "Forgot your password" query, check your Junk Mail folder or spam filter to see if the email has ended up there accidentally.

If you would like to change your login id (i.e., your email address), you can do so on any screen after you've completed login with your old login id by going to the bottom of the screen and clicking on "Profile Update"



Junior Sailing Association of Long Island Sound, Inc.

[Home](#) | [Login](#)

Please login

New users: please create a login

*First Name

*Last Name

*Email address

*Password

*Repeat password

Create Login

* denotes required field

Current users: please login here

*Email address

*Password

Login

* denotes required field

Forgot your password? Enter your email address here:

*First Name

*Last Name

*Email address

[Email my password](#)

* denotes required field

You must enable cookies in your browser to login to this site.

Creating the Waiver and Medical/Participant Information Form

After you login for the first time, you will get the following screen. The database takes you through four steps: Entering Personal Information, Entering Club, Boat, and Class Membership Information, Signing the Waivers, and Printing. Please note that the next three pages are all on the first webpage, Entering Personal Information.

After completing the information on this screen, you must click on the "Save information" button to proceed to the next screen.

If you are not a parent (i.e., you're an instructor or a program chair) and you have no children to add to the database, you can skip this screen. If you are an instructor or program chair and new to the database, and you need club administrator privileges, please contact the JSA office at info@jsalis.org.

If you would like to change your login id, click on the "Profile Update" link at the bottom of the page.



Junior Sailing Association of Long Island Sound, Inc.

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Step 1 Enter Personal Information	Step 2 Enter Club, Boat, and Class Information	Step 3 Sign Waivers	Step 4 Print Copy
Please fill in the form below then click "Save information" button.			
<div>Save information Cancel</div>			
SAILOR INFORMATION			
First Name*	<input type="text"/>	Birth date*	<input type="text"/> <input type="text"/> <input type="text"/>
Last Name*	<input type="text"/>	Sex*	<input type="radio"/> Female <input type="radio"/> Male
Nickname	<input type="text"/>		
Sailor's Email	<input type="text"/>		
Address*	<input type="text"/>		
City*	<input type="text"/>		
State*	<input type="text"/>	Home phone*	<input type="text"/>
Zip/postal code*	<input type="text"/>	Summer phone	<input type="text"/>
Country code (ISO)*	<input type="text" value="US"/>	Cell phone	<input type="text"/>

	YOUR I N F O R M A T I O N *	OTHER P A R E N T I N F O R M A T I O N	
First Name*	<input type="text" value="Laura"/>	<input type="text"/>	
Last Name*	<input type="text" value="Trumbull"/>	<input type="text"/>	
Relationship*	<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Guardian/Other	<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Guardian/Other	
Work phone	<input type="text"/>	<input type="text"/>	
Cell phone	<input type="text"/>	<input type="text"/>	
Email	<input type="text" value="lctmailg@gmail.com"/>	<input type="text"/>	
Receive JSA newsletter by email?	<input type="checkbox"/>		
Same as sailor	<input type="checkbox"/> Items below will be filled in when you click Save.	<input type="checkbox"/> Items below will be filled in when you click Save.	
Home phone*	<input type="text"/>	<input type="text"/>	
Summer phone	<input type="text"/>	<input type="text"/>	
Address*	<input type="text"/>	<input type="text"/>	
City*	<input type="text"/>	<input type="text"/>	
State*	<input type="text"/>	<input type="text"/>	
Zip/postal code*	<input type="text"/>	<input type="text"/>	
Country code*	<input type="text" value="US"/>	<input type="text" value="US"/>	
	EMERGENCY CONTACT # 1 *	EMERGENCY CONTACT # 2 *	
Name*	<input type="text"/>	<input type="text"/>	
Daytime phone*	<input type="text"/>	<input type="text"/>	
Alternate phone	<input type="text"/>	<input type="text"/>	
Relationship to sailor*	<input type="text"/>	<input type="text"/>	
M E D I C A L I N F O R M A T I O N			
Physician*	<input type="text"/>	Insurance company*	<input type="text"/>
Physician phone*	<input type="text"/>	Policy/member number*	<input type="text"/>
Insured name*	<input type="text"/>	Group number	<input type="text"/>
Chronic illness, medical conditions, allergies or medication being taken. (Please list, or write none.)*			

[illegible]

Profile Update

Privacy Policy

After you've finished entering Personal Information for your sailor, you will get the following screen which provides information about the boat(s) your sailor will be sailing.

After completing the information on this screen, you must click on the "Save information" button to proceed to the next screen.



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Sailor record was updated

Step 1 Enter Personal Information	Step 2 Enter Club, Boat, and Class Information	Step 3 Sign Waivers	Step 4 Print Copy																												
Sailor Name																															
Home Club*	<div> <div></div> <div></div> </div>																														
Birth Date	YYYY-MM-DD																														
Eligible Fleets	Before birthday	After birthday																													
<div> <div> <u>Check Classes to be sailed this year</u> <div> <input type="checkbox"/> Optimist <input type="checkbox"/> Blue Jay <input type="checkbox"/> Pixel <input type="checkbox"/> Laser Radial <input type="checkbox"/> Laser Standard <input type="checkbox"/> Club 420 </div> </div> <div> <u>Enter boat information if available</u> <table border="1"> <thead> <tr> <th>Sail Number</th> <th>JSA Sail Number</th> <th>Hull Color</th> <th>Boat Name</th> </tr> </thead> <tbody> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table> </div> </div>				Sail Number	JSA Sail Number	Hull Color	Boat Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sail Number	JSA Sail Number	Hull Color	Boat Name																												
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																												
<div> <div> <u>Check memberships</u> <div> <input type="checkbox"/> JSA Member <input type="checkbox"/> US Sailing Member <input type="checkbox"/> Optimist Class Member <input type="checkbox"/> Blue Jay Class Member <input type="checkbox"/> Pixel Class Member <input type="checkbox"/> Laser Class Member <input type="checkbox"/> Club 420 Class Member </div> </div> <div> <u>Enter member numbers where applicable</u> <div> <input type="text"/> </div> </div> </div>																															

[Save Information](#)

[Profile Update](#)

[Privacy Policy](#)

After you've finished entering Club, Boat, and Class Membership Information for your sailor, you will get the following screen. Most of the information on this screen is filled in from the prior screens. This page asks you to tick two boxes, the first taking the place of a signature consenting to the waiver and the second taking the place of a signature indicating your consent to have your sailor treated at a hospital in an emergency where you cannot be reached. It also asks for you to provide the name of your elementary school as validation that you yourself have completed this form.

After completing the information on this screen, you must click on the "I Agree" button to complete the entry of your sailor. After that you will have the opportunity to print a copy of your completed waiver and participant information form.



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Please read the waivers, then sign them by checking 2 boxes and entering your first elementary school below.

Step 1 Enter Personal Information	Step 2 Enter Club, Boat, and Class Information	Step 3 Sign Waivers	Step 4 Print Copy
---	--	------------------------	----------------------

2010 Waiver Agreement

Junior Sailor:	Brian Sailor	Home club:	Super Duper Yacht Club	
<u>Parents</u>	<u>Cell phone</u>	<u>Home phone</u>	<u>Work phone</u>	<u>Summer phone</u>
Mom Sailor	XXX-XXX-XXXX	XXX-XXX-XXXX	XXX-XXX-XXXX	
Dad Sailor	XXX-XXX-XXXX	XXX-XXX-XXXX		

The undersigned is the Parent/Guardian of the Junior Sailor named above and hereby acknowledges that the execution of this Agreement is a condition to the participation of the Junior Sailor in his/her own Junior Sailing Program (hereinafter referred to as the "Program") as stated above. The undersigned recognizes that the sport of sailing and the conduct of the Program entail and are subject to certain inherent risks of damage and injury, and, on behalf of the Junior Sailor, acknowledges and agrees that the Sailor is participating in the Program entirely at his/her own risk. Now, therefore, the undersigned does hereby agree as follows:

1) The undersigned consents to the participation of the Junior Sailor in the Program and agrees that this will extend to the Super Duper Yacht Club.

2) The undersigned consents to the participation of the Junior Sailor in all regattas, clinics, and sailing events (hereinafter collectively referred to as "Regattas") which are a part of the Program and acknowledges that said consent is without exception within the limits proscribed within. The undersigned further agrees that this Agreement will extend to the benefit of yacht clubs/ sailing associations (hereinafter referred to as "Host Clubs"), which are the host to or venue of such Regattas, and to the Junior Sailing Association of Long Island Sound, Inc. (hereinafter referred to as "JSA"). The list of Host Clubs and the 2009 regatta schedule are available on the JSA website (www.jsalis.org). The undersigned further acknowledges that Parent/Guardian has reviewed the JSA 2009 Schedule prior to the execution of this document and further understands that changes to the schedule, including but not limited to changes of venues, may be made at any time.

3) The Club or Association, each Host Club, the JSA, and all of their respective members, directors, employees, agents and all persons serving as members of the race committees or juries or any other person acting in any capacity for the conduct of the Program or any Regatta (hereinafter referred to as "Released Parties") will not be responsible for damage to any boat or other property of the undersigned or the injury to any competitor, including death, sustained as a result of participation in the Program or any Regatta. By participating in the Program or any Regatta, the undersigned (including heirs, successors, and assigns) agrees to release the Released Parties from any and all liability associated with participation to the fullest extent permitted by law.

4) The undersigned (including heirs, successors, and assigns) hereby waives any rights to sue the Released Parties with respect to personal injury or property damage as a result of participation in the Program or any Regatta and hereby release the Released Parties from any liability for such injury or damage.



I have thoroughly read and understand the 2010 Waiver Agreement and have reviewed the 2010 JSA schedule. By signing this document, I acknowledge the execution of this agreement and agree to each of the provisions listed above.

Medical Information

Physician: Sailor Doctor Phone number: XXX-XXX-XXXX
Insurance company: Big Company Name of insured: Mom Sailor
Policy number: XXXXXXXX Group number: XXXXXXXXXX
Chronic illness, medical conditions, allergies or medication being taken (or none):
none

Emergency Contacts

Name	Daytime phone	Alternate phone	Relationship to sailor
Auntie Mame	XXX-XXX-XXXX		aunt
Uncle Ralph	XXX-XXX-XXXX		uncle

MEDICAL AUTHORIZATION



I hereby authorize an instructor from my Club or Program, or an adult who bears this document, to authorize emergency treatment for the Junior Sailor named above in the event that a parent or legal guardian cannot be reached at the above telephone numbers at the time of the emergency.

As additional identification, please enter the name of your first elementary school:

I Agree

Cancel

After you've signed the waiver, the database takes you to a page where you can click to print the waiver. It then returns you to the screen below. If you have entered information for one sibling, you can click the Add sibling link and you will be taken through the entry process above again with the shared information (address, parents) already filled in.

This is also the page you will start with (after login) on all subsequent visits to the database. If at any time you click on the link called "my sailors" just under the JSA heading, you will be taken to this page.

You may notice that the status for the second sailor on this page is set to x2008. If this (or x2009) appears for any of your sailors, it indicates that you need to click on the Finish forms link to review and update the information you entered last year and then re-sign the waiver.

Please note that if you are a parent AND a club administrator, you will need to click on the "my sailors" link to be able to edit the records for your own sailors.

A waiver is considered complete for the current year when its status is "complete" and there is a value in the waiver ID field. Some clubs may ask you to provide the waiver ID as part of the club registration process.

If you would like to change your login id, click on the "Profile Update" link at the bottom of the page.



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Select a sailor record to update, or select "add sailor" to start a new record.

Sailor	Status	Waiver ID	Next action	Alternate actions
Sally Sailor	complete	12458	Print waiver	Revise forms Add sailor
Brian Sailor	x2007		Finish forms	Add sailor

[Profile Update](#)

[Privacy Policy](#)

Club Administration

After you've been made a club administrator, the first screen you see when you login will be a list of all the sailors in the database for your program.

You may notice that the status for the first sailor on this page is set to "x2008". If this (or any year prefixed with an x (e.g., x2009)) appears for any of your sailors, it indicates that the parent of this sailor needs to review and update the information entered last year and then re-sign the waiver.

You may also notice that the status for the third sailor on this page is set to "New". If this appears for any of your sailors, it indicates that the parent of this sailor has started the process to entering information but still needs to complete the process and then sign the waiver.

For regatta registration, a sailor's status needs to be "Complete".

Please note that if you are a parent AND a club administrator, you will need to click on the "my sailors" link to be able to edit the records for your own children.

If you have more than 30 sailors, use the "Display page" box to the range of sailors you want to look at it and then click on the Display button to go to that page. If you want to look at sailors starting with a specific last name (or at a specific point in the alphabet), enter that name in the box labeled "Sailor last name starts with" and then click on the Display button.

You can use the Status filter to filter the display based on the status of the record (e.g., "Complete").

If you would like to download data, use the buttons at the right to select the format you require. The "Data export" button will give you a spreadsheet file with one line per sailor with all participant information. The "Mailing labels" button will give you a spreadsheet file with information for mailing labels. The "Waivers" button will give you a single PDF file with one page per sailor. Select the format you require and then click on the "Download" button. PLEASE NOTE THAT THE DOWNLOAD WILL REFLECT ANY STATUS FILTER THAT MAY BE IN PLACE; TO GET ALL SAILORS, MAKE SURE THE STATUS FILTER IS SET TO "ALL".



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Club	Cedar Point Yacht Club	<input type="radio"/> Data export (.csv)
Sailor last name starts with		<input type="radio"/> Mailing labels (.csv)
Status	-- ALL --	<input type="radio"/> Waivers (.pdf)
Display page	1 to 30 <input type="button" value="Display"/>	<input type="button" value="Download"/>

Club	Sailor	Parent	Status	Last update
DJST	Sally Sailor	Sally's Mom	x2008	2008-12-28 08:47:46
DJST	Brian Sailor	Brian's Dad	Complete	2008-12-28 08:47:46
DJST	Sammy Sailor	Sammy's Parent	New	2008-12-28 08:47:46

A club administrator can edit the boat information for the sailors in the club program. In order to do so, in the screen listing all the sailors, you should click on the name of the sailor you want to edit. You will then be presented with the screen below. You will be unable to edit any of the personal information.

To edit the boat information, click on the Modify button.

If you are done with this screen, click on one of the Done buttons to return to the list of sailors.

If you wish to delete a sailor, type the word "DELETE" in the box by the DELETE button and then click on the DELETE button. PLEASE NOTE THAT THERE IS NO "ARE YOU SURE" CHECK; ONCE YOU CLICK ON THE DELETE BUTTON, THE RECORD IS GONE.



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SAILOR INFORMATION				
Status Last update	x2007 2007-12-28 08:47:46		Done	
Sailor	Sally Sailor 27 Any Street Darien, CT 06820 US sallysailor@email.net	Birth date Nickname Home Summer Cell	June 8, 1990 Male XXX-XXX-XXXX	
Mother	Mother Sailor 27 Any Street Darien, CT 06820 US momsemail@email.net	Home Work Summer Cell	XXX-XXX-XXXX XXX-XXX-XXXX	
Father	Father Sailor , US dadsemail@email.net	Home Work Summer Cell		
Emergency contacts Day phone Alt phone	Auntie Mame friend XXX-XXX-XXXX XXX-XXX-XXXX	Uncle Ralph friend XXX-XXX-XXXX		
Physician Phone Insured name	Sally's Doctor XXX-XXX-XXXX Father Sailor	Insurance co Policy number Group number	Really Big Company XXXXXXXXXX	
Medical conditions (or "none") none				
Long Island Yacht Club		Modify		
Classes sailed this year	Sail number	JSA sail number	Boat name	Hull color
Club 420				

Class Memberships	Member number			
JSA Member				
Club 420 Class Member				
	Type "DELETE"	<input type="text"/>	<input type="button" value="DELETE"/>	



When you click on the Modify button to edit the boat information for sailor, you will then be presented with the screen below. When you are done entering information on this screen, click on the Save Information button to return to the prior screen.



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Step 1 Enter Personal Information	Step 2 Enter Club, Boat, and Class Information	Step 3 Sign Waivers	Step 4 Print Copy																												
Sailor Name	Brian Sailor																														
Home Club*	Cedar Point Yacht Club ▼																														
Birth Date	1991-01-05																														
Eligible Fleets	<div>Before birthday</div> <div>After birthday</div>																														
<div> <div> <u>Check Classes to be sailed this year</u> <div> <input type="checkbox"/> Optimist <input type="checkbox"/> Blue Jay <input type="checkbox"/> Pixel <input checked="" type="checkbox"/> Laser Radial <input type="checkbox"/> Laser Standard <input type="checkbox"/> Club 420 </div> </div> <div> <u>Enter boat information if available</u> <table border="1"> <thead> <tr> <th>Sail Number</th> <th>JSA Sail Number</th> <th>Hull Color</th> <th>Boat Name</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>166955</td> <td>325</td> <td>white</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> </div>				Sail Number	JSA Sail Number	Hull Color	Boat Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	166955	325	white	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Club and Instructor Information Database

Before you start preparing regatta registrations, you should set up your own club's information by clicking on the "clubs" link. This will bring up a screen listing all the clubs in the JSA along with some basic contact information. It is recommended that you keep this current as this is a great way for you make it easy for other clubs to reach you. This information is also used to populate the regatta entry forms.

In addition, there is now an instructor database that is used in regatta registration as well.

To edit your club's information, click on the Edit link to the left of your club's name.



Junior Sailing Association of Long Island Sound, Inc.

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	Code	Club name	Club phone	Program Chair	Phone	Email
	AYC	American Yacht Club		Robert chairperson	xxx-xxx-xxxx	Send email
	BPYC	Beach Point Yacht Club				
	BHC	Belle Haven Club				
	BRYC	Black Rock Yacht Club				
Edit	CPYC	Cedar Point Yacht Club	203-226-7411	Sally chairperson		
	CYC	Centerport Yacht Club				
	CSH	Cold Spring Harbor Beach Club				
	DJST	Darien Junior Sailing Team				
	DYC	Devon Yacht Club				
	DYS	Douglaston Yacht Squadron				
	HBC	Head of the Bay Club				
	HEM	Hempstead Harbor Club				
	HHYC	Horseshoe Harbor Yacht Club				
	HOUS	Housatonic Boat Club				
	HUGU	Huguenot Yacht Club				
	HUNT	Huntington Yacht Club				
	IHYC	Indian Harbor Yacht Club				
	KYC	Knickerbocker Yacht Club				
	LSC	Larchmont Shore Club				
	LYC	Larchmont Yacht Club				
	LNBC	Lloyd Neck Bath Club				
	MBYC	Manhasset Bay Yacht Club				
	MYC	Milford Yacht Club				
	NYYC	New York Yacht Club				
	NORO	Noroton Yacht Club				

<u>NBSA</u>	Northport Bay Sailing Association				
<u>NORP</u>	Northport Yacht Club				
<u>NORW</u>	Norwalk Yacht Club				
<u>OYC</u>	Orient Yacht Club				
<u>OBC</u>	Orienta Beach Club				
<u>PYC</u>	Pequot Yacht Club				
<u>PWYC</u>	Port Washington Yacht Club				
<u>RYC</u>	Riverside Yacht Club				
<u>RPYC</u>	Rocky Point Club				
<u>RPSA</u>	Roton Point Sailing Association				
<u>SCLF</u>	Sea Cliff Yacht Club				
<u>SEAW</u>	Seawanhaka Yacht Club				
<u>SIYC</u>	Shelter Island Yacht Club				
<u>SCC</u>	Shore & Country Club				
<u>SHYC</u>	Southampton Yacht Club				
<u>STAM</u>	Stamford Yacht Club				
<u>TWC</u>	The Waterfront Center				
<u>TKNK</u>	Tokeneke Club				
<u>WEEB</u>	Wee Burn Country Club				

To edit your club's information, click on the Edit link to the left of your club's name. This brings up a screen where you can enter information about your club.

To create the instructor list, click on "Add Instructor" at the bottom of the screen.

Click Save to save the information when you're done.



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CLUB INFORMATION			
Club name	<input type="text" value="Cedar Point Yacht Club"/>		
Club code	<input type="text" value="CPYC"/>		
Area (A,B,C)	<input type="text" value="C"/>		
Address	<input type="text" value="1 Bluff Point"/>		
City, State Zip	<input type="text" value="Westport"/>	<input type="text" value="CT"/>	<input type="text" value="06880"/>
Phone	<input type="text" value="203-226-7411"/>		
Fax	<input type="text"/>		
Email	<input type="text" value="cpycjrsailing@optonline.net"/>		
Web site	<input type="text" value="www.cedarpointyc.org/Junior/JuniorSailingIntroduction/tabid/1"/>		
PROGRAM CHAIR			
First name	<input type="text" value="Program"/>		
Last name	<input type="text" value="Chair"/>		
Phone	<input type="text" value="203-226-7411"/>		
Email	<input type="text" value="cpycjrsailing@optonline.net"/>		
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
INSTRUCTORS			
Role	Name	Cell phone	Email address
Add instructor			

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Use this screen to add information on instructors which can then be used for regatta registration.

Click "Add Instructor" to save the information when you're done.



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Enter information for a new person

I NSTRUCTOR I NFORMATION	
First name *	<input type="text"/>
Last name *	<input type="text"/>
Cell phone	<input type="text"/>
Email address	<input type="text"/>
Club code	<input type="text"/>
Role	Instructor
<input type="button" value="Add Instructor"/> <input type="button" value="Cancel"/>	

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Regatta Registration

THIS SECTION TO BE UPDATED LATER THIS SPRING.

To start registering for regattas, click on the link for regattas and you will see a list of all the regattas set up for electronic registration.

If you are hosting a regatta, please see the section on setting up a regatta.

If you are registering sailors for a regatta, you should click on the Prepare Entry link for the regatta in question.



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Host Club	Event name starts with	Year
-- ALL --		2008
Display page 1 to 2	Display	Add new regatta

Club	Regatta name	Event Dates	Actions
AYC	American Yacht Club Test Regatta	2008-07-20 - 2008-07-22	Prepare Entry
CPYC	Cedar Point B/C Opti Open	2008-07-31 - 2008-07-31	Prepare Entry

JSA EVENT CALENDAR

The JSA event calendar undergoes many changes during late winter and early spring.

So to assure you are using the most up to date schedule, always download the most current copy from the JSA website at **www.JSALIS.org** select the **Calendar tab** and print the months you wish to insert in this section.


Print and insert the most current event calendar here



Junior Sailing Association of Long Island Sound, Inc.

You can view calendars by [day](#), [week](#), [month](#), [boat class](#), [event type](#), [list](#) or [RSS 2.0 XML](#)

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JSA of LIS Event Calendar						
 June 2010 June 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Week 23	31	1	2	3	4	5
6 Week 24	7 2010 Schedule is preliminary and subject to modification Spring General Mtg - JSA @ LYC	8	9	10	11	12
13 Week 25	14	15	16	17 Head Instructor Workshop	18	19
20 Week 26 Father's Day	21 2010 Schedule is preliminary and subject to modification	22	23 All Instructor Workshop	24 Advanced Racing Clinic - presented by OBSF - C420, Laser	25 Advanced Racing Clinic - presented by OBSF - C420, Laser	26
27 Week 27	28	29	30	1	2	3


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JSA of LIS Event Calendar						
 July 2010 July 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Week 27	28	29	30	1	2	3
4 Week 28 <u>Independence Day</u>	5 2010 Schedule is preliminary and subject to modification	6 <u>Law Trophy - IHYC - C420, Laser</u>	7 <u>Law Trophy - IHYC - C420, Laser</u>	8 <u>Eastern Districts - Norwalk/Noroton - Blue Jay, C420, Laser, Pixel</u> <u>Western Districts - SCLF - Blue Jay, C420, Laser, Pixel</u>	9 <u>Opti A - Shelter Island YC - Optimist</u>	10 <u>Opti Rumble Area C - PYC - Optimist</u> <u>Leiter Cup (JSA Girls Champs) - Seawanahka YC - Laser</u>
11 Week 29 <u>Leiter Cup (JSA Girls Champs) - Seawanahka YC - Laser</u> <u>Opti B - RYC - Optimist</u>	12 <u>Larchmont Jr Race Week - Blue Jay, C420, Laser, Pixel</u>	13 <u>Larchmont Jr Race Week - Blue Jay, C420, Laser, Pixel</u>	14 <u>Larchmont Jr Race Week - Blue Jay, C420, Laser, Pixel</u>	15 <u>Opti A - HBC - Optimist</u> <u>Opti B & C - LYC - Optimist</u> <u>Sears Cup at IHYC - Other</u>	16 <u>Sears Cup at IHYC - Other</u> <u>Safety @ Sea - LYC/StormTrysail - PHRF - PHRF</u>	17 <u>USODA Team Racing - Optimist</u>
18 Week 30 <u>USODA Team Racing - Optimist</u> <u>Leiter Cup</u>	19 <u>USODA Team Racing - Optimist</u> <u>Leiter Cup</u> 2010 Schedule is preliminary and subject to modification <u>Opti B Regatta - Bell Haven YC - Optimist</u>	20 <u>Leiter Cup</u> <u>Laser 2 x 2 Team Race - RYC - Laser</u> <u>USODA Girls Nationals - Optimist</u> <u>C420 NA's - Brant Beach, N.J. - C420</u>	21 <u>Leiter Cup</u> <u>C420 NA's - Brant Beach, N.J. - C420</u> <u>USODA Nationals - Optimist</u>	22 <u>Leiter Cup</u> <u>C420 NA's - Brant Beach, N.J. - C420</u> <u>USODA Nationals - Optimist</u> <u>Race Week - Pixel - Blue Jay - MBYC - Blue Jay, Pixel</u>	23 <u>Leiter Cup</u> <u>C420 NA's - Brant Beach, N.J. - C420</u> <u>USODA Nationals - Optimist</u> <u>Race Week - Pixel - Blue Jay - MBYC - Blue Jay, Pixel</u>	24 <u>USODA Nationals - Optimist</u> <u>PHRF Race - SEAW - PHRF</u>
25 Week 31	26 <u>Race Week - C420 - Laser - Radials - Cedar Pt YC - C420, Laser</u>	27 <u>Race Week - C420 - Laser - Radials - Cedar Pt YC - C420, Laser</u> <u>Opti A - CYC - Optimist</u>	28 <u>Opti C - MYC - Optimist</u>	29 <u>Opti A Douglaston YC - Optimist</u> <u>US Sailing Area B - Sears/Bemis/Smythe - Stamford YC - C420, Laser, Other</u> <u>McIntyre Team Race Clinic B - Kings Point - C420, FJ's</u>	30 <u>US Sailing Area B - Sears/Bemis/Smythe - Stamford YC - C420, Laser, Other</u> <u>McIntyre Team Race Clinic B - Kings Point - C420, FJ's</u>	31 <u>US Sailing Area B - Sears/Bemis/Smythe - Stamford YC - C420, Laser, Other</u> <u>Opti B - American YC - Optimist</u>


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You can view calendars by [day](#), [week](#), [month](#), [boat class](#), [event type](#), [list](#) or [RSS 2.0 XML](#)

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JSA of LIS Event Calendar						
 August 2010 August 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Week 32 US Youth Champs @ San Pedro, Ca. - C420, Laser, Other	2 US Youth Champs @ San Pedro, Ca. - C420, Laser, Other 2010 Schedule is preliminary and subject to modification Opti B Green Fleet - Rocky Point - Optimist McIntyre Team Racing - Kings Point - C420, FJ's Pixel - Blue Jay Regatta - Black Rock YC - Blue Jay, Pixel	3 US Youth Champs @ San Pedro, Ca. - C420, Laser, Other McIntyre Team Racing - Kings Point - C420, FJ's Pixel - Blue Jay Regatta - Black Rock YC - Blue Jay, Pixel	4 US Youth Champs @ San Pedro, Ca. - C420, Laser, Other C420/L/R Open Regatta - Shelter Island YC - C420, Laser	5 Opti C - Cedar Pt YC - Optimist Optimist Clinic- SIYC - Optimist	6 Optimist Clinic- SIYC - Optimist Buzzards Bay Regatta	7 Buzzards Bay Regatta
8 Week 33 Buzzards Bay Regatta	9 Alternate Regatta - 420- Laser- Radial - Pixel - Centerport YC - C420, Laser, Pixel Laser, Radial & C420 Champs- Pequot YC - C420, Laser	10 Laser, Radial & C420 Champs- Pequot YC - C420, Laser Opti Champs - Larchmont YC - Optimist	11 Opti Champs - Larchmont YC - Optimist Opti Alternate Regatta - The WaterFront Center, Oyster Bay - Optimist Pixel Champs - Blue Jay Champs & Nationals - Cold Spring Harbor Beach Club - Blue Jay, Pixel	12 Pixel Champs - Blue Jay Champs & Nationals - Cold Spring Harbor Beach Club - Blue Jay, Pixel Black Rock YC PHRF - PHRF	13 Port Wash YC - PHRF - PHRF	14
15 Week 34	16 2010 Schedule is preliminary and subject to modification Dorade Trophy - STAM - PHRF - PHRF	17 Beach Point Overnight - BPYC - PHRF - PHRF	18 Beach Point Overnight - BPYC - PHRF - PHRF	19	20	21
22 Week 35	23	24	25	26	27	28

Planning and Managing a Successful Regatta

By Steve Moynahan, Orange Bowl Chairman

January 14, 2005

AGENDA

- I. Review Event Chairperson's Timeline and Checklists**
 - A. Ten Months**
 - B. Eight Months**
 - C. Six Months**
 - D. Four Months**
 - E. Three Months**
 - F. Two Months**
 - G. One Month**
 - H. Two Weeks prior to entry deadline**
 - I. One Week**
 - J. One Day**
 - K. First Race Day**
 - L. Last Race Day**
 - M. Post Event**
- II. Registration Process**
- III. Review Regatta Budget Plan**
- IV. Questions and Answers**

Regatta Chair's Timeline and Checklist

Establish a timeline for your Regatta event. What follows is a basic outline.

10 months:

- ☐ Confirm event dates, coordinating with US SAILING, class associations and local sailing associations, so as not to conflict with other important sailing events.
- ☐ Select key committee people (event chair, safety, race management, promotion, merchandise & other subcommittee chairs) and hold first organizational meeting.
- ☐ Meetings should be held at least once monthly thereafter
- ☐ Make brief presentation to host club's Board
- ☐ Develop event timeline or key date schedule

8 months:

- ☐ Complete preliminary detailed budget
- ☐ Identify any governmental permit approvals that may be required and apply for permits.
- ☐ Confirm classes of boats
- ☐ Initiate sponsorship plan
- ☐ Design a launch and retrieval plan.
- ☐ Confirm remaining major projects (i.e. building launch ramps if required), and subcommittee assignments
- ☐ Make an announcement and presentation at membership meeting to begin attracting volunteers

6 months:

- ☐ Meet with the sponsor's local representative. Determine ways in which the sponsor can get involved in your event (T-Shirts, Banners, Prize Give-aways, Dinner or Party sponsorship). Refer to Sponsorship section in JO Event Manual.
- ☐ Establish a JO Regatta section on your club's web site
- ☐ Publish Preliminary Notice of Race and/or flyer advertisements with separate entry form in Class publications (Optinews, Laser World, etc).
- ☐ Appoint a Safety Boat Team Leader. Request a Safe Boating Campaign Kit from the National Safe Boating Council by e-mailing them at: campaign@safeboatingcouncil.org
- ☐ Finalize Committee Team Leaders: Registration; Principal Race Officers; Launch/Retrieval; Lunches; Parking; Entertainment/Decorations; Fund raising/Sponsors; Safety Boats; Information/Protest Desk; Race Equipment; Race Judging; Volunteer Housing.
- ☐ Meet with all team leaders to clarify duties

4 months:

- ☐ Draft & circulate Sailing Instructions
- ☐ Engage in intense sponsor product search via letters, phone calls, and meetings.
- ☐ Hire a respected coach to lead your clinic (see list in the "Clinics/Learning" section)
- ☐ Hire entertainment (bands, etc.)
- ☐ Order goody bags (find "goody" bags on the internet i.e. Bag King), and solicit companies for fillers (coupons, promotional items, etc.)

Regatta Chair's Timeline and Checklist (Cont.)

3 months:

- ☐ Issue initial publicity (see Publicity Timeline in "Promotion" section)
- ☐ Initiate media contact (particularly longer lead-time magazines)
- ☐ Complete initial grounds plan, social plan, ceremonies plan
- ☐ Order all necessary outside equipment
- ☐ Submit marine event permit (if not done previously)
- ☐ Develop a safety plan for both on and off the water (Doctor on call on shore)
- ☐ Identify safety boats and captains
- ☐ Place article in club newsletter
- ☐ Arrange and confirm an event photographer
- ☐ Order trophies (find a local trophy maker to provide custom trophies for each fleet; or gold, silver, bronze medals provided by US SAILING for each fleet)
- ☐ Host an all volunteer "party" meeting and circulate Volunteer Sign-Up Sheets listing all duties categorized by team and time slots
- ☐ Decide participant and volunteer parking arrangements and appoint coordinator

2 months:

- ☐ Order T-shirts and other merchandise (ask a local graphics artist to donate a design)
- ☐ Order wristbands and dinner tickets for each sailor for identification for dinner & raffle
- ☐ Decide food and coordinate with vendors, entertainment reservations
- ☐ Dignitary invitations
- ☐ Invite a local Olympic sailor to help give out awards
- ☐ Finalize parking arrangements and appoint a Parking Coordinator
- ☐ Order "assigned" sail #s for Club 420s and Lasers

1 month:

- ☐ Final Sailing Instructions printed
- ☐ Confirm volunteer personnel schedule; meet with each Team Leader to clarify plans
- ☐ Confirm all equipment (including VHF radios, air horns, race marks & tackle, flags)
- ☐ Confirm chartered/borrowed boats, if applicable
- ☐ Confirm final social, grounds, and ceremonies plans
- ☐ Place event poster on club bulletin board (and around your town)
- ☐ Process early registrations

2 weeks prior to entry deadline:

- ☐ Confirm final sponsors
- ☐ Order Sponsor Banner, Programs, and Signage (Parking, Schedule of Events, Registration, etc.)
- ☐ Call or email junior program directors - ask how many sailors, instructors and coaches will be coming to your event
- ☐ Create St. Pete Scoring Scratch Sheet
- ☐ Process early registrations
- ☐ Re-confirm volunteer personnel schedule and replace any drop-outs.

Regatta Chair's Timeline and Checklist (Cont.)

Pg. 3 of 3

1 week before event:

- ☐ Final event committee organizational meeting
- ☐ All printed material available at event office and posted on web site
- ☐ All on-site signs, banners, flags, posters, etc. ready for display
- ☐ Set up venue
- ☐ Establish set up crew for the event and a clean up crew for post-event.
- ☐ Confirm receipt of trophies, prizes, T-shirts, merchandise, and giveaways
- ☐ Confirm all water craft and radios as operational; first aid kits for safety boats.
- ☐ Send updated publicity to media
- ☐ Work meeting to pack goody bags, registration packages, etc.

1 day before event:

- ☐ Prepare final Scratch Sheets
- ☐ Pack remaining registration packages; set up registration stations
- ☐ Put up sponsor banners, decorations, and signage
- ☐ Gas up safety and coach boats
- ☐ Ensure wash down stations are properly equipped.

First Race Day:

- ☐ Execute parking plan
- ☐ Race committee/protest committee/judge committee joint meeting; include visiting coaches/instructors
- ☐ Competitors' meeting
- ☐ Execute launch plan and lunch plan
- ☐ Post results on your web site daily
- ☐ Ensure equipment is operational at end of each day

Last Race Day

- ☐ Finalize protest and redress adjustments as quickly as possible
- ☐ Awards Ceremony
- ☐ Clean-up and remove banners and advertising

Post-Event

- ☐ Send results to local press
- ☐ Write thank-you letters to sponsors and volunteers
- ☐ Hold post-mortem meeting
- ☐ Engrave Perpetual Trophies with winner names
- ☐ Return sponsor banners

This timeline was adapted from US SAILING's *Race Management Handbook* and modified by Steve Moynahan, Chairman of the 2003 and 2004 Orange Bowl Regattas hosted by Coral Reef Yacht Club. Contact US Sailing for a copy of the latest US Jr. Olympic Sailing Events Manual for more guidance.

US Coast Guard Marine Events

Welcome to Coast Guard Sector Long Island Sounds Marine Event webpage.

<http://www.uscg.mil/D1/sectLIS/public/MarineEvent.asp>

This page contains information that will help ensure that your event will adhere to federal boating laws safety guidelines in accordance with the Code of Federal Regulations.

On this page you will find an Application for Approval of Marine Event, the Fireworks Addendum to the Application for Marine Events and information on temporary designated waterfront facilities used for the loading and unloading of fireworks from vessels or barge. Ensure that all forms are complete, accurate and legible. The package also includes points of contacts for Coast Guard and State agencies.

If a marine event permit application is required, the sponsor shall review his/her responsibilities as provided in this package. The sponsor must provide evidence of compliance with any applicable state laws. Permission must be granted from appropriate state and local authorities. The sponsor must contact the state Boating Law Administrator and the state agencies that are responsible for environmentally sensitive areas, critical habitats, and historical issues to ascertain what state requirements may apply to the event. Contact information for other agencies. (<http://www.uscg.mil/D1/sectLIS/public/docs/marineevent/MarineEventContacts.pdf>)

Submitting a Marine Event Application may seem overwhelming; however, the use of this page should help reduce confusion making the submission process go much more smoothly. If you have any questions or are unsure of the content of this page, do not hesitate to contact LT Douglas Miller, (Douglas.J.Miller@uscg.mil) Marine Event Permit Coordinator, at 203-468-4596.

Section I: Do I need to submit an application?

Please answer the following questions in order to help determine if you are required to apply for a Coast Guard Marine Event Permit:

1. Is your event being held on or near the navigable waters of the United States?
2. Will the event take place in or near a designated environmentally sensitive area, a critical habitat containing threatened or endangered species or an area of historic, cultural, or archeological significance?
3. Does the event involve an inherently hazardous competition? (Example: A speed boat race with vessel traveling greater than 30 miles per hour.)
4. Could the event cause any obstructions of the navigable channel or change the customary presence of commercial or pleasure craft in the area.
5. Is there an expected accumulation of spectator craft?
6. Could the event present a substantial threat to the safety of human life on navigable waters?
7. Are you requesting the use of Coast Guard resources or the issuance of a special local regulation or safety zone.

If you have answered "NO" to all of these questions, then a Coast Guard permit is not required. (However, check with state and local governments for their requirements.)

If you have answered "YES" to any of these questions your event may require a permit, submit an application to this office for determination. Please proceed to the next section to find out about deadlines, time requirements, and submission procedures.

Section II: How do I submit an application?

Step 1: Fill out the Application for Approval of Marine Event (CG-4423).
(<http://www.uscg.mil/D1/sectLIS/public/docs/marineevent/MarineEventApp.pdf>)

Step 2: If your event includes a fireworks display, fill out the Fireworks Addendum to Application for a Marine Event and read fireworks addendum info sheet, which discusses Fireworks Permits and Temporary Designated Waterfront Facilities.

Step 3: Applications must be submitted no less than 135 days before the start of the event unless the following applies:

1. The sponsor submitted an application for the event in the year immediately preceding.
2. The nature, location, scheduling, and other relevant information contained in the previous application are essentially the same.
3. The Coast Guard received no objection to the previous application.
4. The Coast Guard did not promulgate special local regulations for the previous event.
5. The Coast Guard approved the previous event.

If all the above criteria are met, the application may be submitted no less than 60 days before the start of the proposed event.

Step 4: Include any other pertinent information regarding your marine event. Attach a copy of a chart of the local area with detailed drawings showing the intended route or event location. Be specific and detailed in your description of the safety measures you will take during the event and include a schedule of activities. We encourage event sponsors to submit material provided to event participants with your marine event permit application. After we have issued you a permit, any changes to the schedule of activities should be reported to this office immediately. Failure to provide sufficient information or to dedicate sufficient safety resources to the event may result in return or disapproval of your application or revocation of your permit.

Step 5: Mail or fax application* to:

Mail to:

Commander
USCG Sector Long Island Sound
Attn: WWM Division - Marine Events
120 Woodward Avenue
New Haven, CT 06512-3698

OR

Fax to:

203-468-4423
Attn: Marine Event Permit Coordinator

* Please note that there is no longer a requirement to submit the application in triplicate.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4423 (Rev. 10/2005, Sector LIS) (Previous versions are not acceptable)		<h2 style="margin: 0;">APPLICATION FOR APPROVAL OF MARINE EVENT</h2>		DATE SUBMITTED DATE RECEIVED BY SECTOR LIS	
INSTRUCTIONS 1. This application must be received by the office in Block 22 at least 135 days prior to the event, or at least 60 days if the same event (same location) was held one year prior. 2. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated. 3. Submit a copy of your entry requirements and any special rules pertaining to equipment, rigs or procedures. 4. Please complete in a manner that allows for local reproduction. Mail or fax complete application to address/number in Block 22.			13. HAVE ANY OBJECTIONS BEEN RECEIVED FROM OTHER INTERESTED PARTIES? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain)</i>		
			14. VESSELS PROVIDED BY SPONSORING ORGANIZATION FOR SAFETY PURPOSES <i>(Number and Description)</i>		
			15. DOES THE SPONSORING ORGANIZATION DEEM THEIR PATROL ADEQUATE FOR SAFETY AND SECURITY PURPOSES? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain)</i> IS A COAST GUARD AUXILIARY PATROL REQUESTED FOR CONTROL OF SPECTATOR AND/OR COMMERCIAL TRAFFIC? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain)</i>		
1. NAME OF EVENT		2. DATE OF EVENT			
3. LOCATION OF EVENT		4. TIME <i>(Start, Finish)</i>			
5. NAME AND ADDRESS OF SPONSORING ORGANIZATION <i>(Include Zip Code AND Fax)</i>			16. STATE ISSUE: a: Will the event be using a State Boat Launch? <input type="checkbox"/> YES <input type="checkbox"/> NO b. Does the event call for any waivers of existing State Laws (i.e. speed limits)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
6. EXPECTED NO. PARTICIPANTS		7. SIZES OF BOATS		17. PERSON IN CHARGE <i>(Include Contact Information During Event)</i>	
8. TYPE OF BOATS		9. EXPECTED NUMBER OF: a. SPECTATORS (land) b. SPECTATOR CRAFT		18. PERSON TO BE CONTACTED FOR FURTHER EVENT DETAILS <i>(Include Name, Address, Zip Code, Phone and Fax)</i>	
10. DESCRIPTION OF EVENT			The undersigned has full authorization to represent the sponsoring organization		
			19. SIGNATURE		20. TITLE
11. WILL THIS EVENT INTERFERE OR IMPEDE THE NATURAL FLOW OF NAVIGATION OR VESSEL TRAFFIC? <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(Explain)</i>			21. ADDRESS <i>(Include Zip Code and Phone)</i>		
			22. MAIL TO: COMMANDER, USCG Sector Long Island Sound Attn: Marine Event Permit Coordinator 120 Woodward Avenue New Haven, CT 06512-3698 OR FAX TO (preferred): (203) 468-4423		

Enclosure (1)

JSA Club Codes and Driving Directions

The club codes for reporting regatta results and directions to clubs are available on the JSA website **www.JSALIS.org** at the link named “**JSA organization.**”

USODA green fleet policy statement

The International Optimist Dinghy is a strict one-design class. Accordingly, green fleet is open only to competitors sailing in authentic International Optimist Dinghies that meet all IODA class rules. Furthermore, green fleet is open ONLY to competitors using sails, spars, foils, and other equipment that meet all IODA class rules.

Green fleet is not open to competitors sailing boats or using sails, spars, foils, or other equipment that fail to meet one or more of the IODA class rules. Boats that are specifically prohibited include, but are not limited to, any boats whose hulls are made of plastic or of injection molded plastic.

Green fleet is not open to competitors sailing boats that resemble Optimists but fail to meet one or more of the above requirements. Wooden boats that have a USODA Measurement and Registration Certificate are permitted. Boats that are prohibited specifically include, but are not limited to, any boats whose hulls are made of materials other than fiberglass ("GRP") and boats that are made of fiberglass but do not meet one or more of the above requirements.

Prohibited equipment specifically includes, but is not limited to, sleeved sails.

Green fleet is a special fleet for novices. It has two purposes:

1. To encourage novices to attend their first Optimist regatta, and
2. To encourage their continued participation in Optimist racing.

The goal of the policy is to build the fleet from the bottom up. It would be unfair to competitors, and detrimental to the sport of Optimist sailing, to permit green fleet procedures, which unduly favor the most talented green fleet skippers.

To further the purpose of encouraging novice sailors, regatta hosts should present participation awards to all Green Fleet sailors. To discourage sailors from staying in green fleet, in order to win races and receive awards, USODA's policy is to present "Participation Awards" to all skippers sailing in the green fleet - no awards for First, Second, Third places, etc. By not crowning a champion, sailors and their parents, are encouraged to move to the appropriate age fleet as they become more confident of their abilities.

Regatta officials are urged to uphold these green fleet objectives by limiting green fleet participation to appropriate skippers. Sailing instructions should clearly state those restrictions. Also, if it is chosen to permit green fleet coaching while racing, the sailing instructions should clearly address this issue.

Instructors and coaches are encouraged to attend US SAILING/USODA Coach-Instructor training programs. Regional sailing authorities may approve variations from these criteria, in order to satisfy their unique regional requirements.

USODA Recommended Sailing Instructions for Green Fleet

Green fleet is open to skippers who meet all of the following criteria:

1. Skippers must be age 15 or under on December 31st of the current year.
2. (Use either A or B):
 - A. No coaching of green fleet skippers will be permitted while racing. Violation of this instruction may result in any penalty that the jury deems appropriate, up to, and including the disqualification of the coached skipper from the regatta.
 - (or)
 - B. Coaching of green fleet skippers while racing is permitted, however coaching shall be limited to skippers in the bottom half of the fleet in any given race. Only boats which have registered with the organizing authority and carry identification satisfactory to the organizing authority will be allowed to be in the race area. All individuals on such registered boats are required to wear PFD.

Coach boats shall neither create wakes nor otherwise interfere with competitors. Coaches shall provide fair and consistent support to all competitors, not just their team or sailor. Violation of this instruction may result in any penalty that the jury deems appropriate, up to, and including the disqualification of the coached skipper from the regatta.

To adopt this policy, event organizers should include the following in the Green Fleet sailing instructions:

Green Fleet: Green Fleet policies apply. [Coaching will not be allowed while boats are racing.] or [Coaching will be allowed in the bottom half of the fleet during any given race.]

JSA Thoughts on Online Privacy

Programs are increasingly using the web as a means to simplify the paperwork and processes associated with managing a sailing program. The JSA supports this but wants to make sure that programs are aware of the risks and exposures associated with putting this information on a web server.

To give an example, it was recently brought to the JSA's attention that a mother of a junior sailor searched her daughter's name in Google and was horrified to have her daughter's complete contact information (address, phone, email) come up on a page from her club's website. This happened because the club accidentally stored junior program roster information in an unsecured section of its web server. To make matters worse, the information remained available in Google even after it was taken off the club website because of Google's mechanism for caching information.

If the information is in an actual database (like MySQL or Microsoft Access), it isn't available to Internet search engines. But if it is on a web page or in a file such as Word document, an Acrobat PDF file or an Excel spreadsheet, it can be scanned and is therefore completely available to search engines and thus the entire web world.

All Program Chairs should ask the webmaster for their respective club websites to review all files and web pages to ensure that there are no situations in which information is inappropriately made public. In addition, the JSA is being careful to protect the information on the JSA website and in the online waiver database.

**A YEAR IN THE LIFE OF A JSA
JUNIOR SAILING COMMITTEE CHAIR
-- IDEAL CONDITION --**

<u>MONTH</u>	<u>DO OR GET DONE</u>
September	Organize a committee.
October	Develop a budget.
November	Hire instructors.
December	Give last summer's kids a bring-a-friend party.
January	Be sure club pays JSA club-member dues. Go to JSA Midwinter Meeting. Review Program's objectives, structure, instructional goals.
February	Solicit re-enrollment; begin recruiting new enrollees.
March	Detail next season's weekly and daily schedules.
April	Give prospective new enrollees and their parents a preview meeting of next summer's program.
May	Prepare boats, equipment, premises.
June	Get instructors trained. Provide an instructors' orientation & planning week. Begin new-parent orientation. Stage commissioning/opening day. Sweat out the final dollars of enrollment. Transmit Family-Membership data and dues to JSA.
July & August	Supervise closely from a distance; solve problems.
August	Stage banquet and present awards.
September	Report to the club Directors.
Year-round	Deal with JSA.

Program Management

Program Development Timeline

DEVELOP PROGRAM PLAN : 12 months prior to program

Define goals for program

Develop Long range plan

Organize a committee

Develop program budget

Develop fundraising scheme if needed

Select boats to use

Develop curriculum

Develop class schedule

Develop other social activity options

Define maximum student instructor ratios

Develop instructor job descriptions and contract

Develop marketing scheme for program

Develop policies

Set expectations for parents, kids, and instructors

Define safety boat ratios

Develop emergency procedures

Develop public relations program

ORGANIZE PROGRAM PLAN : 8 months prior to program

Develop/fine tune registration packet

Develop needed databases

Implement marketing scheme

Obtain proper insurance coverage

Register/license all boats

Implement fundraising scheme

Hire staff

Engage sailing helpers

Organize a "Parent of the Day" Program

Develop a Parent's Manual

Insure that safety boats and engines are in working order

Insure that sailboats are in safe working order

Develop and implement proper storage of sailing equipment

Conduct a walk through of site for hazards

Provide proper classroom facilities

Coordinate schedule with other programs: fun days and regattas



IMPLEMENT PROGRAM PLAN : Month prior to program

Orchestrate instructor housing

Provide opportunity for instructor certification

Provide opportunity to obtain CPR and first aid certification

Set up chain of command

Conduct instructor orientation

Develop rainy-day/ no-wind activities with instructors

Practice emergency procedures

Assign instructor responsibilities and duties

Schedule and conduct staff meetings

Develop lesson plans

Conduct sailing helper orientation

Conduct parent orientation

Conduct student orientation

Check all private owned boats

Finalize and print class rosters

Finalize and promote social activities

Conduct swim check

Purchase/repair radios for safety boats and shore side

Constant communications with all parties involved

Procure/ order trophies and give aways

Develop daily purchase system

Design and purchase T-shirts

Inventory first aid kits

Inventory teaching aids

Review medical information and develop "cheat sheet"

Plan instructor orientation

Food options

Continual public relations implementation

MANAGE PROGRAM ON DAILY BASIS : During the actual program

Utilize chain of command

Daily staff meetings should be conducted by staff

Weekly staff meeting with committee chairman

Obtain and review instructor lesson plans

Control Daily boat maintenance system

Schedule regular parent information sessions

Be available for parent interaction

Immediately handle all concerns

REVISIT THE PLAN : At the end of the sailing program

Obtain final critique from instructor staff

Collect and analyze feedback from all clients

Provide opportunity for expanded sailing program

Put all equipment back in working order and properly store

Document and organize all paperwork

Long Range plan revisited

Bring successor to Junior Sailing Symposium

Philosophy of a Sailing Program

A junior program must reflect the philosophy of its yacht club. The aims and objectives should be made clear to persons involved in planning for the younger pupils and their classes.

Safety, Enjoyment, Development of skills, self-reliance and success in mastering elements should be the reasons for teaching sailing.

Program organization and “schoolroom” atmosphere should not be evident. Sailing is recreational and FUN!

Forms of motivation should be aids, but not objectives. Improvements, or mastery, should be complete before pupils receive awards (chevrons, badges, caps, certificates, etc.), otherwise they are worthless.

The program must be adapted to meet the needs of each age group, and allow the pupils to progress at a rate suited to their individual capacities and desires.

Sailing should be a form of EDUCATION, a source of SATISFACTION, RECREATIONAL ENJOYMENT, but not the means of “showing off”, or endangering the safety of any one student.

The safety of many students will be entrusted to sailing instructors during the season, but the lives of many more will be subjected to their students’ skills in years to come.

The above “Philosophy of a Sailing Program” was written by the late John C. Linehan in April, 1963 for the First Edition of the Sailing Instructor’s Manual written for the Southern Massachusetts Yacht Racing Association. In 2000, John was the recipient of the US SAILING’s Captain Joe Prosser Award.

Curriculum Development for Sailing Programs:

The Principles, the Processes, and a Model

Presenters: Guy Turner and Mary von Conta

For the 2002 National Sailing Programs Symposium

Saturday January 26 at 11:30

What is a Curriculum?

Everything that has anything to do with the educational process.

What are the component parts of a Curriculum?

The physical learning environment/ facilities and equipment...

The people: students, instructors, parents, coaches, management...

The culture: mission and goals...

The content: objectives/skills

The strategies for conveying the content: teaching methods, reference materials, planning methods, effective communication...

The strategies for evaluation: student/parent feedback, observation, record-keeping....

What are ways to help instructors implement a Curriculum?

Send them to US SAILING Level I and II !!!!!

Provide them with a safe facility and well-maintained equipment

Provide them with teaching tools and reference materials

Plan for a comprehensive orientation

Plan for ongoing support and evaluation

Where is a model of a Curriculum?

To download the complete JSA Curriculum, see the website at www.jsalis.org

What are some useful reference materials?

US SAILING's *Teach Sailing the Fun Way*

US SAILING's *Coastal Navigation*

US SAILING's *Start Sailing Right*

Becker, Geoff, *Sailing Drills Made Easy*

Jobson and Kehoe, *The Winners Guide to Optimist Sailing*

...this is, of course, only the tip of the iceberg



Gail Scott Sleeman photo

Building a Program That Works

How to run a top junior sailing program through creative design, flexible scheduling, and continuity. By Joni Palmer

Many sailors are interested in junior sailing. They might have kids in the local program, or they just enjoy being part of the fun, and seeing all the smiling faces in the little boats. These people enthusiastically volunteer to help out during the active season, and play a valuable role in many programs. But during the off-season someone appears at his or her door with a box of unorganized files, then turns to run, never to be seen again. All of a sudden, the enthusiastic volunteer is the new chairman — but how hard can that be? The new chairman dives into the job, trying to figure out what to do first...how to sail a little boat, and who to hire to instruct the sailors. As summer progresses the chairman is at his wits' end, and grows tired of putting out all the organizational fires and dealing with complaining parents late each night. By mid-July the primary mission becomes finding an unsuspecting, enthusiastic, volunteer replacement for next year. The chairman can't wait to drop off the same disorganized files and turn to run...



The logistics of getting a large group of junior sailors off the dock and sailing can be daunting (left)! Adult volunteers (below) are an invaluable component of any sailing program, especially when it comes to taking juniors on the road to regattas. Fun on the water (above) while developing sailing skill is what junior sailing is all about.

J.H. Peterson photo

This scenario happens all too often on the junior sailing scene, and the time has come for the vicious circle to end! With all the effort being made to promote the sport of sailing these days, it's a shame that some junior programs aren't run more effectively — they're a great way to keep young sailors involved as they grow older.

There are many types of junior sailing programs around the country teaching hundreds of thousands of children. While yacht clubs have been the traditional venue for junior sailing, the sport is also taught at community sailing programs, camps, Sea Explorer Posts, and high schools just to name a few others. Whatever type of program you might be involved in, there are common methods of running a proper and safe junior sailing program.

Establish Continuity

One of the most important elements in organizing a junior program is to develop continuity from year to year. Organizers should continually enhance all aspects of the program without re-inventing the wheel at the start of every season. Many organizations hire a year-round, paid program director (full or part-time) to provide this continuity instead of relying totally on volunteer efforts.

Paid or not, the organizer must be committed to the junior program. This person should be in command for a minimum of two, but not more than five years. During the first year, a chairman barely understands what to do, and in the second is dramatically more effective. Beyond that it gets exponentially easier, and more progressive development takes place. During the last year in command, it is imperative that a replacement be identified to work beside the existing chairman. When it comes time for the replacement to take the wheel, the transition will be a lot smoother. For the benefit of all involved, volunteer organizers should not direct the program for too long. New blood should be allowed into the system with fresh ideas and direction.

A strong, organized support system should be established under the program chairman. Parents and other interested people should be

Program Director Checklist



Gail Scott Steeman photo

This is just a sampling of the items a junior program director should address prior to and during the instruction season.

- ☐ Formulate program goals, publish for staff and members
- ☐ Establish committee and support group
- ☐ Define classes and schedule, develop curriculum
- ☐ Develop budget and accounting system
- ☐ Hire qualified instructors, preferably trained by US SAILING
- ☐ Conduct multi-day instructor orientation session
- ☐ Define student:instructor & safety boat:student ratios
- ☐ Schedule parent orientation meeting
- ☐ Examine sailing area, identify and eliminate all hazards (including overhead power lines!)
- ☐ Evaluate insurance policies
- ☐ Prepare and practice emergency procedures
- ☐ Obtain liability form, complete medical info, and releases for each student
- ☐ Insist instructors keep daily attendance log
- ☐ Keep safety equipment readily available and in working order
- ☐ Provide forum to communicate with parents, staff, students
- ☐ Direct equipment maintenance, including trailers and buildings
- ☐ Develop long-term plan for program
- ☐ Provide an avenue for juniors to continue sailing

asked to volunteer and be active in the program. Most people have many demands on their time, so they should be assigned small tasks that can be easily accomplished. Examples: publicity and communications, curriculum development, social activities, fundraising, budget development, transportation, trailer maintenance, sail and powerboat maintenance, instructor searches, and long-range planning. It's always good to have a volunteer in a position that involves his or her child, or is of personal interest. Give a complaining parent a job — it gets more people involved, and the complainer will either fix the problem or stop complaining.

A great example of continuity in a volunteer program can be found at Southern YC in New Orleans, La. One of the many positions in the junior program is that of "Pram Daddy," a volunteer who oversees the active Optimist racing fleet activities in which his child participates. His counterpart (sometimes his wife), the "Dinghy Mom," is the group coordinator. This team helps the fleet get organized to travel to events, for example. After a few years, one of these volunteers can easily make the transition to chairman of the junior activity committee at the club.

Be Creative

Once a program has an enthusiastic group of sailors, a confident director, and a support

system of volunteers, the next step is to define the type of classes to offer and the daily schedule. The easy path is to just keep conducting the same type of program, or copy another program's scheme. Far better would be to take a close look at your program and address its changing needs. If you don't know that the program is the best it can be, if only half the kids came back from last year, or none of the older juniors are participating, problems like these need attention.

Each junior sailing organization should develop goals and define the type of program to offer. Is the program designed only for learning to sail, recreation, racing, community outreach, babysitting, or a combination of all these? Goals should be established with all the players in mind: parents, board of directors, the community, instructors, and the support group. Most importantly, the goals of the program should be in line with the kids' desires!

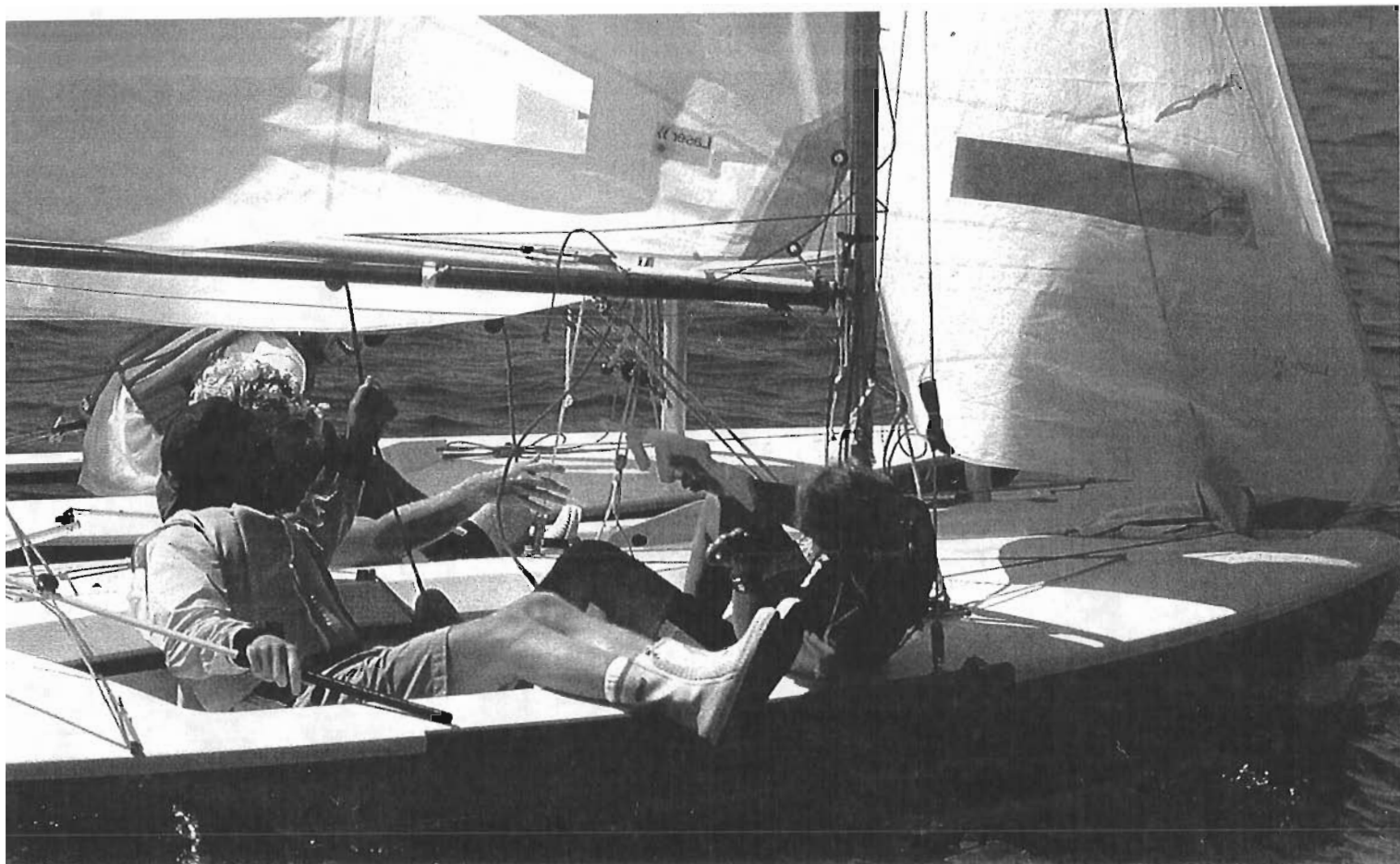
A few decades ago, sailing lessons were the main activity of a youngster's summer — but times have changed. Kids today may have many opportunities such as conflicting sport camps, summer school, horseback riding, you name it. Program organizers must make the opportunity to sail accessible, so it can fit into the busy schedule of the modern child and his or her parents.

Most programs offer the traditional begin-

ning, intermediate, and advanced sailing classes. A program director needs to write a class description for each, with specific objectives. It's important to make sure the objectives can be reached within the allocated number of instruction hours. The director then defines how to assign juniors to each class. As an illustration, in the Long Island Sound area, the majority of the classes are defined by the age of the sailor. On the other hand, in Southern California, the classes are designated by ability levels. Some areas go by a combination of the two.

Many class offerings in progressive junior programs are becoming creative, and very focused to the needs of the sailors. Gone are the days of attending sailing lessons all day for the entire week. Some programs have gone to modular courses to give the students options. They can participate in a single class, and spend only six hours a week at the sailing site. Or, if a child desires to spend every waking hour sailing, he or she can sign up for several classes, and get tailored instruction in each. Here are some examples:

- Larchmont YC offers a class for the five- to eight-year-old "sea urchins," who sail once or twice a week for a very short period of time. They go cruising with the instructors, become familiar with sailing terms, and generally just have fun. When they sign up for beginning sailing the next



Gail Scott Sleeman photo

year, they feel comfortable on the boats, and many of the normal fears are alleviated.

- San Diego YC offers a "mudskipper" class for those second-year beginners who lack the confidence for an intermediate class. This avoids the potential embarrassment of making them sail with the beginners for a second year, or forcing them into a more advanced class before they're ready.

- Southwestern YC, also in San Diego, offers a "teen novice" class, which provides a very comfortable entry into the program for the older beginners, or for teens returning to sailing after a few years off. Otherwise, they might have to sail in an advanced class, or a class of younger sailors. Usually doublehanded or larger boats are used because teens are very social. Without the option of a teen novice class, they might not enroll at all.

Flexible Scheduling

When developing a schedule for the program, there are four variables to consider: session length (number of weeks), meeting frequency (how often per week), class duration (how many hours at a time), and the time of day it will be held. When planning the overall scheme, the organizer needs to define the needs and conflicts of both the sailors and their parents.

Setting up the proper session length is

crucial in a summer sailing program. School vacation dates need to be defined, then the patterns of the clientele can be examined. Are the sailors permanent residents or summer visitors? If the latter, how long do they stay? When do most families take vacations? What other activities are the kids involved in, and when are they scheduled? After considering these questions, programs can then run one continuous summer session, or it can be broken down to smaller segments — even one-week parcels.

How often a class meets is a significant factor. For example, an eight-year-old beginner taking sailing one day a week for six weeks will not progress as far as a child who sails three days a week for two consecutive weeks. The actual number of instruction hours is the same, but the retention of the material is affected by the length of time between meetings. The older junior sailors might not need to meet as frequently because their learning curve and retention rate can be much higher. They also might not want to meet as frequently because they have other summer activities.

Addressing class duration can be more complex, as the needs of the parents may differ from those of the students. If both parents work, they may look to a sailing program to keep their kids busy all day. This can be the best form of babysitting — it's

Like all sailors, juniors enjoy the social side of the sport as much as any other!

often the cheapest by the hour (boat included)! However, the attention span of a young child can be short in hot, humid, and sunny weather. It takes a very talented instructor to continually educate an eight-year-old during a seven-hour day without reverting to a marathon session of sponge tag! At the other extreme, a beginner class that is only conducted for two hours can be self-defeating. By the time the kids get focused, rig their boats properly and get sailing, there is virtually no time for sailing before they need to head in. Older, more advanced junior sailors have a longer attention span and often need longer periods of time on the water in a single meeting to develop their technical skills.

Obviously, sailing programs need to be creative to accommodate both the parents' schedules and the kids' learning processes. Two successful examples: Mission Bay YC in California has an all-day, supervised summer program that includes a half day of sailing and a half day of "camp activities" such as swimming, fishing, arts and crafts, and guest speakers. Longshore Sailing School in Connecticut cooperates with the local indoor tennis club; each offers a half-day activity, with transportation between sites and lunch provided.



Catherine Singer photo

An examination of the local waters will aid program managers in selecting an appropriate venue for junior sailors.

To determine the optimum time of day to offer a class, organizers need to survey the local conditions. An area with light air in the morning makes that time best for beginners,

while afternoon thermals bring more breeze for intermediate and advanced students. It's also a good idea to analyze the traffic patterns of other boats in the sailing area, as well as tidal considerations. Schedulers might also consider conflicts with local sports and summer schools.

Of course, there are many other areas of program management to consider. (See "Program Director Checklist" for more.) Organizers seeking more information can turn to US SAILING, and other groups for published information, seminars, and general advice. Abundant information is available for those who look to start or further refine a sailing program. When considering all this, program organizers should not try to run sailing programs all by themselves. Instead, they should create an active support system, and ensure that the program suits the needs of all involved, especially the kids, with focused classes and workable schedules. Finally, enjoy the rewards of watching the smiling faces as juniors discover sailing.

Junior Sailing Resources

Those interested in organizing junior sailing programs have many resources for more information, not the least of which is the legion of dedicated sailors in other areas of the country who are willing to share information. You can attend the **National Junior Sailing Symposium**, an annual four-day event held in the fall, sponsored by US SAILING, where junior sailing program directors from all over the country gather to share information and learn the newest concepts. **Program Workshops** are one-day meetings offered by US SAILING in designated regions, where experts on junior sailing can meet with program organizers.

Some areas of the country have **Regional Junior Sailing Committees** to coordinate activities and share ideas on a formal or informal basis. The annual **Community Sailing Conference** is helpful for those organizing junior programs open to the public. US SAILING also runs **Instructor Training Courses** to develop teaching techniques and program management ideas.

US SAILING also sells the *Modular Program Planner*, a guide to sailing program management, and the *Community Sailing Program Handbook*, a special guide to establishing and running public access sailing programs. The Interscholastic Sailing Association has developed their own publication, *How to Start Your Own High School Sailing Program*, which is available through US SAILING, P.O. Box 209, Newport, RI 02840; 401/849-5200.

If you are organizing a junior sailing program, you should get on **US SAILING's Junior Sailing Database**. When special events for junior sailors and program managers come to your area, you'll be notified ahead of time. Program managers and junior sailors should send in their name and address (juniors interested in racing should include their age) to: Joni Palmer, Junior Sailing Consultant, 4790 Beachfield Rd., #1, Annapolis, MD 21401, 410/757-9536; FAX 410/826-8423.

Joni Palmer has 20 years of experience running junior programs, and currently works as the junior sailing consultant for US SAILING's Training and Junior Championship committees. Palmer is also an avid Snipe, Thistle, and Lightning sailor.

Creating a Junior Big Boat Sailing Program

.....to Keep Teens Sailing and Active in Your Club

National Sailing Programs Symposium Workshop

Thursday, January 19, 2006 12:00 to 1:00PM

Rich Jepsen, Training Chair and workshop presenter

Jepsen@ocscsailing.com

510-843-4200

One of the biggest problems we face in youth sailing is the lack of success we have keeping teens involved. JBBS is a concept and a program that creates an environment that has the particular attributes attractive to teens, gadgets, power, complication, teamwork and camaraderie and a social environment where they can share this common experience with their friends.

In this workshop, you will learn more about the potential of this approach for your youth program as well as a 'how to' guide to help you build a sustainable, safe and successful program.

US SAILING's Junior Big Boat Program is still under development and working on Industry funding to create a US SAILING turn-key program. That program will provide direction and support for the efforts of clubs and rules/procedures to ensure the program is safe, sustainable and increases in popularity as clubs gain experience with it.

However, JBBS is being operated successfully right now, by several yacht clubs, including Black Rock Yacht Club, Ida Lewis Yacht Club and others. Below is a good handout to help you determine whether JBBS is a fit for your program and good advice about the most important things to consider. To learn everything you need to know, however, you will need to attend the workshop!!!!

- Things you need
 - Boat from 30-45' (Sweet spot is 35-40' combining ease of operation with room for a sizeable crew) loaned, not chartered
 - Owner or owner's agent willing to volunteer as captain (with sailing skills)
 - Certified Sailing Instructor
 - Agreement with owner on damage risk
 - Borrowed boat insurance
- Benefits to a sailing organization
 - Parents have something attractive for kids to do that keeps them in sailing
 - Organization has tool to attract community kids and their parents
 - Kids are a proven crew resource with more time on their hands

Creating a Junior Big Boat Sailing Program

.....to Keep Teens Sailing and Active in Your Club

- **Benefits to boat owners**
 - Able to 'audition' kids through a program and invite those who are the most motivated, dependable or talented to crew outside the program
 - Great opportunity to get some sailing in while having a competent coach and focused crew on board without having to organize the crew
- **Coast Guard Regulations observance**
 - Keep compensation out of the equation
 - Kids can be asked to contribute to a general junior program, but none of the financial benefit can accrue to the owner
- **Insurance**
 - Owner must demonstrate proper comprehensive and liability insurance
 - To protect owner, we advise that you consider borrowed boat insurance
 - While not an air tight protection for the organization, coach or owner, vetted liability acknowledgments and waivers, including declaration of medical issues, medical insurance, parent's signature, assertion of ability to swim, commitment to bring personal safety gear
- **Skills of sailing instructor**
 - Must have experience training kids
 - Must have experience on the general size/design of the boat being used
 - Currently we advise US SAILING Certification
 - Once the program is up and running, US SAILING Basic Keelboat Instructor Certification will be required
- **Skills of boat owner or boat owner representative**
 - Should possess temperament and motivation that allows the instructor room to coach and the kids room to enjoy themselves
 - The owner should have a minimum of demonstrated safety skills; either US SAILING certification at the level associated with the vessel (24-32' Basic Cruising; 33-50' Bareboat Cruising)
- **Condition of vessel**
 - The vessel must be seaworthy, of course. There are a variety of ways to ensure that it is:
 - To ensure proper equipment, USCG Auxiliary Inspection is convenient
 - Allow the certified sailing instructor the ability to hold the vessel at the dock if there is an issue that might affect the crew's, vessel's, coach's or captain's safety
- **Consider type of schedule that works for kids, instructors and owners**
 - Weekday evenings
 - Weekend days
 - Holding owner, students and instructor accountable for showing up

Creating a Junior Big Boat Sailing Program

.....to Keep Teens Sailing and Active in Your Club

- Safety
 - Personal Gear for kids
 - PFD
 - Sunscreen
 - Sailing gloves
 - Proper footwear
 - Agreements from kids on safety procedures
 - Hazards aboard eliminated
 - Agreements on weather limits in advance
- Quality of experience that kids are having
 - Keep racing out of the introductory sessions unless ALL involved team members are focused on it
 - Ensure there is lots of opportunity for teens to interact and team with one another
 - Use more experienced teens to coach less experienced
 - When rotating positions, have kid leaving a position orient the next kid
 - Boat Owner is there to help and to protect the boat, not to be the coach. That must be left to the certified sailing instructor/coach
 - Coach the team, not just individual sailors. Teens are enamored of belonging to a cohesive, competent team.

Things coming from US SAILING to make this program even better:

1. Program 'how-to' guide for organizations and youth sailing programs
2. Coaching manual
3. Hints and tips for boat owners participating in the program
4. Specific curriculum for students to study and for coaches to use as teaching aids
5. Certification levels that allow teens to prove skill and knowledge to prospective owners and skippers
6. Streamlining of borrowed boat insurance availability

For More Information

Don Glasell-Chair of JBBS for US SAILING

Dongla1520@sbcglobal.net

Jim Lubeck-Originator of JBBS at the Black Rock Yacht Club

JBBSsailing@aol.com

Note: JSA of LIS has Black Rock YC's slide presentation available at
www.jsalis.org/Big_Boat.html

PROGRAM SAFETY: PREVENTION AND DOCUMENTATION

JSA Program Management
Workshop

Mary von Conta & Tim Clark

SITE SAFETY MANAGEMENT & EMERGENCY PLANS

ACTION PLAN

- Conduct site inspections
- Conduct sailboat equipment inspections
- Conduct motorboat safety equipment inspections: radio, safety bag (tools and first aid equipment), anchor, tow line, PFD's, Prop guard????? etc.
- Establish equipment storage arrangements: "A place for everything and everything in its place."

SITE SAFETY MANAGEMENT & EMERGENCY PLANS

DOCUMENTS

- List of hazards found on the site and steps taken to remedy these problems
- Checklists for boat equipment, both sailboats and motorboats, signed off by the inspectors.
- Form that is used to notify parents and/or the maintenance person at the program of problems with equipment.
- Equipment storage plan

SAFETY BOAT TRAINING AND GUIDELINES

COURSES

- US SAILING Safe Power Boat Handling course:
 - teaches and tests on-the-water skills as well as basic “book” knowledge. (Optional but excellent)
- NASBLA-approved safe boating certificates:
 - tests basic “book” knowledge (Required in Connecticut and should be required in NYS)
- US SAILING Level I certification:
 - tests but does not teach on-the-water boat handling skills (Level I is required)

SAFETY BOAT TRAINING AND GUIDELINES

PROGRAM INITIATIVES

- Establish safety boat handling and equipment checkouts conducted by the Head Instructor or a competent motorboat handler employee of the program such as the waterfront manager.
- Develop strict RULES related to the instructors' operation of motorboats. Include reference to these rules in the instructors' contracts and make failure to follow them potential grounds for discipline or dismissal.
- Have a policy that only INSTRUCTORS operate the safety boats during classes and during regattas. (Well-meaning volunteers can be very dangerous. Instructors are trained.)

SAFETY BOAT TRAINING AND GUIDELINES:

DOCUMENTS

- File copies of the instructors up-to-date certifications and contracts in their employment folders
- Create a list of Motorboat-related RULES: (examples follow)
 1. Instructors MUST observe safe motorboat handling practices at ALL times.
 2. There must be at least two safety boats on the water at any time there are sailboats on the water.
 3. Radios must be aboard and working. Safety bags must be aboard and properly equipped
 4. Instructors MUST be wearing PFD's at all times.
 5. Motorboats should be refueled, if necessary, at the end of each day.
 6. The head instructor in concert with the designated "club" safety officer is ultimately responsible for weather-related decisions.
- Checklists for safety boat equipment and operation. (signed off by inspectors.)

PROGRAM STRUCTURE

ESTABLISHING & MONITORING PROCEDURES

- Instructors should establish, follow, and supervise routines for classes and for regattas. (Briefings, rigging routines, on-the-water procedures, derigging routines, debriefings, etc.)

SAFETY DRILLS

- Instructors should conduct safety-related drills: swim checks, capsize drills, and squall drills

SAILOR/INSTRUCTOR RATIO

- Instructors and program heads should be sure that instructor/safety boat to sailors ratios are safe. (6 beginning sailors to 1 instructor/safety boat; 8 to ten more experienced sailors to 1 instructor/safety boat: 4 to 8 Pixels, or Lasers, or 420's to 1 instructor/safety boat....depending on the environment and the knowledge level of the sailors and the instructor.)

LESSON PLANS

- Lesson plans **MUST** be kept and filed. They should include a system for taking **ATTENDANCE** and for doing some performance, etc. **EVALUATION**. Lesson plans should be created the day before the lesson and materials needed to conduct the lesson should be assembled ahead of time.

PROGRAM STRUCTURE

DOCUMENTS

- Lesson plan forms (one with attendance and evaluation built in)
- US SAILING course books: Small Boat Sailing Level I Instructor Manual; Teaching and Coaching Fundamentals for Sailing; Learn Sailing Right: Beginning Sailing.
- Instructors' folders...evaluations of instructors
- Sailors' folders....evaluations, waivers, medical forms, parent contact forms, attendance records, etc.
- Lesson plan notebooks
- Incident report notebooks: (forms attached for minor incidents and major accidents.) It would be a good idea to create an incident form for behavioral matters as well.

PROGRAM RULES

- Establish a short simple code of conduct based on showing respect and observing basic safety regulations such as wearing PFD's. Have parents and sailors sign off on this and keep it on file. Include a description of the discipline procedures for sailors.
- Establish policy regarding “mind-altering” substances. Firing offense for instructors, dismissal from program offense for sailors, taboo for adult volunteers while they are involved with any program and/or regatta activities.

TRANSPORTATION OF SAILORS AND BOATS

- Establish that this is the PARENT'S RESPONSIBILITY!!!
- Establish that INSTRUCTORS are never permitted to take this responsibility.
- Offer, if you wish, demonstrations of car-topping and trailering strategies. (Be sure the person demonstrating is knowledgeable.)

TRANSPORTATION OF SAILORS AND BOATS

ACTION STEPS

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- Establish that INSTRUCTORS are never permitted to take this responsibility.
- Offer, if you wish, demonstrations of car-topping and trailering strategies. (Be sure the person demonstrating is knowledgeable.)

DOCUMENTS

- Establish and maintain your program policies and distribute copies of them at parent orientations, etc.

PROGRAM RULES

DOCUMENTS

- JSA Code of Ethics (JSA Yearbook)
- Sample code of conduct
- Sample outline of discipline procedures

PROGRAM SAFETY: PREVENTION AND DOCUMENTATION

OTHER RESOURCE MATERIALS

- Gowrie, Barden & Brett, “Junior Sailing Safety Manual” on C.D. (This is an excellent overview of basic safety and contains a collection of sample “forms”.)
- JSA website: www.jsalis.org, check under “forms”
- JSA yearbook:
- US SAILING Small Boat Sailing Level I Instructor Manual and other Level I material.
- US SAILING website: www.ussailing.org, shop for other resource materials
- Special kudos to Joni Palmer, former US SAILING Program Management Expert, to Sarah Davidson and Donna Santamaria of Gowrie, Barden & Brett who produced the Manual referred to above, and to the many hard-working volunteers on JSA Boards who have worked very hard to develop rules, procedures and forms that keep sailors and instructors safe.

Guidelines for Risk Management:

Recommendations for Instructors and Program Chairs

All instructors should be US Sailing Level 1 certified. (16 and 17 year old sailors should take a Level 1 Course. However, they will not be insured under US Sailing nor certified by US Sailing until they turn 18.)

All Connecticut instructors should have a CT Safe Boating License. (The Level 1 course satisfies the requirements for a motor boating course. However, the instructor must send a copy of his/her US Sailing Level 1 certificate along with the other requisite paper work to the CT DEP.)

All instructors should have up-to-date CPR and First Aid certification.

Program chairs should keep copies on file of all the instructors' licenses and certifications.

Instructors should understand that they are important role models. They should show up each day, on time, appropriately dressed, and physically and mentally ready for work.

Head instructors, supported by program chairs, should make sure that the above standards are consistently maintained.

Instructors should never use alcohol, tobacco, or controlled substances nor make any reference to the use of alcohol, tobacco, or controlled substances while they have any responsibility for their junior sailor charges.

Program chairs should make it clear to instructors that failure to observe the regulations about the use of prohibited substances will result in immediate termination.

Instructors should wear properly-fastened PFD's at all times when they are on the water.

Instructors should operate motor boats at reasonable speeds and using appropriate caution.

Program chairs should make it clear to instructors that failure to observe the regulations about PFD's and proper motor boat behavior will result in immediate disciplinary action up to and including termination.

Instructors should keep daily written attendance records. These records should be kept on file.

Instructors should keep written lesson plans. These plans need not be detailed or lengthy, but should list the skill(s) the instructor plans to teach, the drill(s) or strategies the instructor plans to use to teach the skill(s), and the materials the instructor will need to teach the skill(s). The instructor should also keep notes on the progress of individual sailors.

Instructors should keep written records of any accidents, injuries, or other incidents of note.

Program chairs/head instructors should check the instructors' attendance lists, lesson plans, and incident reports at frequent intervals.

Instructors who attend JSA regattas with their junior sailor charges should arrive at the regatta in a timely fashion and be available to assist their juniors on land as well as on the water.

Instructors who attend JSA regattas with junior sailor charges should not leave at the end of each day of the regatta until they are positive that each junior sailor is accounted for and under the direct supervision of a responsible party.

Instructors should expect to assist the regatta and race committees at JSA regattas. One of their primary responsibilities will be to run SAFETY BOATS on the race course. Instructors must understand that safety needs take precedence over coaching needs at all times.

Program chairs should make certain that there are an adequate number of safety boats available for their programs and for regattas and that each safety boat is equipped with all the necessary safety gear including a working VHF RADIO.

Instructors should not drive their junior sailors or trailer their junior sailors' boats anywhere. That is the sole responsibility of each junior sailor's parent or guardian.

Program chairs should make certain that parents/guardians understand that it is their responsibility, and not the responsibility of instructors, to make arrangements for driving junior sailors and/or for trailering boats anywhere.*

**February, 1998
JSA of LIS (MvC)**

DAILY SAFETY CHECKLIST FOR YOUR PROGRAM

1997 National Junior Sailing Symposium

Joni Palmer

PLAN, ORGANIZE and PREPARE

- 1) General vs Specific supervision
- 2) Inherent risks: walk through, notification
- 3) Insurance and certified instructors
- 4) Instructor orientation
- 5) Define student: instructor ratio
- 6) Plan and practice emergency procedures
- 7) Communications: phone?
- 8) Medical forms
- 9) Swim/PFD check for students
- 10) Lesson plans developed ahead of time and on clipboard
- 11) Attendance sheets
- 12) Safetyboats: proper for the job, required and safety equipment, first aid kit, knife, bolt cutter
- 13) 1st aid/ Accident/ incident reports
- 14) Weather
- 15) On the Water:
 - Team teach
 - Safety boat must be on the water before students leave dock
 - Check rigging of boats before they leave
 - Take control of the group
 - Have a "briefing" before you leave dock/ define drills
 - Constantly count your students
 - Anticipate actions of the wind
 - Anticipate actions of your students
 - Use whistle and hand signals
 - Do not anchor unless you can quickly toss off the line
 - Define areas that the students should sail
 - Define tasks the students should do
 - Put yourself between danger and your students
 - Proper use of safety position
 - Keep active... hustle- Look around all the time
 - Always check a capsized boat
 - Have a back-up plan
 - Use radios on the water for communication (turn them on!)
 - Always plan one step ahead
 - Spread instructor boats out
 - Do not be negligent

CLUB PLAN PLUS MARINE COVERAGE EXTENSIONS

Liability for sail instruction.

Jones Act for sail instructors and crew.

Primary hull and protection and indemnity liability for non-owned boats less than 85'.

Liability for races and regattas.

Automatic hull and liability for newly acquired boats.

Hull at agreed value.

No navigational restrictions.

No lay-up period.

Pollution liability for owned boats for sudden and accidental spills

\$10,000 medical payments.

Club members, employees and volunteers as additional insureds.

Liability for injuries on docks and piers.

**WORKERS' COMPENSATION
POLICY # _____**

This is to confirm that insurance for our employees as crew is covered as required by the Protection & Indemnity section of our Marine policy. Our agent has sent you an original Certificate of Insurance, a copy of which is attached for your reference.

Inasmuch as the necessary insurance is in effect, and your policy specifically excludes this coverage, please do not include the crew payroll in calculating premium for the captioned policy.

Copies of our payroll records, Certificate of Insurance and Workers' Compensation Exclusion for Jones Act are attached for your reference. Thank you for your assistance in resolving this matter.

Very truly yours,

"Safe and Sound" Junior Programs

by Joni Palmer

A junior sailing program that's short on safety procedures is an accident waiting to happen. Junior sailing expert Joni Palmer describes how to make your sailing organization as safe as possible.

Safety can be defined as the control of recognized hazards to obtain an acceptable level of risk. If we can all agree that safety is the primary concern of any junior sailing program, and that the organizers and instructors are responsible for all the students under their supervision, that's a good place to start. However, there are always a few questions that may not have an obvious answer: How many instructors should teach each class? Should a class proceed if one of the powerboats is inoperable? Does the program have adequate insurance coverage? Do all students and instructors wear personal flotation devices (PFD's)? Have emergency procedures been established and practiced? These and many other questions should be addressed to ensure that your sailing program has the lowest possible level of risk.

Proper Registration Materials

It's important to collect the proper registration materials for each student participating in a junior sailing program. Obviously, this should include a contact address and phone number (work and home) of both parents, to be used in case of an emergency. Many organizations also have parents fill out a waiver, release, and indemnity agreement that has been reviewed by the club's legal counsel.

Current and complete medical forms for each student are crucial. Information should include medical concerns, allergies, medical insurance numbers, doctor information, learning and psychological concerns, date of last tetanus shot, blood type, etc. The parents' signatures should be on the form to authorize emergency treatment. Prior to instituting this form, it would be prudent to confirm that the form is acceptable to the local hospital's emergency room. The hospital might even have a medical release form already designed that can be adapted and utilized in the program. The medical forms for each child must be available at the sailing site, and must be reviewed by all instructors.

When the juniors travel to another club's event or regatta, the related medical forms should accompany them. The instructors should always carry a confidential written summary of all the medical/learning concerns of their students, which can

be consulted at any moment. If a young sailor is stung by a bee in the middle of the bay and starts to panic, an instructor needs to know immediately if the sailor is having an allergic reaction, or is just scared and in pain.

Pre-Season Procedures

The above bee sting example also illustrates the need for the development of emergency procedures, which should be practiced during a pre-season instructor orientation. The first thing to do is determine the proper emergency telephone number (usually, but not always, 911), write it by each phone, and give it to each instructor. Find out who the "first respondent" to an emergency call will be. (Is it the paramedics, harbor police, fire department, Coast Guard, or another organization?) Contact the first respondent, inform them of the activities of the program, and have a representative meet with the instructors if possible. Written emergency procedures can then be distributed and practiced. >>

Some other safety tips:

- ✓ Require that no Opti skipper may sail alone, even for practice. To sail, a skipper must have a buddy or a supervising adult.
- ✓ Require a swimming test for every new student—at least 50', without a PFD.
- ✓ Teach students the racing rules, so they'll be able to avoid collisions.
- ✓ Teach students the five basic sailing knots (bowline, clove hitch, figure eight, overhand, and square knot), and how to use them to jury rig or repair their boat while on the water.
- ✓ If there's an Opti skipper riding with the coach, the coach should have the skipper prepared (PFD, foul weather gear, if needed, etc.) to sail an Opti, if another skipper is injured, ill, or needs a break.

Talking Up Safety

Don't overlook one of the simplest things you can do to reduce risks in your sailing program: Talk to your organization's insurer. They often have safety suggestions, and may even send an inspector to walk through your grounds and make suggestions to reduce risks. A trained eye can often detect potential trouble areas, and tell you how to eliminate them *before* trouble develops. ♦

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Prior to the season, the boats and physical site should be analyzed with safety in mind. A walk through of the entire area should be made before the start of the program, to identify and eliminate potential hazards. Classes should never be held at a site with overhead power lines. Other hazards are less obvious. Rotten or missing dock boards should be replaced. Slippery ramps should be fitted with non-skid. All club-owned sailboats should be inspected and repaired before the start of the program, and a maintenance log kept during the sailing season.

Power boats used for the program should carry all equipment required by federal and state regulations. Each instructor should be certified by US SAILING, which requires CPR and first-aid training. Properly stocked first-aid kits should be on each safety boat and at the program's headquarters, and should be checked and replenished on a regular basis. Each safety boat should have a VHF or hand-held radio on board, and there should be a base station on shore to monitor the activity. This also helps instructors on the water communicate for better teaching and control of the class. In the event of an emergency, a call on the radio to start the emergency procedure could save time and possibly a life.

Student-to-Instructor Ratios

The most fundamental factor in organizing a safe junior sailing program is the student-to-instructor ratio, which affects safety as well as the quality of instruction. Each class should have a defined ratio that is adhered to, based on a number of different elements. The ages and sailing abilities of the junior sailors are the first two factors to consider. A sailing class with eight-year-old beginners should have more instructors than a similar-sized class of teenagers with more advanced skills. A good rule of thumb is for a young beginners' class to have approximately a 6:1 ratio, while an older, more advanced group could have a ratio hovering around 10:1.

Sometimes a 6:1 ratio isn't really a safe ratio, for two different reasons. First, an instructor who is not certified by US SAILING, or young helpers from within the program, should not be considered in the ratio. Second, the number of instructors in each safety boat affects the actual safe ratio. Clearly, two instructors in the same boat don't provide the same margin of safety as two instructors in separate boats. With separate boats, you have more safety and instructional options if there is a gear failure, an injury, or if one power boat breaks down. If a class of twelve skippers has two instructors in one boat, that's really only a 12:1 ratio and could be considered unsafe.

The sailing area is another variable. A program run in protected waters with predominantly light breezes could require fewer instructors than the same program run in open, cold waters with strong winds.

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Optimax
Opti Parts
Stalker Racing Foils
North Sails
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200 Highpoint Avenue, Portsmouth, RI
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1543 Post Road, Westport, CT
203. 259. 7808

The Sharpest Knife in the Drawer

by coach Angela Garcia

The safety issue which comes to my mind is what I call the stupidity factor or (to be more politically correct) the "lapse in judgment" factor). Sailing itself is a very safe sport. Most sailing camp injuries seem to occur when the kids are in at the club.

I tell the kids to always ask themselves, "Am I doing something that will make people think I may not be the sharpest knife in the drawer?" If so, they can pretty much count on my being upset with them. Other than that, I'm easy going. That's my blanket safety rule and it's working pretty well.

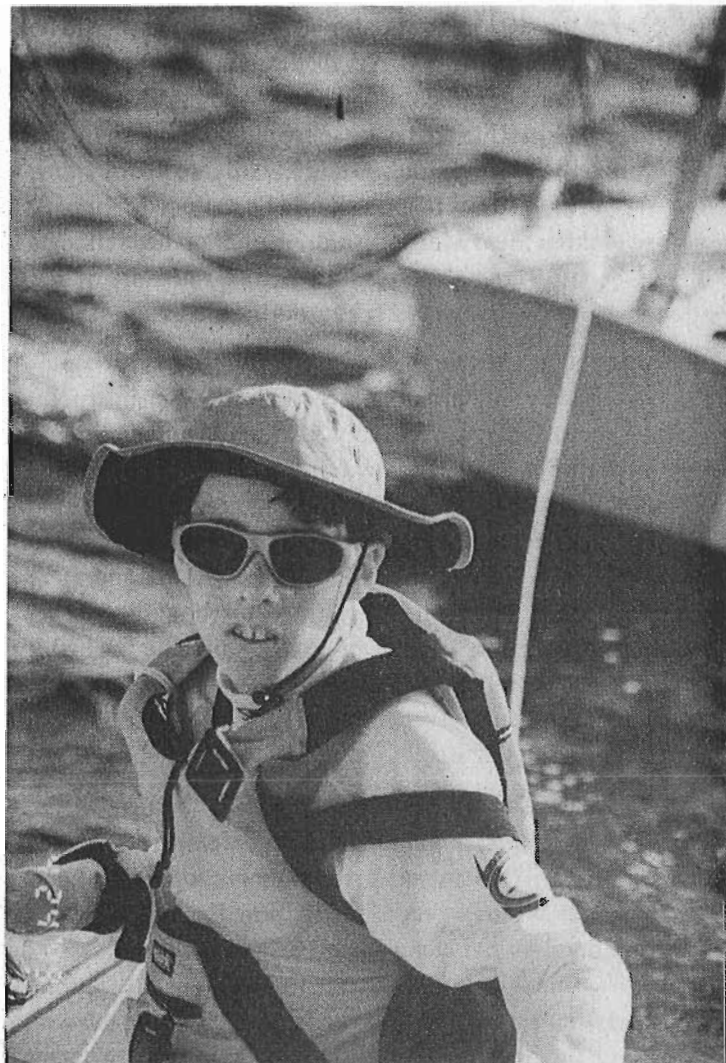
We push all of these safety measures on the kids because it would hurt us beyond belief to see anything happen to them. If anything really serious happened to one of my sailors—whether through my negligence or not—I don't think that I could continue coaching, and I believe that's true of many of the coaches around the country. When the sailors understand it from my perspective, they're usually pretty willing to work with me on safety.

Angela sailed Optis for many years in Florida, competing on international teams and pretty well mastering the boat. She's now the coach of the lucky (to have her) Chesapeake Bay Optimist Team, and soon to be a first year law student. ♦

<< Other Safety Suggestions

The daily conduct of junior sailing classes can make or break the safety of the program. Here are some additional suggestions for instructors.

- ☞ Ask parents to notify the program if their child won't be attending for any reason. Instructors should take attendance daily and contact parents of absent children. Instructors should continually count the number of students during class and scan the horizon before coming in, to make sure a skipper isn't in trouble.
- ☞ All students and instructors should wear zipped and secured PFDs on the water and on the dock.
- ☞ Students should never leave the dock in their boats, unless there is a safety boat operated by an instructor already on the water.
- ☞ Instructors should tell students where they will be sailing and what they will be doing when they get there. Allowing kids to sail randomly over a large area is an uncontrolled and unsafe situation.
- ☞ If a potentially dangerous situation arises, the safety boat should position itself between the junior sailor's



Chris Wilson has a pretty good start on protecting himself from the sun—wide brimmed hat, sunglasses, and gobs of sunscreen (more visible on the original, color photo). He's from Corpus Christi, Texas, so he really respects the sun. See pages 46-47 for more information about the dangers of the sun. —Joe Wyatt photo.

boat and the danger (this could be a reef, approaching marine traffic, a lee shore...)

- ☞ Check the day's weather and tidal information before class. Establish communication methods between students and instructors, such as whistle and hand signals. A "head to shore" flag should be established and kept in safety boats.

Reprinted with permission of Sailing World magazine and Joni Palmer. Joni was USODA's Executive Director for six years. She is a junior sailing consultant with over twenty years experience in managing junior programs, and a US SAILING Instructor Trainer. ♦

What You Should Know About Junior Sailing, Safety and Insurance

by Carter Gowrie

Hosting a national level regatta like the Optimist Nationals is a huge task, involving hundreds of young sailors and countless volunteers. Activities reach from sail and power boats to cars and travel, parties and other land events—all of which present some very unique insurance issues.

Whether you work on behalf of your yacht club to organize such an event, or you simply enjoy the fun and sportsmanship of participation, here are some important reminders to keep you, your crew, your family, and your club well protected.

Advice for Parents

1. Your homeowner's insurance will generally cover your Opti for damage up to \$1,500 or \$2,000, from fire, theft, and damage while trailering. However, it may not cover the boat while on the water. Homeowner's policies vary on this point.

2. Your personal auto policy will give you liability coverage while you are towing a trailer, but it will not usually pay for damage to the trailer itself. Nor will it pay for damage to an Opti owned by someone else. Remember, too, that if you loan your auto, you loan your insurance.

3. If you are volunteering to help a yacht club run an event, the club's liability insurance policy might extend to you if the club has Volunteer Coverage. This way, if someone is injured at the event and brings a lawsuit against the club, naming you in the lawsuit as well, the yacht club policy would defend you.

4. If another junior sailor uses your Opti and becomes injured, chances are your homeowner's policy will protect you in the event you are sued. It will also protect you if your child injures another junior sailor either on or off the water.

5. If you are helping to run a junior sailing program for a yacht club, look into whether the yacht club's insurance program addresses all of the ramifications of junior sailors in boats. For example, some policies will exclude any injuries unless all participants wear lifejackets at all times.

Advice for Sailing Organizations

1. If the sailing organization hires sailing instructors, the club needs to have more than just workers' compensation insurance. Coverage under the federal act known as the Jones Act should be included, to protect yacht clubs from lawsuits brought by injured employees who work on the water.

2. If the yacht club sends junior sailors to an "away" event, and they sail other peoples' boats, the yacht club needs to have

its marine liability policy extend to the use of borrowed or chartered boats. This is often overlooked.

3. If your yacht club has volunteers or employees that use their own cars to ferry young sailors to events, an auto accident can result in a lawsuit against the yacht club as well as the driver of the car. The club needs Non-owned Auto Liability Coverage to protect against this activity.

4. If you buy US SAILING's Regatta Liability Insurance, it protects the race organizers from a lawsuit brought against them by a sailor injured in the race. The insurance does not generally apply to any injuries which occur during practice, on board race committee or support boats, or for injuries on land.

5. If you organize your own clinic or hire an instructor for a junior sailing program, it can be difficult to obtain the proper insurance coverage for all things which might happen. Your best bet is to hook up with a yacht club that has a good insurance program and is willing to add your new entity as an additional insured on their policies. This should be easy for a yacht club to do, and the cost can be allocated to the new entity.

6. If you serve on the board of a yacht club or yacht racing association, make sure the group has Directors and Officers Liability Insurance to protect you from lawsuits brought against them for "wrongful acts." If the board refuses to purchase this coverage, check with your own insurance broker. Protection for this is available through some personal umbrella policies, as long as the entity you work for is not-for-profit.

7. Many yacht clubs now allow nonmembers to take part in their junior sailing programs. This should not present an insurance problem, since all operations of the yacht club should be included in the coverage, regardless of who attends.

When you buy an insurance policy, you are actually entering into a contract with an insurance company. The contract very specifically spells out when the insurance company must pay. It also spells out what your duties are. Policy language varies greatly from one insurance policy to another, especially in the field of marine insurance. Deal with an expert, and read the policy language. If you don't understand the terminology—ask. Your agent should be available and willing to answer all your questions.

The success of any junior sailing program relies greatly on the number of qualified volunteers willing to donate their time. The points listed above are simplified for the sake of this article. Consult your own insurance professional for details.

Carter Gowrie is treasurer of Gowrie, Barden & Brett Insurance and Financial Services, and president of Club Plan Plus, a program designed for yacht clubs across the country and the only yacht club insurance program endorsed by US SAILING. Carter may be reached at 1-800-BOAT-911. ♦

EMERGENCY PROCEDURES AND POLICIES FOR A SMALL BOAT PROGRAM

Presented by:

Joni Palmer

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Key areas of concern

- ✓ Accountability
- ✓ Policies
- ✓ Daily safety practices
- ✓ Emergency procedures
- ✓ Equipment
- ✓ Professionalism

Questions to discuss and define in your program

- 1) What is the student/instructor ratio for each class?
- 2) What is the student/motorboat ratio for each class?
- 3) What telephone number do you call if there is an emergency?
- 4) Where is the nearest phone from each point that an instructor may be teaching?
- 5) Have you set up and practiced emergency procedures?
- 6) Who is your first respondent to an emergency? Have you asked them to come talk to your instructors prior to the start of classes?
- 7) Who is second in command if an emergency happens?

- 8) Where are your first aid boxes? Are they waterproof? Have they been replenished lately?
- 9) Where are the medical forms for the students?
- 10) At what point are parents called when first aid is administered?
- 11) Will the local hospital emergency rooms accept your medical release form?
- 12) Do Medical forms go to away regattas with the instructor?
- 13) Do the instructors know of specific medical considerations of the students they actually work with so if there is a problem they can deal with it in a timely manner?
- 14) Does the parent of the day know his/her specific duties and where to be? Does he/she know where the medical forms are?
- 15) Do you ever transport an injured junior to the hospital in a private vehicle?
- 16) Do you know the surrounding program's instructors and emergency procedures? Do you know what radio channel they are on?
- 17) Are all your instructors US SAILING Certified?
- 18) Do all your instructors have current First Aid/ CPR?
- 19) Do your instructors wear lifejackets on docks and on the water and are they zipped?
- 20) Do your students wear lifejackets on docks and the water and are they zipped up?
- 21) If you asked an instructor at any time of the day, would they be able to tell you how many kids they are responsible for at that particular moment?
- 22) If an instructor had to leave the water for a discipline problem, what happens to the class?

- 23) Are all your club owned motorboats safe and maintained properly?
- 24) Is the program gasoline stored in a safe spot, locked up and properly labeled?
- 25) Have the instructors practiced using the motorboats?
- 26) What safety equipment does your motorboat have? What first-aid equipment?
- 27) Do you keep accurate first-aid log and accident reports?
- 28) Do the instructors start motorboats prior to class time?
- 29) If you have a motorboat that does not run properly, do you run the class?
- 30) Are sailing assistants allowed to drive motorboats? What about volunteers?
- 31) Do you have a weather radio available? Radar? Computer?
- 32) Who makes the decision to sail/ not sail in bad weather?
- 33) Do your students know what to do if a storm arrives? Do they practice for this?
- 34) Do you have radio or phone contact between instructors on the water?
- 35) Do you have radio or phone contact from shore to water?
- 36) When the kids leave the dock, where is the instructor?
- 37) Do the students know where they are supposed to sail and what they will be doing?
- 38) Have the committee and the instructors walked through entire area looking for hazards? Have the hazards been noted and fixed?
- 39) Do students operate the hoist? Is it safe?
- 40) How big are the splinters in your dock?
- 41) Do your students wear shoes? Do your instructors?
- 42) Where are power tools and who has access to them?

- 43) Where are chemicals and can the students get to them?
- 44) Do you have overhead electrical wires on the property?
- 45) Is there a working drinking fountain available near the sailing area?
- 46) Club boat owners. Do you have a maintenance log?
- 47) Swim tests... do you give them every year to everyone?
- 48) Do you take attendance each day? What do you do if a youth sailor is absent?
- 49) Do RC Boat and Rescue personnel drink alcohol while running a events?
- 50) Are instructors allowed to transport students off-site?
- 51) Are the instructors organized and safety conscious? Lesson plans?
- 52) Have you ever taught CPR and First aid to the students?
- 53) Where is your nearest fire extinguisher?
- 54) Have you reviewed your program's insurance policy?
- 55) Are privately owned sailboats safe? How do you know?

Bottom Line?

- ✓ If your beloved child (spouse, brother, sister, etc) was enrolled in this program, do you have any concern at all they would come home happy and safe each and every day?
- ✓ If you are in charge of the program, can you sleep well at night knowing on a daily basis the program is operating extremely safe?
- ✓ Could you stand up in front of Judge Wapner in a court of law and defend, document, and prove you run a safe program?

Dressing Warm

Proper Gear Makes A Difference

Sailors should dress for success. We're not talking about Tommy Hilfiger clothes or buying all your stuff from a Lands End catalog. Sailors need to be very practical. Dressing for success this time of year means staying warm on cold days.

Staying warm makes sailing a lot more enjoyable. It's also faster. Let's face it—a roll tack while you're shivering uncontrollably isn't going to do you much good. More importantly, staying warm is safe. If you get really cold, you can wind up in the hospital with hypothermia—or worse. Not fun.

Here are some sailors' tips we picked up at some recent cold weather regattas.



- ✓ Wear surgical gloves or small size yellow rubber dishwashing gloves under full fingered sailing gloves. Dry fingers are warm fingers.
- ✓ Wear a stocking cap, or even a ski mask covering your face. One skipper with a red ski mask looked like Spiderman, but his head and face were warm.
- ✓ Wear baggies over your socks inside your boots or, better yet, find some of the very soft rubber booties that are designed to make a tight seal with a drysuit ankle seal.

There are lots of different types of foul weather gear. What you need depends on the weather but it also depends on you. Some skippers will want a drysuit in conditions where other skippers are wearing a light jacket. Here are some of the foul weather gear options you have, with approximate prices for good new gear. Least protection is given first and most protection last.

☞ **Spray suit** (or splash suit). \$100. A thin nylon one-piece zip up suit. It's designed to cut the wind and keep some of the spray or rain off you. Adequate for drizzly, cool days, especially with some warmer clothes under it, but not recommended under 60°.

☞ **Wet suit**. \$125. This is made of neoprene and comes in one piece and two piece configurations. It helps keep body heat in but doesn't break a chilly wind. With a spray suit over it, this combination is better than a spray suit alone.

☞ **Semi-dry suit**. \$200. This has a waterproof fabric and velcro seals around the neck and ankles which keep out most of the water. If you capsize, however, water will get in and you'll be pretty wet. Still, with warm clothes underneath, this combination beats any of the above.

☞ **Dry suit**. \$350-550. Expensive but worth it. Tight rubber seals at the wrists, ankles, and neck make this gear completely waterproof, even if you go swimming in it. With thermal underwear or sweats underneath, this is the *only* way you'll be able to safely sail when the temperature drops and the wind picks up. A drysuit is often the only gear that will allow you to keep going on a chilly, wet day, especially if you capsize. It's the ultimate safety gear if you sail in cold water, cold air, wet weather, or any combination of these.

Remember, stay cool. Dress warm. Happy frostbiting! ♦

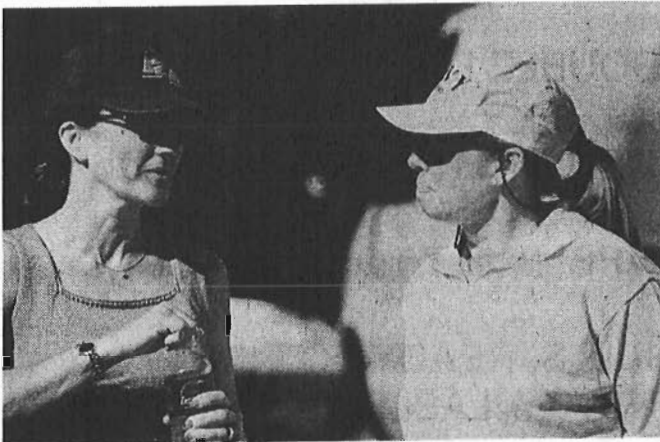
The Sailor's Big "C"

Avoiding Skin Cancer

by A. H. Hooker

reprinted from the LYRA Yearbook and SNAX

Worshipping a suntan has given way to more understanding about the dangers of the sun: premature aging and a greater risk of skin cancer. This damage can't be repaired—it's irreversible. It's based on the effects of all the added-up sun exposure you get during your lifetime, and also on different complexions. Too much exposure to UV rays (the harmful rays from the sun) leads to the typical, dry, wrinkled, leathery skin also known as "sailor's skin."



You can usually count on Opti-parents (like Lois Conrad, left, and Sue Shaughnessy) to have sunglasses and a bottle of SPF 40 sunblock. See article, this page and opposite, for more tips on protecting your skin and eyes from the sun. —Bob Swayze photo.

Unlike sunlight, which can be seen and felt as warmth, UV radiation can't be seen or felt until it's already burned you. The cancer-causing rays are not blocked by the cloud layer. They pass easily through clouds and can be masked by cool breezes. The most dangerous time of day (10 to 2) gives you about two-thirds of your daily radiation. Fortunately, water is a poor reflector of UV rays, but the reflection off white sails and deck can create a solar oven on your boat. Repeated exposure to UV rays is the main cause of skin cancer. No one is immune.

Fair-haired and fair-skinned people have less melanin (pigment) in their skin to protect it from damaging UV radiation. These sailors must take extra measures to protect themselves, including covering up and sunscreens. Wide-brimmed hats, long-sleeved shirts, pants, and bandanas around the neck all offer physical protection.

Sunscreens are measured by their SPF, or sun protection factor. This gives some idea of how much longer it will take to

burn with or without the sunscreen (but an SPF of 30 definitely doesn't mean it will take you 30 times longer to burn!)

Active ingredients in sunscreens are 1) the chemical PABA, 2) non-PABA chemicals, or 3) opaque sunblockers, like zinc oxide. PABA is effective against only one type of UV radiation. Non-PABA chemicals block the other type of UV radiation. A combination of the two offers better protection.

Physical sunblockers, such as zinc oxide, are usually opaque, blocking all sunlight and UV radiation. These are useful in protecting small, sensitive areas like the cheeks, nose, lips, ears, and bald spots.

All such products should be applied to clean, dry skin one hour before exposure. A second application, about fifteen minutes later, really helps maximize protection. Repeat applications after swimming or exercising.

Remember that prevention is the best cure. Protect yourself from sun damage because the irreversible long term injury is based on cumulative exposure—it just keeps adding up and adding up. ♦

Keeping the Sun Out of Your Eyes

An Interview With Dr. Frank Mendelblatt

The earth's protective ozone layer is evaporating before our eyes—literally. Solar radiation which the ozone layer used to block is now shining brightly into your eyes. This radiation brings with it the risk of damage to your vision.

Optinews interviewed Dr. Frank Mendelblatt of St. Petersburg, a board certified ophthalmologist. Dr. Mendelblatt is also a former president of USODA, so he knows all about sailing and the Optimist. Here's what Dr. Mendelblatt had to say about protecting your eyes.

Optinews: What are some of the things that can hurt a sailor's eyes?

Dr. Mendelblatt: There are lots of dangers to a sailor's eyes. A boom, the clew of a sail, or even a soda can thrown to you during lunch can injure your eyes. Sand can blow into your eyes from a gust of wind. Your eyes can also be damaged by the ultraviolet rays in sunlight. Sunlight can be very dangerous to your eyes, especially with the depletion of the earth's ozone layer.

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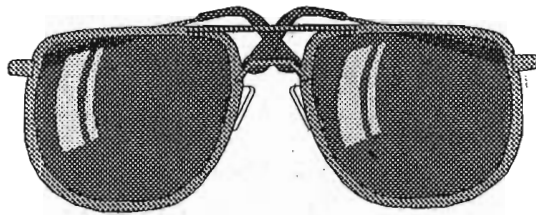
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Optinews: How can sunlight harm our eyes?

Dr. Mendelblatt: Sunlight damage is cumulative. That means it builds up during your whole lifetime. The more time you spend in the sun, especially in the brightest hours between 10 and 2, the more damage you accumulate.

Sunlight can cause growths (called pterygium) to form on the surface of your eye. These growths block your vision. Sunlight can also cause cancers on the eyelids or on the eye itself. Some doctors also believe that sunlight can cause cataracts. And the most dangerous thing for your eyesight is to look directly at the sun. Whether you're looking at the noon sun, at a sunset, or at an eclipse, never look directly at the sun. This will permanently damage eyes. Eclipses of the sun are very interesting to watch, but not by looking directly at them.

Optinews: What can a sailor do to protect his eyes?



Dr. Mendelblatt: Common sense should help protect against booms, clews, and soda cans. Sunscreen with a high SPF can protect the skin under your eyes from being burned. Good sunglasses are the best protection. They'll keep sand, dust, saltwater spray, and sunlight out of your eyes. Make sure that the sunglasses you buy will filter out both types of harmful ultraviolet light—UVA and UVB.

Buy sunglasses with plastic lenses. They're much safer than glass lenses, because they won't shatter.

Leave your sunglasses on even if it seems cloudy or hazy. The sun's harmful radiation passes easily through clouds, even if the day seems dark enough that you don't feel you need sunglasses.

Buy a retaining strap (like Croakies), to keep your expensive sunglasses on your head.

Wear a hat, preferably with a wide brim. This will also help keep the sun out of your eyes.

Protect your eyes. They'll take care of you, on and off the water, if you'll take care of them. ❖

The Well Stocked First Aid Kit

What to Put in the Box

by Joni Palmer

Every safety or coach boat used in your Optimist program should have its own portable first aid kit. A larger, more comprehensive kit should be kept ashore, with extra supplies to replenish the portable kits.

Your program can buy off the shelf kits, but these are sometimes expensive and usually won't have exactly what you need. Most junior programs make up their own kits. Each item listed below is put into a ziplock bag and then placed in a waterproof container (Rubbermaid or Tupperware). It's important to secure the kit to the boat and to check it regularly to replace depleted, expired, or wet items.

Allergies and bee stings

If you have skippers who are prone to asthma attacks, or allergic to bee stings, be sure to carry the skippers' asthma inhalers and bee venom kits, both on the water and on the road.

Ideally, each kit should contain complete medical information for each student. At a minimum, each instructor/boat should have a list of specific medical concerns for each student on the water.

Communication with shore is critical. VHF or cellular phone is recommended.

The first aid kit should also have a "minor accident and first aid treatment record" form as shown in US SAILING's *Modular Program Planner*. Each time a person is given first aid, it must be documented. Any accident needs to have a complete report—see the *Modular Program Planner*.

All instructors should be US SAILING certified and have current CPR certification and first aid cards. In case of an accident, emergency procedures must be established with all involved. These procedures should be written down and practiced.

Here are some suggested items for each boat. Add any items which might pertain to your particular area, climate, or the needs of your skippers.

- First aid manual
- bandaids (all sizes)
- butterfly bandage
- first aid cream
- antiseptic
- cotton balls
- sterile gauze pads
- adhesive waterproof tape
- triangle bandage
- gauze roller bandage
- ice pack (chemical)
- blanket
- rubber gloves
- scissors
- pocket mask

Take the time to equip your boats with proper first aid kits, and to prepare and practice procedures. Sooner or later, your efforts will make an important difference. ❖

The Well Equipped Coach Boat

"It can't happen here," you think. "The odds are on our side for a safe season," you reason. "We've never had a safety problem in our junior program," you tell yourself.

Now make a few phone calls to sailing programs which have had a serious injury, or worse. The people you talk to will all tell you that they had the same complacent attitude.

Are you starting to see a pattern here? Complacency is safety's greatest enemy.

A key to a safe program is safe support boats. Here's what they need to have on board. Most of these suggestions apply to all motorboats, whether operated by parents or coaches.

Items To Promote Skipper Safety

- ✓ A VHF radio which works and which is checked each day before going on the water. Be sure to know whom to call ashore. Make sure that there is someone who will be monitoring your messages and respond.
- ✓ Bolt cutters and a sharp knife, to free a skipper who gets tangled in rigging.
- ✓ First aid kit. (See "The Well Stocked First Aid Kit" in

this issue.)

- ✓ Spare parts, duct tape, sail repair tape, line, and various tools (pliers, screwdrivers, vise grips), to fix breakdowns. Keeping a sailor sailing is a safety issue, as it frees the adult from babysitting a breakdown, and allows the adult to be attentive to other sailors.
- ✓ More duct tape...
- ✓ 50' of extra line for towing
- ✓ Extra whistle (in case a sailor loses one)
- ✓ Extra bailers
- ✓ Blanket, for hypothermia
- ✓ Water, for dehydration; shade for heat stroke
- ✓ Sunblock and an extra hat, for bad sunburns
- ✓ A US SAILING certified instructor (two per boat is ideal).

Items to Promote the Motorboat's Safety

- ✓ All equipment required by the United States Coast Guard
- ✓ An extra plug for the transom drain
- ✓ A wire safety lanyard, holding the motor and the battery to the boat
- ✓ A kill switch wrist lanyard (use it!)
- ✓ Paddle
- ✓ Throwable cushions
- ✓ Boat hook
- ✓ Anchor
- ✓ Fire extinguisher

Keep your support boats and coach boats well equipped. Check them carefully prior to each launching.

Now, when an emergency occurs, you'll be ready to handle it. ❖

2009 JSA INSTRUCTOR, SALARY and FLEET SURVEY

**We got responses from 30 clubs as of November 13, 2009,
which represent approximately 73% of JSA club programs.
Many thanks to all JSA clubs that participated.**

Statistics: Summaries of weekly Staff Salaries and Staff Counts, Fleet Composition and Program Fees may be found in the last page of this report. Counts may total less than 30 because each club may not have answered all questions.

Program Chair:

How many years is the term of Jr. Committee Chair? 4 clubs-1yr; 10 clubs-2yr; 3 clubs-3yr; 1 club 5yr, 6 clubs no predefined term; 8 clubs no reply. One club commented that program chairs serve one pre-year and/or one post-year as vice chair or on advisory committee.

How many years have you served as Chair? 1 club-New Chair; 15 clubs-1yr; 3 clubs-2yr; 7 clubs-3yr +; 3 no reply.

Will you be continuing as Chair in 2010? 6 clubs-No; 19 clubs-Yes; 5 clubs-no reply.

Do you have a Program/Sailing Director in addition to a Head Instructor? 15 clubs have a PD/SD (12 clubs have both PD/SD and HI and 3 clubs have only a PD/SD with no HI).

What are the general responsibilities of your Director of Sailing? Some clubs have a PD/SD year round, not just for summer. Examples of comments: *We have a Junior Activities Director who is administrative and management of sailing, tennis, and pool (swim/dive) and the Head instructor reports to this person.; *Program director handles administration, safety oversight and regatta entries, parent correspondence and contact; *Program Director handles all communication with parents, handles regatta registration and oversees the program development. Head Instructors develop and implement the curriculum and handle all boat related maintenance; *Our co-chairs do what a program director would do; *We just started this arrangement and still working it out.; *We did not have a head instructor this year, but we did have a Sailing Director who returned for the 8th year. Duties include instruction, expenses, discipline, communication, facility and equipment mgt., regatta and racing mgt., hiring etc.; *Program director generally oversees program, while head instructor manages the day to day operation and supervision of all personnel.; *Head instructor responsible for teaching, curriculum and supervising instructors, while Program/Sailing director has overall responsibility for program (covers parent liaison, all administrative tasks, budgeting, registrations for regattas).; *The program/sailing director is responsible for program sign ups, regatta sign ups, oversee instructor responsibilities, payroll, billing, hiring and supervising instruction. Coordinate with the instructors, social events and act as a liaison for parents. Organizes our yearly regatta.; *Sailing Director is responsible for overseeing the entire program. This includes organizing and collecting program registration, managing program finances, hiring staff, managing and submitting weekly payroll, plan fun days, send out weekly newsletters to parents about groups' progress and upcoming regattas, and work and plan for the upcoming season with committee during winter months. The Head Instructor is responsible for managing instructors on and off the water, monitoring curriculum, coordinating regatta logistics, and coaching and coordinating the Junior Keelboat program.; *We had a part time position this year - our director facilitated the head instructor's administrative roles, was the interface among parents and the extra person available for emergency, and safety follow thru; *Sailing director is responsible for all curriculum and training instructors as well as teaching directly. Head instructors only responsible for one unit, e.g., Racing Optimists or Lasers; *The Program Director oversees and schedules all programs, including non-sailing programs. Hires, assists in training and relays maintenance issues to the yard and fills in as needed. The Head Instructor was responsible for overseeing daily sailing activities; *Junior program pays 1/2 of the annual salary for the sailing director.

Do you have an office administrator? 9 clubs have an office administrator or volunteer who handles admin tasks. Examples of comments: *We have an administrator to help the director; *We have an office administrator who works with the Junior Activities Director for administrative billing, etc.; *This year we hired an office administrator to handle all the paperwork related to the regattas, time sheets, billing, etc. Was also our contact to the marina for motor boat issues, and our on-site go-to person for the season.; *Our Co-Chairs do this; *We did have an admin for 2009, but do not plan to have one next year. We are going to shift the admin work, including registering for regattas, to the Program Director.; *Registration/coordination for all regattas, payroll, and back-up for Head instructor. Covers instructors absent or away.; *Regatta registration, lunch supervision, land coordination.; *Handles registration, waivers, billing, and information flow between members and sailing program.; *Registration for regattas, emails for reminders for parents; in charge of emails for fun days; *Helping with regatta registration as volunteer for no pay; *Organize all regatta entries we are traveling to or hosting. Organize volunteer shifts.; *Program director does those admin jobs.; *Record keeping, registration, billing, communication with parents, website mgt.; *Administrator deals with regatta entry, travel plans, attendance of staff and

sailors, checking sailors in and out, dealing with parents, medical issues etc.; *The Office Administrator was responsible for registration.

Did you, your instructors or other club junior program leaders attend the pre-season training sessions; any suggestions for enhancements? Midwinter Meeting w/Program Management Seminars – 23 clubs; *Spring Meeting – 24 clubs; *Head Instructor Wkshp – 24 clubs; *All Instructor Symposium – 23 clubs. Suggestions include: I hope to be able to attend the instructor workshops next June; More hands on workshops for program chairs over winter; No suggestions but thank you for offering them.

How many weeks do you pay your instructors? Most clubs typically pay for 8-9 weeks (overall range is from 4-12 weeks for some of the staff, head instructors and program directors are often 1-2 weeks longer than other instructors)

Are your instructors paid hourly or salaried? 20 clubs pay a fixed salary (9 pay hourly)

How many hours per week are instructors paid? 24 clubs pay for 40 hour base (1 club said 36-40 hours and 1 said 42 hours)

Do you pay overtime? 19 clubs do pay OT for work in excess of 40 hours. Examples of comments: *Yes, our reading of CT law is that it is required to pay time and a half after 40 hrs.; *Yes - but only at base rate, not 1.5x.; *Normal week is 37 hours, so we pay for pay OT for weekend days and more than 3 extra hours during the week.; *Overtime is paid when the instructors attend regattas or the time is outside the Monday-Friday 9-5 time frame.; *We use a time clock. 7 clubs state they pay no OT and 3 clubs said they pay a fixed fee for regatta coverage. Some clubs specified that OT is subject to pre-approval. (JSA office note: most clubs treat instructor positions as non-exempt from overtime, so see the definitions of non-exempt positions in page 41-ff in the personnel practices handout from 2007 Midwinter Meeting at <http://tinyurl.com/2007JSA-MW-Meeting>)

How do you compensate instructors for covering out of town regattas? Most pay OT at time and one-half rate or a flat per-diem rate for regattas (rates reported range from \$50 – \$200 per day away at regatta), plus reimbursement for food/gas/housing expenses. Other comments: *We give days off usually; *For JSA regattas depends on how far away (different for areas A, B and C) and non JSA regattas - parents of participants supplement salary.; *Extra pay agreed in advance (for Opti NEs, Hyannis, etc.)

Do you pay any bonus? What amount? Many clubs pay up to 1 week's salary based on merit, attitude and overall success of program. 5 clubs said no bonus paid. Other comments: *We pool one week's pay from all and then effort and performance determine bonus for each; *Gift at end; *Based on performance, range 0-100% of a week's pay; *Based on merit, anywhere from 0-2 wks salary; *Value, responsibility, effort; *Based upon contribution beyond contractual effort.

Do you require your instructors to be certified by USSAILING? 25 clubs say Yes (Level 1 for all, and Level 2 for coaches), but 2 clubs said No. (Note: JSA by-laws require that full time instructors be at least Level 1 certified)

Do you pay for some or all instructor training? Most clubs say Yes for some or all training. Amount ranges from 50% in year 1 + 50% in year 2, or from 50% to 100% in year 1. Three clubs said No payments at all. Other comments: *100% provided they return for a second year; *0% for Level 1, 50% Level 2; *100% for Level 1 and 50% for Level 2; *100% reimbursement beyond Level 1; *CPR & First Aid fully reimbursed but only US Sailing recertification fees reimbursed. (JSA note, in past years some clubs said they pay reimbursement immediately and some pay after satisfactory completion of full summer).

Did you hire any instructors from other countries? Did it work well? What visa agency did you use? Did you require USSAILING certification or did you accept their country certification? 21 clubs said No foreign hires; * 9 clubs used foreign sourcing (Typical comments: *We did in 2008 and it worked very well. We accepted their home instructor certification and the employee obtained the visa.; * We hired 4 instructors from Ireland this year. It worked very well. We accepted home country certification.; *Hired one instructor who was already on Student Visa and it worked well.; * We hired one from Bermuda, but required the employee to find a sponsoring agency and we still required US Sailing certification.; *The instructors brought new perspectives and high quality coaching. We used the International YMCA. We accepted their home country certification.; *We did accept home country certification. No visa agency.; *We hired a dual citizen (US Social Security number) and required her to take US Sailing course.; *We hired from Sweden this year and have hired from other countries in the past. It works well for our program. We use Intl YMCA as the sponsoring agency and it works well. We accept certifications from their home country but they have to have an instructor certification, power boat safety, and CPR and first aid.; *Yes, we hired one Canadian and one Irish instructor. We allowed them use their country's certification. They both worked out very well and the one from Ireland was an international champion in Optis, Lasers, and C420s.

Are your instructors responsible for the sailors during lunch? 20 clubs say No (example: "Our land coordinators cover lunch."). 9 said Yes (3 said on a rotating basis, or on alternate days).

May your instructors leave the grounds during lunch? 25 clubs say Yes, but 5 clubs say No (or prefer instructors not leave). *Yes, with permission by Head Instructor or Sailing Director; *At least one stays, others may leave with pre-clearance required; *Only if not on duty and no staff meeting.

Do you provide lunch or pay lunch fee? 22 clubs provide lunch at club snack bar or an allowance (example: *\$25 a week credit; *\$50 credit for the summer; *Lunch on Fridays for staff meeting); 8 clubs do not provide lunch.

Do you provide radios and other gear to instructors? Most clubs provide radios and many provide uniform shirts, etc. (Example: *Yes - provide all equipment except for PFD; *Radios, safety buckets including personal first aid kit and multi-tool provided; *Radios, shirts, PFDs).

Do you have written job descriptions for your staff positions? 23 clubs say Yes (Comments: *Not fully, plan to for 2010; *Working on them)

Do you have written job offer letters/contracts for your staff positions? 25 clubs say Yes and 4 clubs say No

Is your club program open to non-members? 21 say Yes and 9 say No.

If you have club-owned boats, do you charge a boat rental fee for kids who use them? What amount per what period? 14 say Yes, ranges from \$150 to \$900 for 8-week period, depending on boat class. 7 clubs say No. (Comments: *We have no club boats.; *Club boat charter is included in the cost of the lessons, but a credit is given if brings own boat.; *Club boat use fee is part of general fees; *We will have one this year for our Pixels.; *Blue Jays provided in the basic fee.; *\$0 yr 1, \$250 yr 2, \$500 yr 3, \$750 yr 4+)

Program fee comments: *\$1975 first child, \$1800 second and additional same family; *\$1600-\$1900 early registration, with \$300 late fee after that; *\$800 / four days or \$950 for 5 days; *\$500 first child, \$450 additional children; *We charge \$420 for 8 week Opti, \$600 for Pixel each sailor; *In years past we allowed non-member with boat at double the cost for a member, but recently program has been at capacity, so no non-members now; *Non member fee is same as members, but members have preference; *\$1400 + \$100 non-member fee + \$600 charter fee

Other fees: *Lockers \$100, boat parking ranges from \$75 for an Opti and all other boat parking is \$200 a boat; *Regatta fees are charged separately, as not all sailors participate in the same events; and a separate JSA fee is paid.; *No extra fee, our fees include lunch; *We charge an additional \$600 to \$700 for a three day racing morning session; *No storage charged for boats owned by families in the program; *Lockers: \$75/locker; *Locker fee is 100 per season and dock fee is included; *\$250 damage deposit for club charters (C420s/Pixels); *Lockers \$160 per season, but no charge for boats stored at club during season, winter storage \$260 outdoor, \$275 indoor; *JSA fee is passed through to parents as is instructor coverage and registration fees for regattas, e.g., if 2 boats go, the instructor fee is split in two.; *\$50-\$125 for locker depending upon size; *Fees for racks and JSA membership are included in our program fee.

How many weeks are your sailors in the program? 6 to 7 weeks (6 clubs); 8 weeks (18 clubs); 8+ weeks (1 club); 2- and 4-week sessions are most typical, with options to sail all day, AM or PM. (Comments: *8 week program - offered in 4 - 2 week sessions (morning or afternoon); *Min 6 week commitment required; *4 week or 8 week programs; *two 3-week sessions for 6 weeks total, plus one week racing clinic or intro to sailing).

Do you allow club-owned boats go to regattas? 21 clubs say Yes (Comment: *Generally JSA only on-the-Sound; 4 say No.

Did any of your sailors participate in LISOT, TGOR or other specialized coaching clinics? Which ones? 15 clubs had no participation; 15 clubs did have participation. (Comments include: *Some participated in both club program and LISOT, although a few kids departed our program for LISOT. We continue to host LISOT all fall and spring at our club.; *Two sailors did LISOT, but our program actively tries to discourage this for various reasons. Parents do it on their own with no coordination with our club program. We ran a fall and spring informal weekend racing series open to any junior boats with more than 2 boats on the line for 4 Sundays each season. We also ran a month-long fall clinic for Radials.; *Majority of our Opti racing team participated in TGOR and we hosted TGOR clinics; *We had 3 Radial sailors with LISOT and 3 Optimist sailors with TGOR. All 6 registered and paid for our summer program and took time away as that individual family chose.; *We borrow LISOT coaches for Friday practices for our racing Optis; *We have sailors who participate in LISOT and TGOR. Some are part of our club program, some are not. If sailors are members of the club program they may participate in program clinics and JSA events, but cannot participate in JSA events if not part of our

club program.; *We had some TGOR sailors who participated in outside teams as those schedules dictate and in the club programs when not at those events. We have no conflicts or problems and see it as benefitting our whole club program because those kids bring more skill into the club program.; *TGOR and LISOT, but we don't use our club as a host site because we don't have a critical mass.; *We hired our own former student, a winner of the double-handed Bemis trophy, to host a clinic before the season started.; *LISOT coordination was the responsibility to the sailor's family.; *Need to find a way to encourage the LISOT/TGOR team members to work with the Club Jr Programs. At our club you need to be a part of the Junior Program to participate in JSA events.)

Do you have special programs for older juniors? 16 clubs say Yes; *10 clubs say No (Comments: *We offer windsurfing to both the program kids and to all member kids and it is offered twice weekly in 1 1/2 hour lessons. Big boat is open to program-kids only and they practice about 6 hours a week on big boats.; *We have a Junior Big Boat program open to 14 and older juniors.; *Trying to start a program where older juniors can join only Jr big boats and practice sometime during the afternoon class time and sometimes on weekends.; *Our older juniors are primarily in the Pixels, Lasers, or occasionally in big boats; *We have the big boat program and sailors must be in a dinghy program to participate. Don't have programs for older sailors outside of dinghy program.; *Under development; *Big-boat sailing-- open to experienced sailors who could be non-members. Sail on Tuesday nights plus regattas; *Big boat only if in dinghy program.; *Windsurf program has 2 one hour sessions per week and 2 non program kids participated.; *Big Boat for age 14 and over and is open to all sailors who are eligible at approx 6 hours per week; *Big boat program with 10 hrs is open to non dinghy sailors; *We are thinking about starting a big boat program this summer.; *Big boat meets after program hours and members do not have to be part of dinghy program; *Special field trips include beach day in the Hamptons and a trip by bus to Mystic Seaport; *Big boat and Ideal 18 and don't have to be in Jr Sailing.; *We have a Teen Evening Pixel program 1 evening per week throughout the summer. Also, teens can participate in a week long keelboat class, 15 hours, scheduled when they would like it.)

Did your club use the JSA waiver database last summer, especially to assist with electronic registration for regattas? 27 clubs said Yes (Comments: *Used for registration and regatta sign ups; * We plan to use again in 2010; *Streamlines the process; ..Why did it take so long to get NORs on line? That made it very hard to do entries. Seems like NORs should go online before we get hard copies.; *The database rocks. The only thing I would like to see is that the database is cleared of previous year's sailors; *We used it and it makes the instructor's job easier.; *Very helpful for on-line registration; *Used it for family registration/medical/liability waivers. Used it for all regattas we attended and also for our own club regatta. We love it and will definitely continue to use.; *Works well.; *We love this and it was used to register for regattas; *We used the online waiver database and could not survive without it.; *The JSA database was very helpful with regatta registration and I anticipate using it again in 2010; *The on-line database was excellent and we will use it next year.; *Very helpful.; *We required all juniors to register in the database, which make creating our medical alert list & regatta registrations much easier.; *Excellent.; *It's great. The waiver database is extremely efficient and useful.; * We loved it and used it all the time for e-registrations. *The ending section for data input needs to be more user friendly so the finish point is clear to users; *Was definitely a lot easier to do than in past years, according to parents and instructors; *The biggest pain is getting the checks mailed, so invoicing for events would be helpful.

Will you nominate a sailor and an instructor for the JSA Gonzalez and Trotman awards and some Laser/Radia/C420 sailors for the Weeks award? 5 clubs said Yes and 23 said No

Did you produce a video or photo album as a souvenir and for next-season promotion? 21 clubs produced a photo album, DVD or other memento of the season, mainly in photo slide show format; 10 clubs did not.

Which methods of JSA communications do you think your families will benefit from in 2010 – JSA Blog, Website or Email? *Blog has improved in the two years, but can still be a bit more informative - the best information comes from JSA office emails.; *The JSA blog was a good idea and should def be used again next year. Having a section for each club would be a good idea as well.; *Yes, the blog is good and we would likely link the JSA blog to our own web site, which is where we would post info and not to the JSA blog.; *We weren't aware of any families who used Blog; the Email seems best; *Liked the blog, but no I don't think we want to post our club activities; *Blog, email, and website are excellent; this is one of the real strengths of JSA; *JSA Website and Blog are both great; *Love the JSA office emails, which are perfect and just frequent enough without being intrusive; - covers all the needed info succinctly, but completely and clearly; - very patient with follow-up and due dates, which those of us who volunteer MUCH appreciate!; *To be honest never used the blog; *Like JSA website, weekly updates, and blog; *The Blog is good, and I think the JSA does a great job with their website - it's full of very useful information; *Email is the most efficient method of communication.; *Email is best for communication; cannot comment on the Blog and not interested in posting on JSA Blog; *I am not sure it was used by our families.; *Yes. would like some club events on the blog; *Blog is a good idea.; *Yes, would like to post to JSA blog; *Parents preferred the regular website - not blog; *The JSA Blog has been a great communication resource. It would be great if clubs could advertise their own events on the JSA Blog, whether they are charity events or even regattas with lower registered participants than expected.; *We did not use the

blog very much. The weekly Monday morning JSA office email blast of upcoming events was very helpful. We also liked recaps of the regattas.; *I think the web site and the communication is very good.; *the blog is great! Yes, we'd like to be able to post our own activities on the blog.

What changes would you like to see in the JSA event schedule? *Get the schedule of events published earlier to coordinate with other club sports and programs; *It seemed that the schedule was front loaded with some down time in early August. Jr. Race week was very early it seemed; *Last year our junior program ended before the Beach Point overnight which caused us not to participate as many of the certified safety at sea kids went away on vacations with their families. I know it's hard to compress schedules and that was the only issue I was aware of.; *Start a week earlier and end week earlier; *More Opti green fleet on the LI side of the sound.; *Reduce the schedule from 8 to 7 weeks; *Less compressed schedule, but we need to do better as a club. More members would benefit from separate big boat program and other recreational sailing programs.; *Opti Champs earlier so as not to conflict with banquet activities and family vacations.; *Fine as is; *I felt that the JSA calendar was too compressed. All involved were very busy going to all the regattas--low on coaches since regattas overlapped.; *Would prefer having the Area A Opti regatta at SIYC later in summer. It's a very tough first regatta for our new racers and they feel discouraged to be left home at the first event of summer racing.; *Less crowded; *I wish that the traditional regattas could be announced earlier as well as the Opti Champs date. We use these dates to coordinate our season.; *Fewer events or longer program - too many events for limited time to train; *There should be more than 4 Opti A regattas, especially after having several "no wind races" in 2008.; *Opti champs should not be scheduled on the weekend. An 8 week program rather than a 9 week allows us to hire more high-end college sailors as instructors, because a 9 week program limits the potential of qualified instructors to take the job.; *Possibly some 4.7 regattas.; *Online Navigation/Seamanship Test was a good idea but there should be some sort of confirmation of the junior taking the exam, possibly with a parent. JSA should formulate a practice exam, with answers, for juniors to practice with for Advanced Navigation Test. Years ago, the 2001 and 2002 Practice Exams were in circulation, but I have not seen a practice test since then. It would better prepare juniors for the more extensive questions asked on the Advanced Navigation Test. The Coastal Navigation book provides a good basis of the curriculum, however, it does not allow for juniors to truly grasp material through execution of "problems" or situations proposed on Advanced Navigation Test. Within our program, we have created practice exercises and short questions, which are only short exercises, not practice exam questions.

What changes would you like to see in JSA itself? -Move the big boat trainings to the spring and have it be on the Long Island side as well.; *Happy with it as is; *Change scoring scheme (gold, silver, bronze) to accommodate advanced racers and possibly encourage them to participate in more JSA events, but not discourage regular JSA participants when they participate in JSA events.; *More meetings farther east along the CT coast to spread out the burden of traveling. You might get more adult participation if it were easier for CT residents.; *Keep up the great work - you are a model for a Jr Sailing organization; *More JSA coaching sessions for sailors.

Are there any other comments you would like to make? *JSA office is doing a great job with everything and I appreciate all the hard work and effort; *Any shot of getting better press coverage for JSA activities?; *Thank you to the JSA board and JSA office for all the hard work; *More activities outside of the summer, e.g., navigation study; *We would like to see a continued effort to have more types/places for qualifying events.; *Thank you for being available as a resource.

+++++

Summaries of 2009 weekly Staff Salaries and Staff Counts,
Fleet Composition and Program Fees were provided
to clubs that responded to the 2009 survey.

Contact the JSA office to find out how to receive these summaries in 2010

JSA of LIS Instructor Job Bank Tips

To make the most effective use of the JSA job bank, please use these tips. There is a section for club employers and a section for sailing job candidates.

Clubs:

- Post all your open positions on the JSA Job Bank, because when candidates ask the JSA office about clubs that are hiring, the only answer we can give is "Please look at the current job listings."
 - If you wish to attract candidates from outside the JSA area, you might consider posting on the national web sites listed below.
 - Having a detailed job description for each staff position will be a valuable aid to inform your new staff about your expectations and manage their performance on the job. And by referring to the job description in your employment contract with staff you can inform them of your expectations for sail training objectives and the ethical and behavioral traits you expect them to model for their student sailors.
 - Review the Personnel Practices Briefing materials from the 2007 JSA Midwinter Meeting to assure your hiring practices are up to date; the link is here.
 - When you have completed negotiations with a candidate, it's best to promptly summarize the agreed terms of employment in a job offer letter/employment contract that the candidate reviews, signs and returns. Each party retains a copy, which helps prevent misunderstandings.
 - When you have completed hiring for a position, please notify the JSA office so your job ad may be removed.
 - Candidates being employed for their first season as full-time instructors may not be required to accept an offer of employment prior to 6 pm on Saturday of Thanksgiving weekend. This embargo is designed to allow these first-season candidates to educate themselves about the employment options available at various clubs before making a commitment.
 - If you have resumes of candidates that you did not hire, forward copies to JSA office for inclusion in the Candidate Resume File. Other clubs that are still hiring may find these resumes very helpful. We prefer email attachments, but if you have the resumes only in paper format, please mail to JSA of LIS, 1 Woodbine Ave, Larchmont NY 10538.
 - If your club wants copies of resumes from the Candidate Resume File, please email your specific request to JSA office; we do not email unsolicited resumes.
 - The JSA job bank is for instructor positions located only on Long Island Sound. JSA clubs that wish to advertise outside of the LIS area, and non-JSA clubs, may wish to consider posting jobs on national web sites, such as www.sail1design.com [select Market Place], www.ussailing.org, www.sailingscuttlebutt.com [select Classified Ads]
- While you are at these sites make note of instructors looking for jobs and coaches whom you might email to notify their team members of your openings.

Candidate Suggestions:

- Send your resume and cover letter to all jobs for which you feel qualified that are posted on the JSA Job Bank, or the national web sites listed above.
- Some of the job websites listed above accept candidate postings, so consider placing your ad there.
- You may also email a copy of your resume to the JSA Candidate Resume File, following the guidelines listed below.
- If you need to obtain or update your certifications, read the US Sailing website descriptions (use this link <http://training.ussailing.org/Teaching.htm> to find out what is required). Pay particular attention to prerequisites. For example, the Level 1 instructor course prerequisites include a safe-boating certificate, experience in operating a safety powerboat, current USCG approved CPR and first aid certification, and other prerequisites listed on the US Sailing website. It is best to handle these prerequisites before the summer. For example, the US Sailing instructor certification courses are generally given during college breaks (winter, spring and early summer). The schedule may be viewed by clicking on Course Calendar on left side of the US Sailing instructor training link, above. Some warm Southern and California locations may be listed for the November and December holidays, but the ones for the Northeast may not be listed

until late-January or February (spring and early summer dates). Keep a close watch weekly on the schedule as most locations can accommodate fewer than 20 people and the popular ones get booked quickly as soon as they are listed. US Coast Guard Auxiliary and US Power Squadron units, as well as continuing education classes at high schools and colleges in your local area are all good sources for off-season safe boating certification.

Candidate Resume File Guidelines:

- Please email; do not fax nor postal-mail your cover letter and resume, because we cannot easily forward non-electronic formats to our clubs.
- Email to JSA office at info@jsalis.org. Send your cover letter and resume as an attachment in Word .DOC (or generic .RTF) format. It's best to include your cover letter as part of the same attached file, not in the body of your email to JSA, so when the attachment is printed your cover letter appears first, followed by your resume, all at one printing.
- Name your letter/resume file something like "MyLastName_MyFirstName_SailingResume.doc" so that when it is forwarded to clubs, they can distinguish your letter/resume file from others. Your letter and resume will remain in the active file until a JSA club requests copies of current resumes. Then your letter/resume and all other active resumes will be sent to the requesting club.
- If you accept a job, or are no longer available for any reason, please email the JSA office requesting your resume be removed from the active Resume File.

Other Instructor Hiring Resources

American Camping Assoc has tips on hiring and managing summer staff as well as access to their counselor job bank. A qualified camp counselor with a sailing background and US Sailing certification may be a good match for your non-racing students or sailing camp. Check out <http://www.acacamps.org/> click on Jobs.

Foreign sources: If you can provide housing, you may be interested in foreign instructors. Many JSA programs have had great success with instructors from Ireland, England, Canada and Australia, to name a few. It is important to keep in mind that JSA by-laws require all instructors to have successfully completed US Sailing Level 1 or its international equivalent.

If you are considering this source, see these sites for intermediary organizations that can assist with identifying candidates or sponsor visas for candidates you already know:

- International YMCA ICCP <http://www.internationalymca.org> (Click on "International Camp Counselors Program – ICCP")
- CampUSA <http://www.interexchange.org/campusa/>
- Camp Counselors USA <http://www.ccusa.com/>
- Camp America (Stamford CT) <http://www.campamerica.aifs.com/>
- British Universities North America Club (BUNAC) <http://www.bunac.org/uk/workAmerica/> or contact Connecticut office at <http://www.bunac.org/uk/about/contact.aspx>

Personnel Practices Briefing: *Hiring, compensating and disciplining your junior sailing staff; the keys to a successful employer/employee relationship*

This topic was presented by Allen B. Breslow, labor law attorney, at the 2007 JSA Midwinter Meeting.

The briefing handout and other employment forms may be found on the: JSA website www.JSALIS.org select the “**Program management resources**” link and select “Midwinter meeting handouts” then select “2007 midwinter meeting handouts”

- **Personnel Practices Briefing Handout**
- **Additional forms** and topical references
 - [Sample Employment Application Form](#)
 - [Meal Periods in NY State](#)
 - [Travel Compensation](#)
 - [State of CT Frequent Questions for Employers](#)

Suggestions for Sailing Instructor Job Description

This document is a discussion paper only and is not a legal document.

Not all items may pertain to your program nor are all pertinent items listed.

Be sure instructors understand they are accountable for whatever you put on their job description.

Please discuss any legal document regarding hiring with your organization's management and legal authority.

1. Be an appropriate role model at all times. Examples are, but are not limited to: wearing proper attire, using proper language, wearing shoes, demonstrating seamanship skills, displaying sportsmanship/team work, and demonstrating a positive attitude.
2. Represent your junior sailing program in a positive manner.
3. Encourage ethical behavior. Enforce discipline and monitor conduct.
4. Practice and uphold the standards of a US Sailing Certified Instructor including wearing a PFD at all times on docks and on the water and making sure your students are wearing PFDs as well.
5. Smoking, alcohol use, or drug use are forbidden at anytime during employment hours and will be cause for immediate dismissal.
6. Responsible for teaching the skills of sailing in a safe and fun way.
7. Be familiar with the Guy Turner JSA curriculum on the JSA website.
8. Develop daily lesson plans for review by the head instructor.
9. Be knowledgeable of the program policies and mission statement and help implement them.
10. Provide students and their parents with regular feedback on progress.
11. Insure the boats are safe to use on a daily basis.
12. Always operate safety boats under the recognized principles of safe motorboating. Help maintain safety boats. Be sure the appropriate equipment is on board (ie: paddle, anchor, tow line, first aid kit, **properly functioning radio, tool kit, bailers, lifejackets, etc.**).
13. Be familiar with and help maintain proper records including, but not limited to: lesson plans, attendance records, swim test records, medical information for each student, waivers, accident/incident/first aid reports, inventory, boat maintenance.
14. Maintain accessory equipment such as buoys, first aid kits, tool kits, spare parts, anchors, ropes, teaching aids, white board, classroom items, radios, etc.
15. Assist junior committee at parent orientation as needed.
16. Provide positive and negative feedback to the program chair on a regular basis. Include suggestions for improving the program.
17. Assist junior committee as needed on special events (i.e. field trips, social events, awards dinner, etc.)
18. Be familiar with and be able to execute emergency safety procedures in accordance with your program's existing policies. These policies should be written and provided by the Program Chair.
19. Provide appropriate supervision of the students at all times while in class. Understand medical concerns of each student. Be aware of local weather conditions. Maintain communication with land while on the water.
20. Attend JSA Head Instructor Workshop (if appropriate), the JSA Rules Clinic, the JSA All Instructor Symposium, and the JSA/USODA Opti Instructor Clinic.
21. Work cooperatively with designated adult volunteers.
22. Conduct swim test for each student.
23. Communicate on an ongoing basis with club waterfront staff and other persons designated by the program.
24. Instructor shall supply, prior to the first day of employment, a current copy (front & back) of their appropriate certifications with a minimum of 1) US Sailing Instructor Certification, 2) CPR Certification 3) First Aid Certification and 4) state mandated safe motorboat certificate.

Sample Contract for Instructors
Suggested Changes for Head Instructor Contract in Italics

Dear _____:

Welcome *[back]* to _____ Yacht Club's staff of instructors. Your primary duty will be to teach *(lead)* the Junior Sailing Program under the supervision of the Head Instructor. *[In your role as Head Instructor your primary duties will be to lead the Junior Sailing Program under my supervision as the Junior Committee Liaison to Instructors. We expect you to manage the instructors' time and performance and to keep the equipment and facilities of the _____ Junior Program in excellent condition.]* In addition, we expect you to cooperate with the entire staff of the _____ Yacht Club in maintaining a SAFE, WELL-ORDERED, and FUN-FILLED sailing environment for your sailing students both on the water and ashore.

You will be employed for nine *[ten]* weeks starting _____ and ending _____. The _____ Yacht Club agrees to pay you a salary of \$_____ per 40 hour week and to provide you daily lunches. Working hours are from _____ AM to _____ PM with an hour lunch break, Monday through Friday. You will be compensated for attendance at all required US SAILING and JSA courses. You may be required to accompany junior sailors to regattas and in these instances your hours may vary. Hours worked in excess of 40 hours will be compensated at time and a half of your hourly rate (your hourly rate is \$____). In addition you will be eligible to participate in the _____ Yacht Club bonus program which rewards meritorious performance.

As a condition of your employment you agree to provide copies of:

Current US Sailing Small Boat Sailing Level I certificate
[Current US Sailing Small Boat Racing Level II certificate]
Current First Aid and CPR certificates
(Name of State) Safe Boating Certificate

_____ Yacht Club agrees to pay your fees for US Sailing Level I, *(Level II)* and/or powerboating certification for the 200_ season. PLEASE SUBMIT RECEIPTS FOR REIMBURSEMENT.

You are required to attend *[the JSA Head Instructor Workshop to be held at _____ Yacht Club on _____.* In addition you are required to attend] the JSA Rules Clinic on _____ at _____ Yacht Club and the All Instructor Symposium on June __, 200_ at Larchmont Yacht Club. I will also attend the Symposium. Experienced instructors are STRONGLY URGED to get US SAILING Level II certification.

All instructors must demonstrate proficiency in operating small powerboats. To that end _____ Yacht Club is trying to put together a course in Small Powerboat Operation some time during the month of May. Beginning instructors are REQUIRED to take that course or one of the equivalent courses offered through JSA. Experienced instructors are STRONGLY URGED to take one of these courses. (Dates of all these courses will be made available in a timely fashion).

The use of alcohol, tobacco, or drugs will result in immediate termination. Unsafe operation of powerboats will result in immediate disciplinary action.

You will review your job performance periodically with the Head Instructor *[me as the Junior Committee Liaison to the Instructor Staff. Your performance reviews will be based, in part, on a written job description. In addition you will conduct periodic performance reviews with each of your instructors.]* These reviews will also be based, in part, on written job descriptions.

Please sign one copy of this agreement and return it to me in the enclosed self-addressed stamped envelope. The other copy of this agreement is for your records. If you wish to discuss this contract further, please call me at _____ or e-mail me at _____.

I look forward to an awesome summer.
Sincerely,

Junior Committee Chairman

I have read this agreement and accept the terms and conditions outlined in it.

Signature

Date

ATTRACTING, HIRING, KEEPING AND BUILDING YOUR STAFF

Presented By: Kim Hapgood

To Start With, Understand Who You Are:

What type of program are you hiring for?

Program Structure:

- What is the class structure? All day / ½ day, one week / two weeks / summer long classes?
- Size of class(es): do instructors “team teach” or work independently?
- How many instructors / coaches are on the staff in total?
- What skill levels are you offering your students? Do you need instructors or coaches (or both)?
- What kinds of boats are used in the program? Will the instructors need special knowledge or specific boat handling skills?
- Do instructors teach a variety of skill levels (i.e. beginners in the a.m./adv or racing in the p.m.) or do they specialize with one particular class for the session?

Program Phase:

- What is the management structure and daily supervisory picture?
 - Is there lots of direct supervision from a head instructor (and does the HI also teach or are they singularly responsible for overseeing and managing the instructor corps?)
 - Is there a program director closely involved? (this might be either a parent volunteer or a professional) Is the “professional” the club manager with lots of other responsibilities to juggle in addition to monitoring the youth program?
- A delicate balance of instructor skills and experience: ideally you don’t want all newly certified instructors, or instructors in their first year of teaching.
- How many returning instructors do you anticipate?
- How many instructors are “home grown” and how many come from outside the program?
- Program emphasis: what is the current mission of the program? Ideally this does not change year to year, but there are typically ebbs and flows in what the particular direction and emphasis a program is taking might be (i.e. recreational or racing).

Attracting Potential Instructor Candidates:

Advertising:

- The best advertising comes through your programs reputation-use it!
- What separates you from the rest of the pack? Could be location, program structure, personnel or other. Find what it is and promote it to help distinguish the opportunities you have to offer.
- Develop short, simple job descriptions for each position.
- Keep the details out, but be sure to include important fundamentals: what qualifications must a candidate have, dates of hire, basic outline of expectations (the essential functions of the position, etc.).
- Include info on your programs location, size, range of skill levels, structure, and who to contact information. Include your program's website address if you have one.

Where to look for candidates:

- US SAILING *Instructor Job Bank*
- www.collegesailing.org *Job Bank*
- www.sailingscuttlebutt.com *Classified Ads*
- www.usit.ie *J1 Section / U.S. J1 Employers*
- local sailing association club programs
- WOM (word of mouth) i.e. instructors that your staff know who might make good candidates, etc.
- within your own program

Thursday, January 13 3:00pm

Making the Selection:

Now the Hard Work Begins:

- Make sure the candidate fits your program: don't advertise for a coach if what you need are instructors to teach beginning sailing—and then don't hire the coach to teach beginning sailing because you (and they) will be frustrated and disappointed.
- Make sure the candidates have the necessary skills (both tangible like L1 & CPR/FA and intangibles like experience with a particular type of boat/skill level).
- Conduct a thorough screening and evaluation of the candidate.
- Does your state require a background check?

Resumes and Applications:

- Resumes are a great start, but it's one in a hundred that actually are written well enough to give you the information about a candidate you need.
 - Most focus on a candidates racing experience, and very little on their teaching background (if they have one yet!).
 - Formats are so varied, it can be hard to quickly screen out what you are looking for.
- Interviews only last a short time and you don't have time to ask all the questions you need answers for.
 - You need more info on a candidate both prior to the interview and more than you can get during the interview.
 - Need that information to help guide the questions to ask in the interview.
- Application should include:
 - Contact info (particularly both school and home addresses),
 - Educational, sailing / power boating experience (types / time),
 - Instructional experience / certifications,
 - Other relevant training,
 - References (be specific: one personal, one knows sailing background, one former employer/supervisor)
 - Written Questions:
 1. What are your strengths (and what are your weaknesses)?
 2. Why do you want to be a xyz instructor?
 3. What kind of program and teaching experience are you looking for, and what do you hope to be able to gain from the experience?

Thursday, January 13 3:00pm

Interviewing:

- Conduct interviews at times and in locations where you will be able to devote your full attention.
- Contact an employees references *before* the interview if possible.
- Have your list of questions ready. Some questions should be standard candidate to candidate so that you have a benchmark to compare apples and oranges, but you will also develop specific questions based on the candidates resume/application and what you learn from references.

Possible Questions:

1. How did you hear about our program?
2. Describe the instructor who made the most impression on you and on whom you model yourself as an instructor.
3. What is it about sailing that you like?
4. What skill do you find easiest/hardest to teach?
5. Describe a typical day in the program that you have previously taught before? What were your responsibilities?
6. Are you comfortable writing lesson plans?
7. How do you develop and conduct on-the-water drills?
8. If I asked a group of your friends to give me three adjectives they would use to describe you to me, what adjectives do you think they might use?
9. Give an example of a major problem that you have encountered while teaching sailing, and how did you deal with it? What did you learn from the experience?
10. How do you deal w/difficult parents?
11. How do you deal w/disruptive students in your class?
12. What do you most dislike about teaching sailing?
13. What do you like to do after work to unwind?
14. What do you do when you are having trouble solving a difficult problem or situation?
15. How do you handle the situation where you don't think one of your fellow instructors is pulling their weight?

Thursday, January 13 3:00pm

Wrapping It All Up

Communication, Communication, Communication:

- Importance of communication and staying in touch right through the process
 - Use it as a sign of the applicant's enthusiasm, organization and ability to juggle multiple tasks,
 - Be prepared to demonstrate the same (i.e. answer emails promptly, give dates by which you expect things returned and by which you will be in touch—particularly when the process is dragged out),
 - Send rejection as well as acceptance letters and contracts
- Handle all personnel matters confidentially and privately.
- Be consistent in administering personnel policies; offers of compensation and benefits should be clearly established and consistently applied.
- Keep complete records in writing.

BOO-YA! Instructor Boot Camp

What to do with your training time...

If you're not doing it now, you **MUST** gather your staff for a pre-camp training period. I do a 4-day, paid "training week" that is mandatory to my staff.

WHY?

I use the week to instill a task-oriented, creative and motivating atmosphere. I work right along side and coach my staff through the responsibilities I give them. I find that if they perceive I'm working hard, they'll work hard... lead by example! I like to monitor their reaction to the stressors, which helps me gauge what they have to contribute to the success of this summer's camp.

3-Minute Manager: Here's your task, this is why it's important, here's why I assigned it to you, it should be done by...

Things that need to get done the week before your program starts:

Tangible:

Lesson Plans! Paperwork, Instructor Responsibilities, Review job descriptions, Motorboats (drive, gas, clean), Sailboats (launch, sail, fix), Local Waters (Learn- tides, currents, shallows, narrows, traffic, hazards), Safety Inspection (kid-proof the place, FA kits), Emergency chain of events (Who does what when? Test them! Role play), Safety info: (Post it, review it. Review it again). Waiver/Incident book

Intangible:

Bonus & Bonding time – You may have college rivals or enemies on your staff. Or best friends who need to expand their horizons. Fun stuff: Feed them lunch each day (burrito place, subway), Paramount's Great America, Discuss Paid Day Off (when?), Dinner at Jay's BBQ pit. Sailing big boat on Weds nite.

The Ugly Stuff: Dividing up the daily closing responsibilities:

- Garbage Guru – empties food trash to keep ants away.
- Minister of the Interior – Picks up boathouse, lifejackets, lost & found, checks bathrooms.
- Motorhead – Checks whalers, gas, oil, keys, secure.
- Hose Beast – Supervises hose use, squeegees water out of boathouse, helps FJ's under door.
- Public Relations Agent(s) – Greet campers at the entrance, keeps checklist.
- Armada Manager – Checks over 420's, plugs out, sails/tillers out, tied down.

Amy Gross-Kehoe
Director of Sailing, Stanford University
akehoe@stanford.edu

Boot Camp Training Week for Stanford Sailing Camp Staff

Tuesday: General overview & set-up

- ☐ Bagels – they show up on time when they don't have to stop for food!
- ☐ Introductions
- ☐ Instructor Expectations (respect, behavior, dress, language – role model!!)
- ☐ Site tour – How I want each day to go.
- ☐ Facility inspection, (ask instructors to really look around, what they'll find will surprise you!)
- ☐ Make repairs to boats.
- ☐ Stuff envelopes
- ☐ Shop! Teaching supplies, parts.
- ☐ Subs for lunch
- ☐ Plan Practice/Rig
- ☐ Launch/Sail – learn area! Learn boats! Learn launch ramp!
- ☐ Drive Motorboats
- ☐ Wash Sailboats
- ☐ Organize Sails (fix, if necessary)

Wednesday: SAFETY!!

- ☐ FA/CPR Day! Bring in instructor. Certify all.
- ☐ Review emergency procedures.
 - o Chain of command. Cover your class. Who does what when?
 - o Walk through a situation (from last year).
- ☐ Read medical forms (privacy issues).
- ☐ Dinner & Sail Sequoia YC Beercan race!

Thursday: Putting it all together...

- ☐ Make signs (Off-limits, scoop capsizes, rolling sails, putting boats away, rules.)
- ☐ Design curriculum
- ☐ Plan first day/week.
- ☐ Clean/gas motorboats.
- ☐ Inspect lifejackets.
- ☐ Motor the corkscrew, shallows.
- ☐ Sail (if windy).
- ☐ Paramount's Great America (*I buy tickets, they buy dinner*)

Friday: Final prep (*I leave it open in case there are things that need to be done*).

- ☐ Prepare for Monday
 - o Critique each other's chalk talks.
 - o Get lines, boats, sails ready for Monday & Tuesday.
- ☐ Powerwash ramp
- ☐ Fix docks, re-carpet.
- ☐ Lunch together & leave early

2010 US SAILING TRAINING COURSES – NY/CT AREA-*Feb 6, 2010*

Register online at: www.ussailing.org/training

IMPORTANT Prerequisite: Instructor candidates will be required to have a NASBLA-approved Boating Certificate **BEFORE** attending a US SAILING Level 1 Course. Also, all instructor candidates must meet the requirements to operate a powerboat in the “state” where the Level 1 course is being held.

WE RECOMMEND THAT PROGRAMS AND INSTRUCTORS SHARE ALL EXPENSES.

Instructors benefit the most if they pay the initial fee and then are reimbursed 50% (or whatever) **IF THEY PASS THE COURSE.** Register “early” to **receive the \$20 discount** for Level 1. Please note that sailboat types will vary, but the curriculum is generic (NOT boat specific).

Small Boat Sailing Level 1 Instructor Courses

May 1/2 & 8/9, 2010 (*Two weekends*) Webb Institute, Glen Cove, NY (Club 420s)
May 28 – 31, 2010 Longshore Sailing School, Westport, CT (Lasers and Hunter 140s)
May 28 – 31, 2010 Pequot Yacht Club, Southport, CT (Club 420s)
May 28 – 31, 2010 The WaterFront Center, Oyster Bay, NY (Pixels)
May 28 – 31, 2010 Breakwater Yacht Club, Sag Harbor, NY (JY15s)
June 1 – 4, 2010 Norwalk Yacht Club, South Norwalk, CT (Pixels)
June 5/6 & 12/13, 2010 (*Two weekends*) Pequot YC, Southport, CT (Club 420s)
June 7 – 10, 2010 Beach Point Yacht Club, Mamaroneck, NY (*near CT*) (Ideal 18s)
June 10 – 13, 2010 SUNY Maritime College, Throggs Neck, NY (Collegiate 420s)
June 11 – 14, 2010 The WaterFront Center, Oyster Bay, NY (Pixels)
June 17 – 20, 2010 Seawanhaka Corinthian Yacht Club, Oyster Bay, NY
(*Club 420s for first 8 & then bring your own boat*)
June 24 – 27, 2010 SUNY Maritime College, Throggs Neck, NY (Collegiate 420s)
June 28–July 1, 2010 Bay Shore Yacht Club, Bay Shore, NY (Club 420s)
(*Club 420s for first 8 & then bring your own boat*)

Small Boat Racing Level 2 Coach Courses

June 9 – 10, 2010 Cedar Point Yacht Club, Westport, CT (Club 420s)
(*Club 420s for first 12 & then bring your own boat*)
June 15 – 16, 2010 Manhasset Bay Yacht Club, Manhasset Bay, NY (Interclubs)

Sailing Counselor Courses (*for camp, scouting & other sailing counselors*)

June 12 & 13, 2010 Longshore Sailing School, Westport, CT (Hunter 140s)
June 24 & 25, 2010 Webb Institute, Glen Cove, NY (Club 420s)

Basic Keelboat Instructor Evaluative Course

April 23 – 25, 2010 Oyster Bay Sailing School, Oyster Bay, NY (Sonars)

Powerboat Instructor Course (*for people with extensive powerboat experience who want to teach Safe Powerboat Handling Courses*)

April 23 – 25, 2010 Duxbury Bay Maritime School, Duxbury, MA

Safe Powerboat Handling (SPBH)– “Drivers Education for Boaters” Courses

*The two-day **Safe Powerboat Handling** Course provides a CT or NY Boating Safety Certificate (which meets the “prerequisites” for a Level 1 Course) along with **practical on-the-water experience** and completes most of the work needed for USCG Launch Operator credentials. Please contact Rob Crafa for additional USCG details. A few dates are herewith or courses can be scheduled at your own facilities by contacting Rob or Susie.*

March 20 & 21, 2010	SUNY Maritime College, Throggs Neck, NY*
May 1 & 2, 2010	SUNY Maritime College, Throggs Neck, NY*
May 22 & 23, 2010	The WaterFront Center, Oyster Bay, NY**
June 12 & 13 or 19 & 20, 2010	SUNY Maritime College, Throggs Neck, NY*
June 15 & 16, 2010**	Seawanhaka Corinthian YC, Oyster Bay NY**

** Registration forms for SPBH courses at SUNY Maritime College can be obtained from Rob Crafa: phone – 718 – 409 – 7460 or email – rcrafa@sunymaritime.edu*

*** Registration forms for SPBH courses elsewhere can be obtained from Susie Trotman.*

One-Day-Classroom State Boating Certificate Courses

-Longshore Sailing School offers CT Safe Boating Certificate one-day classes on the following Saturdays: March 20, April 3 & 17, May 1 & 15, and June 5 & 19, 2010.

Registration information is available at: www.longshoresailingschool.com

-The state website in NY (http://www.nysparks.com/boating/edu_boat.asp) lists Safe Boating classes as well as links to USCG Auxiliary, US Power Squadron and Boat US courses.

American Red Cross Sport Safety Training Courses

These include Standard First Aid and Adult One-Rescuer CPR and are required for successful completion of the Level 1 and 2 courses.

May 16, 2010 (Sunday)	Larchmont Yacht Club, Larchmont, NY
June 19, 2010 (Saturday)	Huntington YC, Huntington, NY (CPR Renewal only)
June 20, 2010 (Sunday)	Halesite Fire Department, Huntington, NY

Registration forms can be obtained from the JSA website at jsalis.org and/or from Susie Trotman

Your local Red Cross chapter will offer other dates as well. Enter your Zip Code at <http://www.redcross.org/where/chapts.asp> to find contacts and class schedules.

FOR FURTHER INFORMATION

Tina Blaise, 39 Seventh Street, Locust Valley, NY 11560 (*Seawanhaka Corinthian YC Course*)
347 – 996 – 8619 (phone), tinablaise@optonline.net (email)

Addie Hale, 280 Riverside Drive, #12B, New York, NY 10025 (*Eastern Long Island*)
212 – 662 – 0559 (phone), AddieMH@aol.com (email)

Amy Kellogg, 3 Kenneth Road, White Plains, NY 10605 (*Beach Point YC Course*)
914 – 993 – 9212 (phone), cornflakes@optonline.net (email)

Joan Lawson, 76 Wyatt Road, Garden City, NY 11530 (*The WaterFront Center Courses*)
516 – 742 – 2574 (phone), joan.lawson@gmail.com (email)

Matt Marion, 16 Harstrom Place, Rowayton, CT 06853 (*Norwalk Yacht Club Course*)
203 – 866 – 4050 (phone), marionlaw@hotmail.com (email)

Susie Trotman, 1222 Moore’s Hill Road, Syosset, NY 11791 (*Western Long Island*)
516 – 367 – 3238 (phone), susietrotman@aol.com (email)

Mary vonConta, P. O. Box 617, Southport, CT 06490 (*Pequot & Cedar Point YC courses*)
203 – 259 – 9588 (phone), mvonconta@optonline.net (email)

Laura Wilbur, P. O. Box 669, Southport, CT 06490 (*Longshore Sailing School Course*)
203 – 255 – 3318 (phone), lmwilbur@aol.com (email)

NASBLA-APPROVED BOATING CERTIFICATE
IS A PREREQUISITE FOR
US SAILING LEVEL 1 INSTRUCTOR COURSES

1. Instructor candidates will be required to have a NASBLA-approved Boating Certificate BEFORE attending a US SAILING Small Boat Sailing Level 1 Instructor Course.

2. Also, all instructor candidates must meet the requirements to operate a powerboat in the state where the Level 1 course is being held.

BACKGROUND

-- The boating education standards required by NASBLA (National Association of State Boating Law Administrators) and many states have become more demanding and time consuming during the last few years. Therefore much of the NASBLA content, which included Navigation Rules, Aids to Navigation, responses to emergencies, accident reporting, state numbering and registration requirements, will not be taught during the Level 1 Instructor Course. However, instructor candidates will need to obtain this important knowledge through other avenues just as they do with their First Aid and CPR training.

If an Instructor Candidate is 18 or older, the **FIRST** prerequisite can be satisfied with any NASBLA-approved boating certificate such as US SAILING Safe Powerboat Handling, CT Safe Boating, NY Boating Safety, Power Squadron, USCG Auxiliary, Boat US, etc. ***If an Instructor Candidate is 17 or under, read below CAREFULLY.***

The **second prerequisite for instructor candidates taking courses in CT or NY requires specific action to meet CT and NY boating education requirements.**

NEW YORK SPECIFIC REQUIREMENTS

-- In NY, only instructor candidates or residents “under 18” will need a NY Boating Safety Certificate or any NASBLA-approved state certificate.

CONNECTICUT SPECIFIC REQUIREMENTS

-- In CT, instructor candidates and residents “of any age” operating “CT registered boats” must obtain a CT Safe Boating Certificate or US SAILING Safe Powerboat Handling NASBLA card. (Any 60 day grace periods or reciprocity agreements are only for out of state boaters using “out of state registered vessels” according to the CT DEP’s Boating Division.) There are several ways to obtain CT and NY Safe Boating Certificates.

ACTIONS

-- If instructor candidates need **“practical” on-the-water experience**, they can attend a US SAILING Safe Powerboat Handling Course where they will spend two days driving a safety boat and also receive their NY or CT Safe Boating Certificate. **Courses can be arranged at your own facilities if you contact Susie Trotman (516-367-3238) or Rob Crafa (718-409-7460).**

-- If instructor candidates are experienced powerboat operators and don't need on-the-water training, they can attend a one-day classroom Safe Boating Course offered by CT or NY or a state-approved classroom course offered by the Power Squadron or US Coast Guard Auxiliary. See the JSA website for information about locating these courses.

-- If instructor candidates are seeking a **CT Safe Boating Certificate**, they can take a NASBLA-approved one-day classroom course at an organization like Longshore Sailing School (www.longshoresailingschool.com). If instructor candidates feel they have sufficient knowledge of the “CT Boater's Guide,” they can take the CT DEP's Equivalency Examination by calling: 860-434-8638 (Old Lyme) or 203-226-3116 (Westport).

-- If Instructor Candidates **from NY** are 18 or over and are seeking a **Boating Certificate**, they can take the “General Boating” online course at: BoatUS.org. However, since NY (and several other states like MD, RI, etc.) do not accept online education, they should say they want a Boating Certificate from a state outside NE since this will meet the **US SAILING NASBLA-approved Boating Certificate prerequisite** (and NY does not require any certificates for boaters 18 or over at this time.)

-- If Instructor Candidates **from NY** are 17 and under, they must take either the two-day US SAILING Safe Powerboat Handling course (if they need on-the-water practical training) or one of the one-day classroom Safe Boating courses options described above (if they feel they already have adequate practical experience).

-- Once a NASBLA-approved Boating Certificate has been obtained, it must be carried at all times by instructors when they are operating a safety boat and brought to their US SAILING Level 1 Instructor Course.

US SAILING believes that it is important for instructors and sailors to be not only competent swimmers but also responsible powerboat operators.

To help young sailors and future instructor candidates gain the experience to become safe powerboat operators, JSA Programs might consider offering Safe Powerboat Handling Courses as part of their “Junior Sailing” curriculum. Each Sailing Program (or group of neighboring programs) should consider the possible benefits of having a US SAILING Powerboat Instructor on staff or available nearby. Then a course could be conducted in four ½ day session, on a specific two-day weekend, or on “no wind” days.

**AMERICAN RED CROSS STANDARD FIRST AID and
ADULT ONE-RESCUER AND CHILD CPR**

American Red Cross Standard First Aid and Adult One-Rescuer and Child CPR (or a US SAILING recognized equivalent) is required BEFORE an Instructor Candidate can be certified as a US SAILING Instructor. This 6 1/2 hour course includes Standard First Aid (which is valid for 3 years) and CPR training (which has to be renewed yearly).

REGISTRATION AND PRE-PAYMENT IS REQUIRED AND MUST BE RECEIVED BY May 13th for the Larchmont Course and **JUNE 18th** for the Huntington or Halesite Courses. Books will be distributed at each course. Each session will start at 9:00 AM with the CPR portion being given first. The fees are different at each location for the same course because each American Red Cross chapter operates differently.

CHECKS FOR THE *LARCHMONT YACHT CLUB* COURSE should be payable to:
AMERICAN RED CROSS Full Course - \$80 CPR only - \$55

CHECKS FOR THE *HUNTINGTON YACHT CLUB & HALESITE FIRE DEPARTMENT* COURSES should be made to payable to:
HUNTINGTON YACHT CLUB Full Course - \$42 CPR only - \$42

Please fill out the information below and send it with your check to:
Susie Trotman, 1222 Moore's Hill Road, Syosset, NY 11791 (516) 367 - 3238.

REGISTRATION FOR AMERICAN RED CROSS TRAINING

Name _____

Street _____

Town _____ State _____ Zip _____

Cell _____ Where Teaching _____

Please indicate which course you wish to attend:

Larchmont YC, Sunday, May 16, 2010: All Day FA & CPR _____ ½ Day CPR only _____

Huntington Yacht Club, Saturday, June 19, 2010: ½ Day CPR update _____

Halesite FIRE DEPARTMENT, Sunday, June 20, 2010: All Day FA & CPR Training _____



YOUR PASSION. ORGANIZED.

Instructor Recertification

US SAILING Instructor Certifications are only valid for three years, but renewing your certification is a simple process. Instructors only need to recertify at the highest level of certification they have achieved within a program (for example, if you hold Basic Keelboat and Cruising Instructor Certifications you only need to renew the Cruising Instructor Certification).

This process is vital to ensure that you can continue to teach sailing without jeopardizing your sailing program's insurance by not holding current US SAILING Certification. While not all sailing program liability insurance policies stipulate that instructors be US SAILING-certified, many do. If you work for a program that issues US SAILING Student Certification, please note that you can only certify students if your Instructor Certification is current.

To recertify:

1. Complete the enclosed US SAILING Instructor Recertification Form or online.
2. Return photocopies of your current First Aid and CPR (from American Red Cross, American Heart Association or Green Cross/National Safety Council, or a course from the US Coast Guard's approved list) cards.
3. Hold current US SAILING membership.
4. Enclose the recertification fee and your membership renewal dues (if applicable).

Mail to: **or** **Fax to:** **or** **Complete online:**
 PO Box 1260 401-683-0840 <http://training.ussailing.org/Teaching/Recertification.htm>

Portsmouth, RI 02871

Questions? Call 401-683-0800 or email recert@ussailing.org

US SAILING INSTRUCTOR RECERTIFICATION FORM

NAME _____ MEMBERSHIP # _____

ADDRESS _____
Street City State Zip

TELEPHONE (R) _____ (B) _____ (F) _____

EMAIL _____ CELL PHONE _____

I AM SEEKING RECERTIFICATION FOR THE FOLLOWING:

(You only need to recertify at the highest level of certification you have achieved within each program. Certifications are valid for three years)

Small Boat Program	Keelboat Program	Windsurfing Program	Powerboat Program
<input type="checkbox"/> Level 1	<input type="checkbox"/> Basic Keelboat	<input type="checkbox"/> Level 1	<input type="checkbox"/> Powerboat Instructor
<input type="checkbox"/> Level 2	<input type="checkbox"/> Cruising/CoNav		<input type="checkbox"/> Cruising Power Instructor
	<input type="checkbox"/> Coastal Passage Making		
	<input type="checkbox"/> Celestial Nav		
	<input type="checkbox"/> Offshore Passage Making		
<input type="checkbox"/> \$65	<input type="checkbox"/> \$65	<input type="checkbox"/> \$65	<input type="checkbox"/> \$65

CURRENT SAILING EMPLOYER: _____

SUPERVISOR: _____ PHONE: _____

ADDRESS: _____
Street City State Zip

THREE YEAR EMPLOYMENT HISTORY (please attach another page if necessary)

Course(s) Location:	How Many Students:
Address:	Date of Course(s):
Name of Supervisor and Title:	Phone:

RECERTIFICATION FEE \$65 per program x _____ programs \$ _____

US SAILING MEMBERSHIP 1 year \$60; 2 years \$110; or 3 years \$145 \$ _____

TOTAL ENCLOSED Check or credit card \$ _____

Visa MC AmEx Card Number: _____

Name on card: _____ Exp. date: _____

Signature: _____



YOUR PASSION. ORGANIZED.

Instructor Insurance

US SAILING extends its Commercial General Liability insurance to protect certified instructors (CI). The policy provides defense coverage (if the CI is named personally) in a lawsuit for bodily injury or property damage caused by instructional activities. It also provides a \$10,000,000 limit per occurrence if the CI is found legally liable for the damages. In some cases the insurance is primary and in some cases it is excess, as seen in the following examples:

1. The CI is gainfully employed by a sailing school or yacht club. The primary liability coverage is provided by the employer. The US SAILING coverage is excess over any other valid and collectible insurance coverage.
2. The CI volunteers or is paid to help run a US SAILING event. US SAILING liability insurance is primary.
3. The CI is a sole proprietor or establishes a corporation or LLC and begins his own sailing school. US SAILING liability insurance does not apply. The CI must purchase his own insurance for the sailing school.
4. The CI is not an employee but volunteers to help a community sailing center or yacht club run an instructional clinic. The yacht club or sailing center provides the primary insurance coverage, and US SAILING insurance is excess.

The US SAILING policy, like all insurance, does have exclusions. Automobile liability is not included. Injuries to the CI are not included unless the CI is employed by US SAILING. If the CI is an employee of a sailing school or yacht club, the worker's compensation coverage for the employer will respond to the CI injuries sustained on the job.

If the CI is employed by or volunteers for a yacht club or sailing school insured in THE BURGEE PROGRAM (endorsed by US SAILING and managed by The Gowrie Group) chances are the insurance for the employer of the CI will adequately protect the CI.

If the CI is named personally in any lawsuit for bodily injury or property damage to a third party, please contact The Gowrie Group at 800-262-8911.



YOUR PASSION. ORGANIZED.

<http://training.ussailing.org>

The Training website is loaded with a growing list of valuable tools for sailing instructors and programs. Some of the tools listed are available for US SAILING member use only.

Course Calendar	http://training.ussailing.org/Course_Calendars.htm
Job Bank	www.ussailing.org/jobbank
Symposium	http://training.ussailing.org/ProgramMgmt/NSPS/
Store	store.ussailing.org
Awards	http://about.ussailing.org/Awards.htm
Where to Sail database	www.ussailing.org/training/wtl.asp
Modular Program Planner	http://training.ussailing.org/ProgramMgmt.htm
Community Sailing Handbook	http://training.ussailing.org/ProgramMgmt.htm
Keelboat Certification System	www.sailingcertification.com
Symposium handouts	http://training.ussailing.org/ProgramMgmt.htm

Safe Powerboat Handling

What is Safe Powerboat Handling?

Safe Powerboat Handling is the standard for hands-on powerboat training and is the only nationally recognized program of its kind.

This sixteen hour (2-day), **on-the-water course is for anyone** who wants to learn how to safely operate a powerboat or improve their on-the-water boat handling skills. The National Association of State Boating Law Administrators (NASBLA) has approved the course which also meets the boating safety certificate requirements in New York, New Jersey and Connecticut. The course is taught by a US Powerboating certified instructor. Topics covered include:

- Safe boat operation
- Docking
- Anchoring
- Person in Water Recovery
- Marlinspike seamanship (knots, coiling and heaving line)
- Navigation rules
- Navigation aids
- Safety equipment
- Rendering assistance
- Emergency procedures

The topics are covered using a variety of techniques in the classroom and dockside, emphasizing **on-the-water practical application of all skills**.

Who can benefit from Safe Powerboat Handling?

- **Level I Instructor Candidates** - JSA of LIS recommends Safe Powerboat Handling to all Instructor Candidates prior to their Level I Instructor Course.
- **Counselors In Training** - Southold Yacht Club used the Safe Powerboat Handling course for 13-15 year old Counselors In Training to provide them with the techniques they can practice all summer.
- **Junior Sailing Program** - Indian Harbor Yacht Club used Safe Powerboat Handling as an option for their 10 year old+ junior sailors during their summer sailing program.
- **Staff Training** - Camp Chingachgook in Lake George, New York provided staff training to all their waterfront and senior counselors so that more employees were approved and able to jump in a boat and help out.
- **Program for Adult Club Members and Families** - Nyack Boat Club and Cold Spring Harbor Beach Club have used Safe Powerboat Handling as a weekend program for their adult members and their children.
- **College Credit** - SUNY Maritime College teaches Safe Powerboat Handling to its cadets as a one credit Physical Education course.
- **USCG Launch Tenders License** - Safe Powerboat Handling Courses taught at SUNY Maritime College, Landfall Navigation and The Waterfront Center also meet the requirements for USCG Limited Masters or Limited OUPV Launch Operators License.

Where can you attend a Safe Powerboat Handling Course?

1. **Sign up for course scheduled in your area** (see list below).
2. **Host a course at your facility:**
You provide a classroom and 1 boat for every 2-3 students and we will provide instructor, textbooks and certification.

Contact: Rob Crafa
E-mail: rcrafa@sunymaritime.edu
Phone: 718-409-7460

3. **Certify your own US Powerboating instructor to run courses at your site!**

US Powerboating Instructor courses are forming in the Long Island Sound area for spring/summer 2010. Check [US SAILING.ORG](http://US.SAILING.ORG) training calendar.

Contact: Katie Oullette, Powerboat Training Manager
E-mail: katieoullette@ussailing.org
Ph: 401-683-0800 x610

Safe Powerboat Handling Courses around Long Island Sound (Must register one week in advance to avoid late fee)

Master Course List on www.USSAILING.ORG Training Calendar

- 1.) **Safe Powerboat Handling Course**
 - a. **Mystic Seaport** (Mystic, CT)
TBD

Contact: Ph: 860.572.5322
E-mail reservations.desk@mysticseaport.org for info.

Or see the webpage:
http://www.mysticseaport.org/index.cfm?fuseaction=home.viewPage&page_id=DC6508AB-1E4F-379B-60222E35FCC5A98D

2.) Safe Powerboat Handling - Launch Tender Course

(USCG Limited Masters or Limited OUPV License - U.S. Coast Guard Approved)

This sixteen hour, hands-on course is for anyone who wants to learn how to safely operate a powerboat, improve their on-the-water boat handling skills and earn a U.S. Coast Guard Limited Operator of Uninspected Passenger Vessels or Master of Self

Propelled Vessels engaged in launch tender service upon inland waters (not more than 1/2 nautical mile from shore). This license is designed for those working at yacht clubs, marinas, camps, and community waterfront centers as a launch driver, sailing instructor or camp counselor. This course covers safe boat operation, docking, anchoring, marlinspike seamanship (knots, coiling and heaving line), navigation rules & navigation aids, safety equipment, emergency procedures, rendering assistance and a host of other areas. The topics are covered using a variety of techniques in the classroom and dockside, emphasizing on-the-water practical application of all skills.

The United States Coast Guard and National Association of State Boating Law Administrators (NASBLA) have approved this course which also meets the boating safety certificate requirements in New York, New Jersey and Connecticut. Upon successful completion of this course and a 50 question multiple choice written exam you will receive a SUNY Maritime College certificate which exempts you from USCG exam when applying for a Limited Masters or Limited OUPV (Launch Tender) License. Course completion or exam certificate allows recipient twelve (12) months to submit USCG License application.

License Requirements:

	Limited OUPV	Limited Masters
Description	Operate uninspected passenger vessels/launch (OUPV) carrying no more than six (6) passengers (6-pack) in a limited geographic area	Operate inspected passenger vessel/launch carrying seven (7) passengers or more in a limited geographic area
Age	17 years of age	18 years of age
Sea Time	90 days (4+ hours/day) of self-documented sea time, 90 days in last three years	120 days (4+ hours/day) of self-documented sea time, 90 days in last three years
Application	Application Form	Application Form
	Physical exam including eye exam	Physical exam including eye exam
	Drug Test	Drug Test

Instructor: USCG Licensed Captain

Age Group: 17 - adult

Group Size: 6 - 12

Time: 9 a.m. – 6 p.m.

Fee: \$300/per person (\$325/per person if less than two weeks before course), includes:

- Books and other teaching aides
- Safety equipment
- Classroom and on-the water instruction
- US POWERBOATING Safe Boating Certification
- SUNY Maritime College 16-hour Launch Tender Completion Certificate

Certifications:

- New York, New Jersey or Connecticut Boating Safety Certificate
- US Powerboating Safe Boating Certificate
- SUNY Maritime College 16-hour Launch Tender Certificate

Additional fees paid directly to government agency upon completion of the course:

- Lifetime State Boating Safety Certifications (\$10 for New York State, \$50 for Connecticut)
- Transportation Workers Identification (TWIC) Card (\$132.50)
- USCG license application fee (\$150)

Safe Powerboat Handling - Launch Tender Course Location & Dates:

- a.) **SUNY Maritime College** (www.sunymaritime.edu/waterfront; **6 Pennyfield Avenue, Throggs Neck -Bronx, NY 10465**)

SPH 1 – Saturday, March 20 and Sunday, March 21

SPH 2 – Saturday, May 1 and Sunday, May 2

SPH 3 – Saturday, June 12 and Sunday, June 13

SPH 4 – Saturday, June 19 and Sunday, June 20

SPH 5 – Saturday, July 10 and Sunday, July 11

For questions or to register for SUNY Maritime Courses:

Registration Form for SUNY Maritime College USCG Launch Operators Courses

Registration Questions?

Contact Margaret Poppiti (e-mail: mpoppiti@sunymaritime.edu) phone: 718-409-5988

Questions about Course Content?

Contact **Rob Crafa** (e-mail rcrafa@sunymaritime.edu) phone: 718-409-7460

b.) Landfall Navigation Marine Training Center (www.marinetrainingcenter.com; 151 Harvard Avenue, Stamford, CT 06902)

- Saturday, March 13 and Sunday, March 14
- Thursday, March 18 and Friday, March 19
- Thursday, March 25 and Friday, March 26
- Thursday, April 1 and Friday, April 2 (Good Friday)
- Saturday, April 17 and Sunday, April 18
- Saturday, May 15 and Sunday, May 16
- Saturday, June 5 and Sunday, June 6
- Saturday, July 24 and Sunday, July 25

The first day of each class will be held at Landfall Navigation's Marine Training Center in Stamford, CT and the second day will be held on the water at SUNY Maritime College in Throggs Neck (Bronx), NY.

For questions or to register for USCG Launch Operator courses at Landfall Navigation contact:

Marty Liljequist, Director (e-mail: director@marinetrainingcenter.com)
Landfall Navigation Marine Training Center (www.marinetrainingcenter.com)
Phone: 203-487-0775 x21

c.) The Waterfront Center (www.thewaterfrontcenter.org; 1 West End Avenue, Oyster Bay - Long Island, NY 11771)

- Saturday, May 22 and Sunday, May 23

The classroom and on-the-water components of this course will be held at The Waterfront Center in Oyster Bay, NY. For questions or to register for USCG Launch Operators courses at The Waterfront Center contact:

E-mail: info@thewfc.org

Phone: 516-922-SAIL (7245)

US SAILING Training Program for Small Boat Sailing

As of February 15, 2010, check for latest updates at
http://training.ussailing.org/Teaching/Small_Boat_Instructor_Certifications.htm
select "Small Boat Level 1 Instructor"

Small Boat Sailing Level 1 Instructor Course Goals

The US SAILING Small Boat Sailing Level 1 Instructor Course, is designed to provide sailing instructors with information on how to teach more safely, effectively, and creatively. The goal of the program is to produce highly qualified instructors, thereby reducing risk exposure for sailing programs. Topics covered in the course include: classroom and on-the-water teaching techniques, risk management, safety issues, lesson planning, creative activities, ethical concerns, and sports physiology and psychology.

Prerequisites for entrance into the course

- Experience in sailing small boats, such as prams, dinghies, multihulls or daysailing keelboats.
- Experience in operating a safety boat. This skill will not be taught at the course. Instructor Candidates lacking adequate experience should either seek opportunities for practice or attend a US SAILING Basic Powerboating Course. Candidates not passing this portion of the course or other tests will receive a Plan of Improvement, re-testing for which carries a fee of \$50.
- Ability to swim 50 yards both with and without PFD. The accepted swim strokes are: front crawl, breaststroke, side stroke, elementary backstroke, back crawl and butterfly, as defined by the American Red Cross. Floating and treading water are not considered to be swimming strokes, and sculling or finning as a way of moving through the water while floating or treading is not considered to be a swimming stroke.
- Ability to exhibit appropriate personal and interpersonal skills.
- Current US SAILING Adult Individual Membership or a family membership with only 1 instructor in the family.
- Completed course registration form accompanied by appropriate course fees (and any late charges)
- Completed US SAILING Medical Form and Safety Boat Skills Self-Assessment Form provided to Instructor Trainer at the start of the course. These will be sent to you upon receipt of your course registration.
- National Association of State Boating Law Administrators (NASBLA) Safe Boating certification. See a current list of approved providers. ⚓ BoatUS is also a simple resource for this information, although not all states have approved their course. See available BoatUs online courses. ⚓ Candidates holding a current USCG full or limited Master's or OUPV license are exempt from this requirement. Candidates have a responsibility to meet the boating laws of the state where the course is being held prior to being able to operate a powerboat in conjunction with the course. This is a new requirement. Please bring your certificate to the course.

Successful completion of the course includes:

- Passing the following practical and written tests administered at the course; a positive evaluation must be attained in certain areas. The practical and written tests each stand on their own, and each must be passed in order to pass the course. The determination as to whether a candidate passes or fails rests with the Instructor Trainer. In addition to Pass or Fail, a third option is a Plan of Improvement. Re-testing for Plans of Improvement carries a \$50 re-testing fee; re-tests are scheduled with specific representatives of US SAILING and must be performed within a specific time frame.
- Sailing Skills Practical Test: Execute, with comfort and confidence: Rigging, leaving a dock/beach, starting, stopping and speed control, safety position, getting out of irons, sailing backward, tacking, jibing, steering with sails and weight, proper sail trim, judging laylines, capsize and overboard recovery, returning to dock/beach, unrigging.
- Safety Boat Operation Skills Practical Test: Execute, with comfort and confidence: system, equipment and starting checks, leaving and docking, high and low speed maneuvering, holding position upwind/upcurrent, backing, pivot turn (360 degree turn within boat's length), anchoring and/or making fast to a mooring, overboard recovery and landing alongside a moored boat.
- Swim/PFD Practical Check: Swim 50 yards in instructing clothing both with and without a PFD, tread water two minutes while performing a minor task (such as tying a knot). The accepted swim strokes are: front crawl, breaststroke, side stroke, elementary backstroke, back crawl and butterfly, as defined by the American Red Cross. Floating and treading water are not considered to be swimming strokes, and sculling or finning as a way of moving through the water while floating or treading is not considered to be a swimming stroke.
- Marlinspike/Seamanship Practical Test: Demonstrate ability to tie the following knots and hitches: Figure-8, bowline, square knot, sheet bend, clove hitch, two half hitches, rolling hitch, cleat hitch. Also coil and throw a

line.

- **Personal and Interpersonal Practical Skills:** Demonstrate professional conduct, an open-minded, positive and enthusiastic attitude, appropriate appearance (clothing, footwear and tidiness), participation in discussions, collaboration skills/team player, confidence and ease of manner.
- **Classroom Presentation Practical Skills:** Demonstrate lesson preparation, with clear, logical and accurate content, good voice enunciation/clarity/volume/pace/pitch, good non-verbal communication (gestures and body language), effective visual aids, good timed presentation(s) with introduction, conclusion, demonstration, clarity and use of notes, use of multiple pathways techniques, and ease in handling questions.
- **Land Drill and Water Drill Teaching Practical Skills:** Demonstrate good class positioning, control and positioning of safety boat, demonstration skills, effective on-the-water communication, evaluation, and feedback technique.
- **Written Exams:** Three closed-book exams on the Small Boat Level 1 Instructor Manual, Teaching and Coaching Fundamentals and Basic Powerboating, Safety and Rescue. A passing grade of 80% is required on all exams.
- Attendance at all portions of the course.
- The Instructor Trainer's Overall Evaluation.

Training materials

There are approximately 600 pages to read, so plan on studying prior to and each night of the course.

- *Small Boat Sailing Level 1 Instructor Manual*
- *Teaching and Coaching Fundamentals for Sailing (TCF)*
- *Basic Powerboating, Safety and Rescue* manual
- *Learn Sailing Right!* student book
- Review questions for the Instructor Manual/Learn Sailing Right, TCF and Powerboating tests.
- Other handouts and course information as applicable.

Validation of Small Boat Sailing Level 1 Instructors

Validation will be for three years providing First Aid, CPR, and US SAILING Adult membership are kept current. Instructor validation is renewable. Visit the website or contact the office for more information.

- Current First Aid and Adult CPR. We will accept First Aid and CPR from the American Red Cross, American Heart Association, or providers approved by the U.S. Coast Guard. [See the current list.](#)
- Additionally, a state licensed EMT or M.D., whose CPR certification is renewed annually is also accepted.

Minimum age limit for Small Boat Sailing Level 1 qualification

- All Candidates must have reached their 16th birthday prior to the start of the course

To attend a US SAILING instructor course, the instructor candidate must be at least 16 years old as of the first day of the course. Upon successful completion of an instructor course, the 16 year old will be designated a Sailing Assistant until turning 18. The Training Office may then be contacted to obtain an instructor's certification card.

Course fees

- Small Boat Sailing Level 1 Instructor Course fee: \$325; \$20 discount for registrations 4 weeks prior to course date; \$50 late fee for registrations 1 week prior to course date

Cancellation policy

- Course fees are nonrefundable.
- For cancellations more than four weeks before the course date, the fee is transferable to another course.
- For cancellations within the four week period, half of the course fee will be transferable to another course.
- For no-shows, 100% of the course fee is forfeited.

Register

Register securely [online](#) or by using our [printable registration form](#).

All courses are subject to cancellation until minimum enrollment is met

SAFETY BOAT SKILLS SELF-ASSESSMENT FORM

Listed below are the powerboat handling skills you will be expected to successfully perform at the instructor course, in conditions that may include heavy winds and seas. Rate your skill level by checking the appropriate box.

	<u>Skilled</u>	<u>Some skill</u>	<u>No skill</u>
With boat at dock, all systems off, fuel line disconnected or shut off—			
1) Check all items on Guidelines (see reverse side)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Get boat underway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Familiarize with throttle, shift and steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) In open water, execute high speed and controlled speed boathandling as directed by evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Anchor boat, cast off anchor line with float attached to end of anchor line, return and recover anchor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Secure boat, unassisted, to mooring buoy by passing line through buoy ring and cleating back to safety boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Position boat upwind or upcurrent of buoy facing downwind/downcurrent. Hold boat close to buoy by throttle, shift & steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Rotate boat in own length with throttle, shift & steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Retrieve a flotation device (simulating overboard rescue)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Land alongside a moored boat and retrieve an item from it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) Land alongside dock facing downwind or downcurrent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Turn boat around at dockside using only lines and fenders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Moor boat in starting position for long stay. Shut down engine and systems, disconnect or turn off fuel line, and stow equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The powerboats I am most familiar with are:

<u>Type/Design</u>	<u>Length</u>	<u>Horsepower</u>	<u>Activity/Use (i.e. launch operator, water skiing, fishing)</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

Based on the above, I judge my safety boat handling skills to be:

- ☐ Highly skilled. Anticipate no problem passing on-the-water testing.
 - ☐ Skilled, but may need some brushing up in areas indicated.
 - ☐ Skills rusty; not sure can perform required skills; need considerable practice.
 - ☐ No or little experience in safety boat handling. Need to seek training prior to course.
- (A list of Safety Boat Operator Prep Courses is available from the Training Office)*

I have assessed my powerboat handling skills objectively. I fully understand the performance guidelines, and acknowledge that inability to perform the required skills could affect my successful completion of the instructor course.

Instructor Candidate Signature

SAFETY BOAT OPERATION SKILLS TEST

1. Start test with the boat moored to a dock, all systems off, and fuel line disconnected or shut off.
2. Get boat underway, having made all checks on separate Guidelines.
3. Familiarize with throttle, shift and steering.
4. In open water, high speed and controlled speed boathandling as called by evaluator. Show particular awareness before, during and after turns.
5. Anchor boat, cast off anchor line with float attached to end of 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 upcurrent of buoy facing downwind/downcurrent. Hold boat close to buoy by coordinating throttle, shift and steering.
8. Perform a pivot turn by rotating boat in own length with throttle, shift and steering.
9. Retrieve a floating object (but not a PFD) to simulate an overboard rescue.
10. Land alongside a moored boat and retrieve an object from moored boat.
11. Land facing downwind or downcurrent at a dock.
12. Turn boat around dockside using lines and fenders only.
13. Secure boat in starting position for long stay. Shut down engine and systems, disconnect or turn off fuel line, and stow all equipment.

SAFETY BOAT GUIDELINES

1. Weather forecast.
2. Tidal predictions.
3. Up-to-date charts on safety boat (Note: U.S. Coast Guard's Notice to Mariners continuously reports changes on charts).
4. Compass.
5. Fuel onboard.
6. Firefighting equipment as per U.S. Coast Guard regulations.
7. Basic equipment onboard: PFDs, engine tools and spares, oars/paddle, towlines, anchor and anchor line.
8. Drain plugs securely fastened.
9. Bilge pumped out.
10. Outboard engine is in correct down position.
11. Blower on before starting.
12. Follow starting instructions.
13. Check water discharge on water-cooled engine.
14. Warm up engine for 1-2 minutes.

JSA Racing CLINICS

Insert clinics announcements here

A number of clinics are held for racing sailors each season. Some are sponsored outside of JSA in the preseason at locations such as Boston, Newport and Charleston. Others are in the JSA area during the season, including the Advanced Racing Clinic for Laser, Radial and C420 sailors prior to the Law Trophy regatta, the pre-Leiter Clinic prior to the Girl's Championship, and various club sponsored clinics.

Look for the latest clinics announcements posted on the JSA web site at **www.JSALIS.org** under the **Training, clinics, workshops, and resources** link and insert them here.

Clinics are also highlighted in yellow color in the JSA event calendar at **www.JSALIS.org** select the **Calendar** tab.

JSA Activity Guide ~*sharing at its very best*

This guide is an initiative of the JSA in partnership with SUNY Maritime.

It is intended to be a resource manual of fun, no-wind and rainy-day activities. We know that over the years each of our programs has developed a collection of such activities and contacts. From field trips to scavenger hunts, to pirate days to Olympic events, there are an endless assortment of games, crafts, trips and activities that are already a part of many programs. In order to enable our membership to collectively share in the talents and creative energies of our instructors, committees and family members, we are undertaking to collect the best of the best. Therefore, we are asking every program to submit some of its best land-based activities. Be generous, the more we share, the more valuable the Guide will be. With your help, this guide will grow from year to year and will be a resource for our programs long after we have all moved on.

All submissions should be filed electronically using the Activity Guide Template provided on the reverse side and emailed to the JSA office.

The current list of activities (over 98 pages) is on the JSA website at the “Info for Instructors” link. Select “*Think about ways to Keep the Fun in Sailing.*”

++See JSA Activity Guide Lesson Plan on reverse ++

JSA Activity Guide Lesson Plan (email to info@jsalis.org)

Activity Title:

Appropriate Age Level:

Goal, Objective or Purpose of Activity:

Time Required:

Space Requirements:

Materials/Resources:

Procedure for Teaching: Step-by-step plan that others could follow

Student Product: Journal entry, worksheet, artifact (if any).

Extensions: Related resources, other similar activities

Reflection:

How well did your plan help meet your goals and objectives?

In retrospect, what else might you have done?

Include student comments, questions, interest, and engagement.

How did this assignment promote and student learning? How could it be modified?

Write personal thoughts, feelings, observations, and ideas about the lesson that will inform others who may want to use your lesson plan.

Submitted by:

Club or Program:

A QUICK OVERVIEW of the SIGNIFICANT RULE and GAME CHANGES in the 2009-2012 RACING RULES OF SAILING

compiled by Dave Perry (davperry@optonline.net)

The following is a list of the significant changes in the 2009-2012 edition of The Racing Rules of Sailing (RRS). These are changes from the 2005-2008 edition of the RRS. NOTE: These brief summaries are not intended to be actual representations of the rules; nor is this a complete list of all the changes in the 2009-2012 RRS.

For a complete explanation of The Racing Rules of Sailing, read Dave Perry's book "Understanding the Racing Rules of Sailing" available from US SAILING at: store.ussailing.org/ or by calling 1.800.US.SAIL.1.

Rule 17.2 (On the Same Tack; Proper Course) has been deleted. This means that a windward boat or a boat clear astern no longer has a proper course limitation when sailing near other boats. She can sail below her proper course if she wishes, for instance to make it more difficult for a boat astern to pass or establish an inside overlap nearing a mark. Windward boats must still keep clear of leeward boats under rule 11 (On the Same Tack, Overlapped).

Rule 18 (Mark-Room)

- Instead of saying "room at the mark," there is a new concept called "mark-room." "Mark-room" is the space a boat needs to sail to the mark in a seamanlike way; and then when she's at the mark, the space she needs to sail her proper course around the mark. The primary differences are that the previous rules did not specifically require outside boats to give inside boats room to sail **to** the mark; and once at the marks, inside boats were required to sail very close to the mark even if it slowed them down, even though most outside boats were more forgiving. There is not much game change here.
- In the previous rules, rule 18 began to apply when the boats were "about to round or pass" the mark. This vague and subjective phrase has been removed. Rule 18 now begins to apply to boats when one of them is in the "Zone." This will clarify more precisely when outside boats need to begin giving mark-room to inside boats.
- The "Zone" has been enlarged from two hull lengths to three (see the definition Zone). This is intended to provide inside boats and boats that are clear ahead at the Zone the time and space they should need to prepare for and execute their rounding maneuver. Note that the sailing instructions for a race or event can change the Zone to two or four lengths (rule 86.1(b)); and match and team racing will continue to use a two-length zone (Appendices C and D) and radio-controlled boat racing will continue to use a four-length zone (Appendix E). Under the previous rules, most overlapped outside leeward boats began giving room before the two-length zone, so the only real game change here is that boats clear ahead at three lengths from the mark are safe from being overlapped on the inside, whereas under the previous rules they weren't safe until two lengths away.
- Under new rule 18, if a boat entitled to mark-room sails outside the Zone for any reason, even if she is giving mark-room to boats inside her, rule 18 ceases to apply; and it is a fresh start under rule 18 when she re-enters the Zone.
- When a leeward "gate" is being used (two leeward marks close to one another that boats pass between and exit in either direction), rule 18.4 does **not** apply. That means that when a boat is approaching a gate mark on the inside with right of way over other boats, she does not need to sail her proper course around that mark for as long as she remains the right-of-way boat. She may sail farther from the mark than needed to sail her proper course before she gybes, even if she has no intention of sailing over to the other gate mark. Outside keep-clear boats will need to keep clear of her under rules 10 or 11.

Rule 19 (Room to Pass an Obstruction)

- “Obstructions” no longer have a “zone” around them. If boats are overlapped when they get to an obstruction, outside boats must give inside boats room to pass the obstruction, even if they weren’t overlapped before arriving at the obstruction. The only test for establishing an overlap between a boat and an obstruction (other than a continuing obstruction) is whether the outside boat is able to give the inside boat room after the overlap is established.
- At a continuing obstruction (such as a long dock, shore or seawall), a boat astern (B) that has the right of way is now allowed to establish an inside overlap between the boat ahead (A) and the obstruction even when there is not room for her to pass between them in safety; and A, as the keep-clear boat, must keep clear of B.
- Right-of-way boats in a race can still be “obstructions” but they are never “continuing” obstructions (see definition Obstruction). For instance, on the starting line, a boat astern (B) can now establish an overlap between a leeward boat (L) and a windward boat (W) even if there is not room for her to pass between them in safety, provided B complies with rule 15 when she becomes overlapped to leeward of W, and with rule 16 if she then luffs, and provided W can give B room to keep clear of L from the time the overlap begins (rule 19.2(b)). The same will be true on a downwind leg when B approaches two boats ahead (L and W).

Rule 20 (Room to Tack at an Obstruction) is previous rule 19. It now clarifies that when a boat is hailed, she must respond by tacking or hailing “You tack,” even when the hailing boat has hailed when safety did not require her to make a substantial course change to avoid the obstruction, or if the obstruction is a mark that the hailed boat was fetching. This is for safety. However, in that case the hailing boat has broken rule 20.3 and must take a penalty, and can be protested by the hailed boat.

Rule 23.2 (Interfering with Another Boat) has been changed to say that a boat is allowed to interfere with a boat taking a penalty or sailing on another leg as long as she is sailing a “proper course.” This makes this rule the same for fleet, match and team racing.

Rule 28.1 (Sailing the Course) now includes the language needed to require boats to pass through a “gate,” such that sailing instructions no longer need to write this out.

Rule 29.1 (Individual Recall) clarifies that when rule 30.3 (Black Flag Rule) is in effect, and a boat is OCS at the start, the race committee does not have to signal the OCS with flag X and a sound signal.

Rule 30.2 (Z Flag Rule) clarifies that if a boat receives a 20% Scoring Penalty and there is a general recall or abandonment after the starting signal, and the boat is in the triangle on a subsequent start of that race, she gets an additional 20% Scoring Penalty.

Rule 32.2 (Shortening or Abandoning After the Start) now requires the race committee to signal a shortened course before the first boat crosses the finishing line.

Rule 40 (Personal Flotation Devices) now refers to “personal buoyancy” as “personal flotation devices.” When personal flotation devices are required to be worn under this rule, the rule permits such devices to be taken off briefly while changing or adjusting clothing or personal equipment. Now sailing instructions referencing this rule do not need to include that language.

Rule 42 (Propulsion) now permits sailing instructions to specify certain circumstances when a boat can be propelled by an engine or other propulsion method, provided the boat does not gain a significant advantage in the race.

Rule 44 (Penalties at the Time of an Incident) now contains the One-Turn Penalty for touching a mark. Old rule 44.4(b) regarding penalizing a boat that has already taken a penalty has been moved to new rule 64.1(b).

Rule 51 (Movable Ballast) clarifies that sails that are not being used are considered “ballast,” and as such they must be properly stowed and cannot be moved for the purpose of changing a boat’s trim or stability; and it clarifies that bilge water may be pumped out.

Rules 60.2 & 60.3 (Right to Protest; Right to Request Redress or Rule 69 Action) now permits a race committee or a protest committee to protest a boat based on a self-incriminating remark made by that boat. Rule 60.2 now prohibits a race committee from protesting a boat based on information in a request for redress, which is the same for protest committees (see rule 60.3).

Rule 62.1(a) (Redress) now prohibits a boat from requesting redress from a protest committee decision when that boat was a party to the hearing.

Rule 62.2 (Redress) now requires requests for redress to be delivered to the race office, which makes it the same as for protests (see rule 61.3, Protest Time Limit).

Rule 63.4 (Interested Party) now requires members of a protest committee to declare any possible self-interest as soon as they are aware of it.

Rule 64.1(b) (Penalties and Exoneration) now clarifies that a boat that has taken an applicable penalty, whether on the water or ashore, cannot be further penalized for that incident, unless the penalty for the rule she broke is a disqualification that is not excludable from her series score. Note: a turns penalty is not applicable if the boat caused injury or serious damage or gained a significant advantage in the race or series by her breach (see rule 44.1(b), Penalties at the Time of an Incident).

Rule 69.1 (Allegations of Gross Misconduct; Action by a Protest Committee) now requires a protest committee to reschedule a rule 69 hearing if the competitor provides good reason for being unable to attend the hearing (rule 69.1(a)). Furthermore, if the competitor does not provide good reason for being unable to attend the hearing and does not come to it, the protest committee may conduct it without the competitor present (rule 69.1(d)). And if the protest committee chooses not to conduct the hearing without the competitor present or if the hearing cannot be scheduled for a time and place when it would be reasonable for the competitor to attend, the protest committee shall collect all the available information and, if the allegation seems justified, make a report to the relevant national authority (69.1(e)).

Rule 70.3 (Appeals and Requests to a National Authority) requires that, if boats will pass through the waters of more than one national authority while racing, the sailing instructions must identify the national authority to which appeals or requests are to be sent.

Rule 70.5 (Appeals and Requests to a National Authority) now contains a US SAILING prescription that requires race organizers to receive approval from US SAILING before they can deny the right of appeal from an event.

Rule 79 (Classification) is a new rule that says if a notice of race or class rule state that some or all competitors must satisfy classification requirements, the classification must be carried out as described in ISAF regulation 22, Sailor Classification Code.

Rule 86.1(b) (Changes to the Racing Rules) permits sailing instructions to change the “zone” around a mark to two or four lengths, provided the number is the same for all marks and all boats using those marks. They must refer specifically to the definition Zone when making this change.

Rule 86.1(c) (Changes to the Racing Rules) requires, as of January 1, 2011, that when a class rule changes one of the rules listed in rule 86.1(c), it refers specifically to the rule and states the change.

Rule 87 (Changes to the Class Rules) is a new rule that permits sailing instructions to change a class rule only when the class rules permit the change, or when written permission of the class association for the change is displayed on the official notice board.

Rule 88.1 (National Prescriptions) clarifies that the prescriptions that apply are the prescriptions of the national authority with which the organizing authority is associated. However, if boats will pass through the waters of more than one national authority while racing, the sailing instructions must identify any other prescriptions that will apply and when they will apply.

Appendix BB (Experimental Kiteboard Racing Rules) is a US SAILING prescription that applies to ‘round the buoys’ kiteboard racing.

Appendix P (Special Procedures or Rule 42) is the appendix that pertains when rule 67 (Rule 42 and Hearing Requirement) permits judges to penalize boats during the race for breaking rule 42 (Propulsion). Now, if a boat is penalized a third time in a regatta, she does not have to retire from the regatta. Her penalty is to retire from the race and be scored disqualified (DSQ), and she cannot drop that DSQ from her score. The Appendix now also states that a boat is not entitled to redress from the action of a judge penalizing her under rule P1 (Signalling a Penalty) unless that action failed to take into account a race committee signal or class rule.

PART 2 – WHEN BOATS MEET

SECTION A – Right of Way

- 10 - On Opposite Tacks
- 11 - On the Same Tack, Overlapped
- 12 - On the Same Tack, Not Overlapped
- 13 - While Tacking

SECTION B – General Limitations

- 14 - Avoiding Contact
- 15 - Acquiring Right of Way
- 16 - Changing Course
- 17 - On the Same Tack; Proper Course

SECTION C – At Marks and Obstructions

- 18 – Mark-Room
 - 18.1 – When Rule 18 Applies
 - 18.2 – Giving Mark-Room
 - 18.3 – Tacking When Approaching a Mark
 - 18.4 – Gybing
 - 18.5 – Exoneration
- 19 - Room to Pass an Obstruction
 - 19.1 – When Rule 19 Applies
 - 19.2 – Giving Room at an Obstruction
- 20 – Room to Tack at an Obstruction
 - 20.1 – Hailing and Responding
 - 20.2 – Exoneration
 - 20.3 – When Not to Hail

SECTION D – Other Rules

- 21 - Starting Errors; Taking Penalties; Moving Astern
- 22 - Capsized, Anchored or Aground; Rescuing
- 23 - Interfering with Another Boat

SOME IDEAS FOR TEACHING THE RACING RULES

Dave Perry

On the Water

- Practice starts with “live coaching” (vary the favored end)
- Starting line too short for all boats to fit at same time
- Extremely short beat (upwind start) or run (downwind start) – or start upwind, then reverse fleet and have them race to a nearby leeward mark
- Videotape races or sessions and do debrief on shore
- Pull boats aside right after incident and debrief while still fresh (have small dry-erase board in coach boat)
- Race around tiny track, keeping boats compressed
- Have sailors raise hands as they enter the zone; give feedback
- Create drills for ducking / slam dunking / lee-bowing
- Simulate rules situations right off the dock (with good sailors in boats and class on dock watching with an instructor doing “play by play”)

On Land – outside

- “walk” boats through scenarios - use actual boats when possible
- set up marks, zones (with line), starting lines, etc.
- have sailors move boats, give explanations, etc.
- put smaller kids in the boats for more fun and interaction

On Land – indoors

- use magnetic dry-erase marker board and model boats (Pat Healy sells a great set; pathealy.com)
- have kids give an explanation of a rule (give them a day to prepare)
- put scenarios on board (live or hypothetical) and work through them
- look at video of situations and work through them
- create a “Rule of the Day” poster. Put pictures, rules quotes, appeals quotes, etc.
- create “mock hearing”
- do a quiz format

General thoughts

- make it age and level-appropriate

ages 8-11 or beginner: show the patterns and “what” to do (not necessarily the “why”) – make it situational. Don’t discuss numbers or memorizing text.

ages 12-14 or intermediate: discuss the structure of the rules and what they actually say – focus on the “biggies:” rules of Part 2, Section A and B; basic rules in Section C; rules on touching marks (31), taking penalties (44) and propulsion (42); rules on how to protest (Part 5).

Ages 15 and up or more advanced: expand into more tactical uses of the rules, and the nuances in the appeals for a deeper understanding and application.

DEVELOPING AND EXECUTING ON-THE-WATER SAILING DRILLS

Presented by:

Geoff Becker

2002 National Sailing Programs Symposium

Saturday, January 26, at 2:15

Steps In Running A Drill

1. Introduce the drill on shore.

Each drill, when first used, should be described and laid out on shore before it is used. An onshore discussion will help prevent possible miscommunications and misunderstandings that can easily occur when out on the water. Any new drill will have some difficulties when running it for the first time, so using this introduction will hopefully make the on-the-water practice run more smoothly. Also, the goals and objectives for the drill can be described prior to running it, giving the fleet some sense of where the focus should be for the practice session.

2. Use a demonstration, either on land or on the water.

Some drills can be demonstrated simply by drawing a diagram and providing a simple description. Others may need more of a kinesthetic demonstration. When skills are broken down into their elemental parts, it can be useful to demonstrate the drill using a single boat or even a boat on land. When a demonstration is to be used, it is important to remember to provide a suitable viewing area for the remainder of the group. Also, if using an on-the-water demonstration, the person actually sailing the boat should be briefed on what exactly is to be demonstrated.

3. Have the sailors execute the drill on the water.

Run the drill. Keep in mind that the first time some drills are run they may not be executed properly. The first few times through a drill might be only to get the fleet used to how that particular drill is executed. After the fleet understands the drill, it can be run and used to its full educational potential.

4. Correct any mistakes and reinforce proper execution while running the drill.

Since the purpose for running drills is to improve skills and remove bad habits, proper execution during the drill is very important. Close observation of the boat and sail handling along with the overall performance cannot be overemphasized. The old saying is true, "Break bad habits before they start!"

5. Debrief the drill on shore after the practice session.

Do not underestimate the importance of the practice session debrief. This is the time where, for many people, the real learning takes place. A consolidation of the day's activities and the input from both sailors and coaches can be a benefit to all. The coaches and sailors must be specific with both questions and solutions to problems that arise when running and sailing each drill. Also, it is a good idea to have every sailor leave the day on a positive note. Work hard on finishing a de-brief session with positive comments for all the sailors.

DRILL GUIDE

Sailboat racing consists of many individual skills that need to be practiced, so that they are second nature or automatic during a race. Below are listed some of the common skills and situations that arise in a given practice along with the drills most commonly associated with each skill or situation. I do recommend reading the highlighted sections before planning each of your practice sessions. Use this guide to help in planning a practice session to meet the goals and objectives for your sailors.

Practice Warm Ups

(Course, Mark Rounding, Boat Handling and Boat speed Drills)

Windward/Leeward

Short Course

Tack On Command

Assigned Tacks

Rudderless

Triangle

Circle Drill

Gybe On Command

Assigned Gybes

Straight Line Drill

Tacking Practice

(Course and Boat Handling Drills)

Windward/Leeward

Slalom

Circle Drill

Tacking Ladder

Tack/Duck

King Tack

Triangle

Crosswind Fig. 8/Oval

Tack On Command

Upwind Cone

Tacking Duel

Assigned Tacks

Gybing Practice

(Course and Boat Handling Drills)

Windward/Leeward

Slalom

Circle Drill

Gybing Ladder

Assigned Gybes

Triangle

Crosswind Fig. 8/Oval

Gybe On Command

Downwind Cone

Wing/Reach

Starting Practice

(Starting Drills)

Starting Drills are completely dependent on the goals and objectives of each fleet. Review the *Starting Drills* section and use drills that will best target those goals and objectives.

Upwind Practice

(Boat Handling, Boat speed and Tactical Drills)

Windward/Leeward

Trapezoid

Short Windward

Upwind Cone

Drag Race

Cross Centerline

Triangle

Rabbit Start

Tacking Ladder

Straight Line Drill

Rabbit and Hamster

Upwind Finish

Downwind Practice

(Boat Handling, Boat speed and Tactical Drills)

Windward/Leeward

Downwind Start

Gybing Ladder

Wing/Reach

Reach Sprint

Trapezoid

Downwind Rabbit Start

Downwind Cone

Straight Line Drill

Downwind Finish

Light/No Wind Practice

(Boat Handling Drills)

Short Course

Follow The Leader

Kinetics Race

Mark Circle

Rail Ride

Human Race

Heavy Wind Practice

(Course and Boat Handling Drills)

Windward/Leeward

Slalom

Gybe On Command

Triangle

Tack On Command

Straight Line Drill

Practice with a large fleet

(Starting, Mark Rounding and Boat Handling Drills)

Race Start

Box Drill

Line Restrictions

Four Corners

Criss-Cross Plus

Circle Drill

Gybing Ladder

Stack The Deck

Hot Box

Diamond Spiral

Criss-Cross

Follow The Leader

Tacking Ladder

720 Race

Practice with less than 2 marks

(Starting, Boat Handling and Boat speed Drills)

Rabbit Start	Downwind Rabbit Start
Order Start	On The Line
Hold Position	Protect Position
Walk To Windward	Mark Circle
Mark Dance	Follow The Leader
Circle Drill	Tack On Command
Gybe On Command	Tacking Ladder
Gybing Ladder	Downwind Cone
Tack/Duck	Tacking Duel
King Tack	Up/Down
Wing Reach	Rudderless
Rail Ride	Straight Line Drill

Practice with only two boats

(Starting, Boat Handling and Boat speed Drills)

Windward/Leeward	One-On-One
Protect Position	Tacking Duel
King Tack	Drag Race

Practice for team racing

(Starting, Boat Handling and Team Racing Drills)

One-On-One	Stop, Back And Go!
Starting Strategies	Last Place Loses
Pig In The Middle	Passback Triangle
Mark Trap Isolation	Final Leg Combinations

Fun Drills

(Boat Handling and Tactical Drills)

Follow The Leader	Backward Race
Rail Ride	Kinetics Race
Crew Race	Human Race

10 Great Things For GreenFleeters (or any sailors!) to do at a Regatta

1. Be responsible and arrive well prepared:

The most successful racers don't rely on parents or coaches to tend to the details. They take responsibility for drinking plenty of water (even before the event), getting a good night's sleep and eating smart. They have read the Notice of Race (and then the Sailing Instructions) and they check the weather forecast.

2. Make and USE a checklist:

Racers in the know, use a checklist to make sure they have everything they need for their boat as well as for their self. Blaming parents for a forgotten hook-in block makes the parents feel bad and you still end up without a hook-in block. "Borrowing" gear from another sailor without their knowledge, even for a little while, may be considered stealing. In some cases it can get you thrown out of a regatta. Don't do it.

Watch my lips... C-H-E-C-K-L-I-S-T !

3. Take charge of "your" boat and gear:

Do not rely on the "trailing" parent or coach to unload/load your boat. That's your job! It's all a part of sailing. Even if you borrow or charter a club boat you should take pride in it. Let mom or dad help you move the boat, or better yet, ask your teammates. Of course you will want to rig the sail and step the mast yourself just like the top kids do. Rig first, play later is the policy of sailors who know what they're doing!

4. Set realistic goals:

Many coaches and well meaning parents put unnecessary pressure on young sailors (and themselves) because they have not learned this lesson. If your goal is to be in the top three places, five places, top ten per cent, or any goal based on the performance of others you may be setting yourself up for disappointment. Goals should be based on factors that you have control over. You have no real control over your competitors. Example: If your goal is the top three and you sail the very best race you are capable of, but there are three or more sailors who sail better than you do and they finish before you do, you did not meet your goal because it was not possible to beat them. Yet, you could not have sailed any better.

It's OK to want to win. Go ahead and have your sights set on "getting the gun". Keep the hopes and dreams of "trophying" the regatta, or of making "the cut", but set a goal based on what you can control.

I suggest this for a realistic goal; one you have complete control over "to sail the best race you are capable of". This could mean to start and finish every race of the day for a new GreenFleeter. Or for more advanced racers it could mean doing many things that can dramatically affect your performance: to be early getting out to the line, to not get buried at the start, to not be over early, to stay hydrated, to catch the wind shifts, to not foul other boats, to stay focused, etc. You may pick one to work on or several. Write them on your boat as a reminder!

5. Be a great competitor:

That means sailing all the races to the best of your ability. For some, it may mean not giving up even when you bang your head, or capsize or are doing poorly. For others it may mean sailing fair and putting out your best effort. If you can't lead the pack, it means barking at their heels and keeping them on the run. Give the competition something worth racing against. How would you feel if all the other competitors gave up and left the race?

Being a great competitor also means staying for the awards ceremony, even if you didn't place. (*Remember, in GreenFleet, every competitor should get a participation award*).

It means staying and cheering on, not only your teammates, but all of your fellow competitors. What if you placed and no one was there to applaud when you got a trophy?

Being a great competitor means helping the other sailors improve and having them feel good because you were there.

6. Think Positive! :

The biggest speed factor you can directly influence is your attitude. You may have the best sail, the fastest boat, been to all the top clinics and regattas, won most of them, but if you sail with a poor attitude... that money and time will have been wasted.

On the other hand, visualizing yourself doing all the right things like good starts, flawless tacks and perfect mark roundings. That will go a long way to make up for less than adequate gear or training. Remember the story "The Little Engine that Could"? The biggest, most successful corporations in the world follow the same philosophy. So don't give up. If you think you can... you probably can. If you think you can't... you're probably right. Picture yourself crossing the line and getting the gun, sailing with a determined smile on your face and if all doesn't go as planned... put it in the past. Don't let it ruin your day. Look to the next mark rounding, the next group of boats to pass, the next race. Do it with a good attitude and even when you don't do well, you can enjoy the great experience of being with friends on the water.

7. Proper equipment doesn't mean spending a lot:

Even if you are borrowing a boat, you may need to buy some items for safety and performance. Make sure the boom bridle is within 4" of the boom so as not to trap a sailor's head. This may require simply retying, but possibly a new piece of non-stretch line.

Invest in at least two good bailers. Good, proper bailers sell for \$5 to \$10 each and you will need two of them in your boat (keep an extra one handy too). Bleach bottles should not be accepted at regattas or for program use. Most are too flimsy to work and some are too large for a young sailor to handle. If we think of bailers as a safety and performance item and not as a convenience, this makes more sense.

Sailing gloves and proper footwear are personal items that can have great effect on a sailor's success. As the wind increases, so does the need for proper fitting gloves.

8. Rig it right:

Little good is a brand new \$400 sail if it's not tied on properly or you don't make adjustments to the sprit halyard, vang or outhaul while racing. An old blown out club sail could be sailed faster if properly trimmed. Take time to check and adjust all sail and corner ties each day. Ask your coach/parent to check your rigging, but remember, you should do the work yourself.

Before attaching the mainsheet... is it untwisted? Is your ratchet on? Is your bowline properly coiled and ready for action? Are your bailer lines tangled around the sheet? Is your new expensive wood/epoxy daggerboard facing the right direction? Will your rudder stay in for the whole race without popping out? Little things can be very aggravating and can cost you many places.

9. Be a good sport:

Sure, this means knowing and following the Racing Rules of Sailing, but it goes far beyond that. Being a good sport means not blaming others for your misfortune. (Sadly, many parents have forgotten this. They tend to blame race committees, coaches, equipment, etc. when things don't go the way they had hoped. You may need to remind them "it's only a game!" and we are all here to have F-U-N!

If you stop and analyze the misfortune, usually you will learn a great lesson that will help you in future races. This is one of the best secrets of the professionals! What can we learn from a broken mast step? That gear can fail, especially under heavy use. When was the last time you really took a close look at you mast step?

10. Have F-U-N:

Always, above all else... remember that we do this to have F-U-N. If it's not fun, we will likely find another way to spend our time and money. Psssst! ... all the things above help make it F-U-N!

May be reprinted with credit to: Tom Coleman
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Tool Kits for Jr. Regattas

The Golden Rule: Sailors are thieves ... accept that this is so, know that your tool box will be empty at the end of the summer and move on. Oh, yeah and your father was wrong, cheap tools will do just fine and you don't need the right tool for the right job.

The Coach Boat Tool Kit (the minimalist view)

Tools:

1. Hammer, often forgotten, always needed.
2. Needle Nose Pliers
3. Vice Grips
4. Screwdrivers, assorted, make sure you have short screwdrivers for Optimist mast steps
5. Knife
6. Tape Measure
7. Multitool (see the Golden Rule, this your back up)
8. Sandpaper (mostly for rusted terminals)
9. Fire, any kind, bigger is better.
10. Mini Hack Saw
11. Tin Snips
12. Adjustable Crescent Wrench
13. Small Cable Cutter (a great safety item)

Materials:

1. Duct Tape (Duh!)
2. Rigging/Electrical Tape (Don't tell West Marine they're the same thing)
3. Super Glue (the only thing that can possibly dry fast enough to make a difference on the water)
4. 10' of 3/16 Bungee
5. 1 Minispool of 3mm Vectan Line (can replace almost anything on almost any boat)

Parts:

1. Vanguard Part 20044, 420 Spinnaker Sheet (the longest line on the boat)
2. Vanguard Part 20-90-0, Black Universal (standard on Laser and 420)
3. Optiparts Part EX652950, Releasable Universal
4. Optiparts/Optimax Mast Step
5. Optiparts/Optimax Sprit Halyard with blocks
6. Optiparts/Optimax Hook in Block
7. One of every kind of stern plug your club uses
8. Cotter Pins, Ring-Dings and Pins
9. Assorted Stainless Screws and Bolts

10. Optimist Sail Ties
11. Optimist Wind Indicator (or a wire hanger in a pinch)

Other:

1. Adhesives: See Duct tape.
2. Fiberglass Repair: See Duct Tape.
3. Sail Repair Tape. Possibly but, Duct Tape will do just as well and won't make you think the sails don't need to go out for proper repair.

On Land (the advanced class)

This should go to the regatta but, should stay on land.

Tools:

1. Drill (I say plug in, not cordless)
2. Drill Index (Duh)
3. Wet Sanding Paper
4. 5 Minute Epoxy
5. Clamps
6. Propane Torch, with Lighter

Theory:

No tool kit is ever complete, no matter what you bring, eventually you'll need the one thing you didn't bring. The key is to bring the few things that will get you to end of the day, and the end of the day only. Remember the Golden Rule, anything you put in the kit will be lost/borrowed/stolen. If you can get through the day without it, don't keep it in the kit, keep it under lock and key at the club or safe on the shelf of your local dinghy dealer. A knife, a hammer, duct tape and a length of line can fix almost anything on a small sailboat, so keep it simple.

Maximize what you can do with minimal resources. A spool of 3 mm Vectran cost \$25 and can be: sail or corner ties, a 420 forestay, side stay, trap wire (with handle and leader), main, jib or spinnaker halyard, topping lift, boom vang, mast step The list goes on. On the other hand, sail repair tape has only one use and doesn't travel well once it's wet.

Don't try to make major repairs at the regatta. If your boat gets holed, duct tape it. Don't try a "slap job" repair with glass and resin, don't pack it with Marinetex. Unless you're a professional, you won't effect a repair that's any better than the duct tape and you'll make a proper repair more costly and more difficult. Any regatta that's so important that you would risk making the damage worse is almost always supported by professionals, let them help you.



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Team Racing – An Overview

By Ian Burman

What is team racing?

Team racing is a fast, exiting and competitive sport. Widely spreading in the collegiate, high school and club levels, team racing is becoming more and more popular with all types of sailor. Team racing is typically conducted between teams of three or four evenly matched boats. The team with the lowest combined score at the end of the race is declared the winner. If the two teams tie, the team that contains the boat which finished first is declared the loser. This scoring system requires the top sailors on their teams to slow opponents and help their teammates to move up in the fleet. It also keeps everyone in the race until the finish, as every point could be the difference between winning and losing. The fast paced and constant action leads to a very interesting and fun race.

Why team race?

Team racing teaches a thorough grasp on the fundamentals of sailing. Successful team racers employ excellent boat handling, an intricate understanding of the rules, a heightened grasp on course positioning, and superb boat speed. Team racing challenges the top sailors in the fleet by forcing them to help slower teammates while keeping the race exciting for the weaker sailors by giving them a chance to be a part of a winning effort. The teamwork and communication that is necessary in the sport develop a camaraderie and team spirit that is unmatched in any other type of sailing. Even for those who primarily fleet race, practicing team racing will make them much better sailors. Team racing teaches skills which are extremely valuable to any sailor.

How do you I teach it?

The first concept of team racing that must be conveyed is determining whether your team is winning or losing. This concept is often stressed by combinations. A winning combination is one where your team's positions add up to a lower number than the opposing team's. Another way to teach this concept is through magic numbers. If your team has fewer total points than the magic number, you are winning. The magic number in three on three team racing, for example, is 10. Once a sailor knows whether his or her team is winning or losing, he or she has a better chance of knowing what must be done to help the team ensure victory.

The next step in learning to team race involves learning the moves that can be used to help the team. Common team racing moves include the pass back, the mark trap, and balancing. Learning these moves encourages a thorough understanding of the rules, the wind, the boat and the fleet. To teach the moves and the combinations effectively, an ample amount of classroom time must be combined with time of the water.

Once a sailor knows the moves, the next step is learning when and how to use them. Moves are used to achieve a stable winning combination or break up an opponents winning combination. A stable combination is one where losing team is unable to use a

single move to break up the winning combination. Stable combinations require that the winning team has at least two teammates together in the fleet so that the other team cannot attack one boat without risking losing the other. The stable winning combinations in three on three team racing are the 2,3,4 and the 1,2,x.

When the team knows the goals of the race, plays can be taught to keep the teammates on the same page and working for a single goal. For a play to work effectively, every sailor on the team must know what play is being run and what his or her role is in the play. Communication is key in running plays effectively. Some of the best teams will have complete playbooks which address every possible situation that can be encountered on the course and spend hours on end discussing various plays and possibilities, making sure the team is ready for everything. This approach is the most advanced form of team racing and should only be attempted after the fundamentals are mastered.

How do I get involved?

Team racing generally occurs in two forms – the match and the regatta. In a match, two teams get together and race a series of races, with the winner of the most races winning the match. In a team race regatta, any number of teams can get together and race in round-robin formats where a team will compete against all of the other teams in the regatta. The team with the best overall record is declared the winner. Some larger regattas will use more complicated formats, including separating into leagues and championship brackets to facilitate getting in all the necessary races to determine a champion. While some events are held at large venues with provided fleets of evenly matched boats, many events are run on a bring your own boat basis, making the logistical concerns much less daunting.

To race in a match, all one needs is two teams and someone to run the races. Teams can come from schools, clubs, sailing organizations or just groups of enthusiastic sailors. Once there are a number of teams in an area, a league can be formed where the teams can get together and race matches often with the other teams. In this way, team racing can become very accessible and understandable to those who are familiar with other team sports.

To race in a regatta, all one needs to do is assemble a team and show up. A comprehensive list of team racing regattas is compiled annually by the United States Team Racing Association and is available on their website www.ustr.org. This website also has a forum and email list that can assist in those who are looking for a team to race with. Many regattas are now using a random team format that will pair the sailors up to develop evenly matched teams. Some areas are also engaging in pick up team racing where a course will be set and anyone is welcome to come out and get in on the action. It has never been easier to get involved in team racing than it is right now.

Team racing is the wave of the future in sailboat racing. Once limited to collegiate and high school teams, it is now sweeping the club and junior landscapes of America. With the recent increase in access to the sport, now is the time to get yourself and your program involved in team racing.

Laser Outhaul and Cunningham Rigging Upgrades



Kit includes

Laser Class approved cleat base and cleats
Laser Class approved block base and blocks
Stainless steel fasteners (4)
Mast retaining line, yellow (1)

For the cunningham

Double blocks with becket (2)
Pre-stretched line (13')
Spectra line, gray (3')
Shackle (1)

For the outhaul

Single blocks (2)
Pre-stretched line (13')
Spectra line, gray (8.5')

Install the Cleats and Blocks

1. Unscrew the existing cunningham fairlead and cunningham clam cleat. Remove any old caulk from these holes.
2. Using the shorter fasteners provided, screw the block plate into place using the existing holes for the fairlead. Dip the screws in a silicone sealant before installing.
3. Using the longer fasteners provided, screw the cleat base into place using the existing holes for the cleat. Dip the screws in a silicone sealant before installing.

Rig the Cunningham

1. Shackle one double block to the boom vang tang replacing the pin that is currently used for the vang cleat block or vang swivel. This pin will go through the shackle and the vang.
2. Tie one end of the Spectra line to the becket of that block.
3. Feed the other end through the tack cringle and tie it to the bail of the other double block.
4. Tie the pre-stretched line to the becket of the upper double block and lead the rope through the double blocks.
5. Finally lead the end of the line down through one of the blocks on the block base and then through the cleat on the same side. Tie a stopper knot.

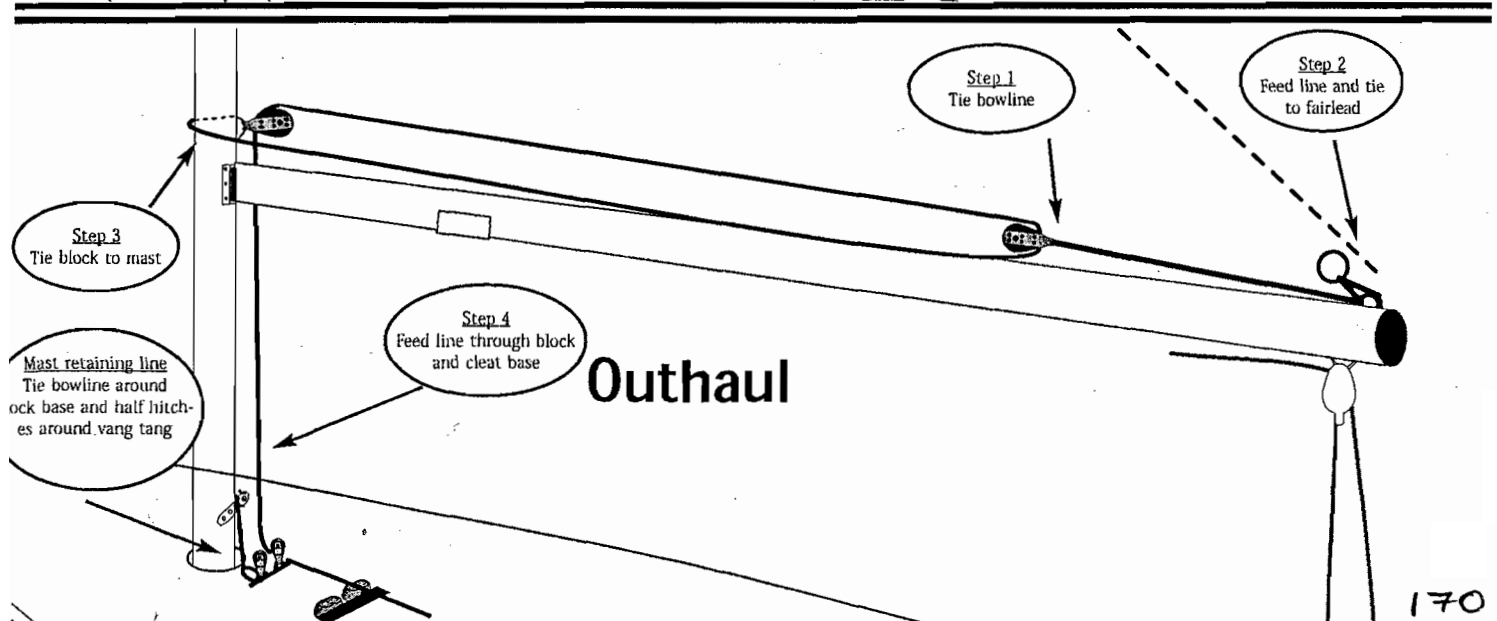
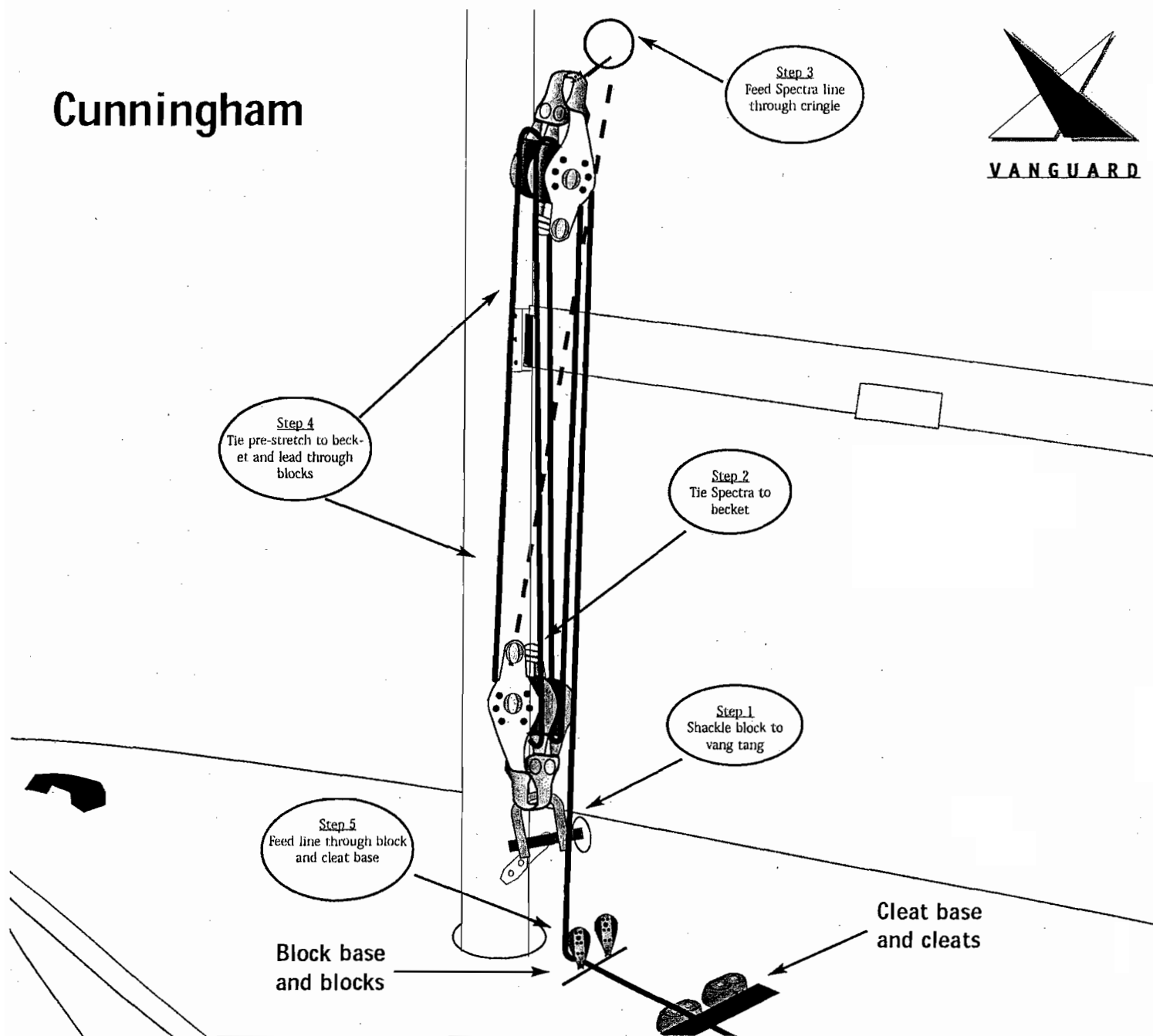
Rig the Outhaul

1. Tie the Spectra line to one single block.
2. Feed the other end of the Spectra line through the outhaul fairlead, through the cringle in the clew of the sail and tie it to the outhaul fairlead using a small bowline to keep the knot as close to the fairlead as possible.
3. Lead one end of the pre-stretched line through the bail of the other single block. Loop the tail around the mast above the gooseneck and tie a tight bowline capturing the block.
4. Lead the tail of this pre-stretched line back through the aft single block, forward to the block tied to the mast, down through the block base and through the cleat. Tie a stopper knot.

Mast retaining line

The Laser class rules state "To secure the mast in the event of a capsize, a loose retention line shall be tied between the block base and the vang tang." We have included a piece of line for this purpose.

Cunningham





Vanguard Sailboats Club 420 Coaching Manual

By Dave Kirkpatrick

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- 3) Sailing The Boat
- 4) Boat Maintenance

1) Introduction To The Club 420

The Club 420 was essentially born in 1977 when Yale Corinthian Yacht Club delivered to Vanguard an order for 24 420's, to be built of a more rugged hull lay-up than the existing International 420's. The Yale sailors recognized the 420's fine sailing characteristics, but were frustrated by the boat's fragility in the hectic college sailing environment. To go along with the rugged hull construction, the Yale sailors specified a more durable untapered spar for these boats.

As more and more sailors were exposed to the Yale boats, demand for them grew. The boat's durability struck a chord with junior program organizers, who approached Vanguard with the idea of rigging a College 420 with spinnaker and trap gear to be used in their junior programs. This boat caught fire in New England, with several hundred appearing in junior programs, especially in Massachusetts.

Doublehanded junior sailing in the US was fragmented with many different boats. All of the boats in other regions lacked the cost effectiveness and durability of the Club 420, and soon other regions decided that the Club 420 fit their needs and adopted it.

Currently, Club 420's are sailed in every area of the country. They are used in every major junior and youth championship in the US, as well as countless other regional championships. Fleets of over 100 boats are common throughout the East Coast, and the boat's popularity as a junior trainer continues to spread.

2) Setting The Boat Up For Sailing

A large part of the Club 420's popularity comes from its simplicity. The boat is easy to rig.

Most sailors have found that the mast step, which is the only major setup component not adjustable on the water, should be in its forward most position. This puts the mast in the best position for a balanced sail plan.

Beyond the mast step position, all other adjustments can be made on the water.

3) Sailing The Boat



Sail Trim

The one area in which sailors used to other boats may get tripped up is the mast rake. It is usual to set most boats up with make rake such that the boom is parallel to the water or sloping slightly down from the gooseneck. Not so in a Club 420. The starting point for light to medium winds is with the boom sloping up slightly from the gooseneck. It looks dopey but it's fast. This allows greater pointing, as it allows the jib leech to be tensioned properly, and also contributes to a balanced helm. Only when the sailors are actively looking to depower the rig should the mast be raked aft. The shrouds are normally pinned $\frac{1}{2}$ hole down from the top on the standard Vanguard shroud adjuster. This position works from drifting conditions until the crew is flat out on the wire. Advanced teams should be encouraged to change their shroud lengths on the adjusters as conditions change.

The forestay is only under tension when the jib is down. With the jib raised, the luff wire inside the jib will act as the forestay. The tension of the jib halyard thus becomes a key aspect of tuning. The most successful setup usually has the jib halyard tensioned so that the leeward shroud is *just* beginning to go slack when sailing upwind. The leeward shroud shouldn't be loose, it should just have a little slack in it. As you go from very light air to full trapezing conditions, you will pull the jib halyard about 2" to keep the correct amount of rig tension. In flat water, more rig tension can be used. In big chop, try keeping the rig just a bit looser than normal.

As the breeze comes on, you will need to drop the shroud pins down on the adjusters. When the boat begins to plane upwind, the shrouds should be dropped down 1 hole on the adjuster. In fully overpowered conditions, the pins go down another hole from there. The more powered up the boat is, the tighter you can pull the jib halyard. In overpowered conditions, it will be hard to pull enough jib halyard tension on.

The only other major setup thing is the mainsheet bridle. Class rules allow the block mounted on the traveler bar to be removed from the traveler bar and attached to a bridle. The bridle allows the boom to be trimmed closer to the centerline of the boat, radically increasing the boats pointing ability. The bridle must be length adjustable to accommodate the different boom heights at different mast rakes. We suggest a bridle with two loops in each end (see diagram), which you use to adjust the bridle's length and thus the traveler block's height. The bridle is attached to the brackets that hold the traveler bar to the boat by means of .25" x 1.25" fast pins. As the mast is raked back, the traveler is shortened by pinning the short loop to the bracket. We haven't yet found the magic number for traveler bridle length, but if the leeward section of the bridle is loose, the bridle is too long. This destroys your pointing ability. The bridle is the perfect length when the two sections are equally tensioned when the mainsail is trimmed for upwind sailing. It is far better to have the traveler bridle too short rather than too long. A bridle that is too short will allow you to trim with adequate leech tension, but the boom will be slightly off of centerline. A bridle that is too long will both put the boom off centerline and prevent you from getting proper leech tension. A loose mainsail leech is perhaps the biggest detriment to upwind speed and pointing in a Club 420.



Assuming the mast is raked and tensioned correctly and the bridle is the correct length, getting good speed out of a Club 420 is relatively easy. Club 420 races are generally won with good upwind pointing rather than speed, as the boat doesn't seem to speed up drastically by footing

Jib trim is unique in a Club 420 in that you will normally trim both sheets when going upwind. This is because the jib lead position is so far outboard that it must be brought in with the weather sheet for good pointing. Begin by trimming the leeward sheet hard enough so that the foot has a fairly flat draft, then pull between 2 and 4 inches of weather sheet (2" in very light air or big chop, 4" in medium breeze and flat water). Finally, give a second, small trim on the leeward sheet to prevent excessive twist. As the breeze continues to build, the weather sheet gets used less and less. When you are really overpowered, don't use the weather sheet at all. Trimming the jib to its natural lead provides the correct angle of attack for planing upwind. Many boats use outboard leads to pull the jib lead out when the breeze is on - the 420 does just the same thing in the opposite way, pulling the lead in for lighter air.

Mainsheet trim is pretty basic. In very light air, you will trim the main so that the top batten telltale is nearly constantly flowing. It should stall every once in a while so you know you are not under trimming the sail, but it should flow regularly. Trimming too hard kills speed, too soft kills pointing. As the breeze comes on, you will start to stall the top batten telltale. When both sailors are sitting on the rail, beginning to hike, the telltale should stall about 30% of the time. When you are beginning to use the trapeze, the mainsheet should be pulled very firmly. The batten will stall regularly. This is good for your pointing and will not hurt speed. As the breeze really comes on and you are raking the rig back, you will notice that the top batten telltale flies nearly constantly no matter what you do. Trim the mainsheet as hard as you can, and the boat will go faster and point higher.

The next major adjustment beyond the sheets is the vang. Upwind, the vang tension equates pretty closely with wind speed. In light air, use light vang. In heavy air, use heavy vang. In really heavy air, pull the vang on until it is quite firm. The goal in heavy air is to allow the mainsheet to be eased in puffs with the vang tight enough so that the boom doesn't rise at all as the mainsheet is eased.

The outhaul is not as important on a 420 as it is on some other boats. It should be fairly firm in light air, a little looser in medium air, especially if there is chop, and it should be firm in big breeze. The outhaul controls the depth of the lower third of the mainsail. If it is too loose in light air, the flow over the lower third of the sail will constantly stall. This is the most common outhaul mistake.

The cunningham is really not that critical in a Club 420. If you are overpowered, pull it on. Otherwise, the mast is so stiff that the cunningham is not needed to pull the draft forward. When you pull the vang on hard, the mast will bend a bit and there will be small wrinkles



coming back out of the mast onto the main. Pulling the cunningham will iron out these wrinkles. The cunningham is only used when the boat is fully powered or overpowered.

Downwind sail trim is relatively easy. The outhaul gets eased about 3" and the cunningham is eased completely, whether you are reaching or running. On a reach, the vang will be kept about where you had it upwind. On a run, the vang is eased to the point where the leech is just tensioned. It is a bit hard to describe, but if there is a hard angle in the leech at the top batten, the vang is too loose. If you pump the boom with your hand and the leech is floppy, the vang is too loose. The leech should be a fair curve while running.

Spinnaker trim is in and of itself a huge topic, and the Club 420 follows every basic rule you have ever learned. One thing that most Club 420 sailors leave out of their spinnaker trimming routine is the pole height adjustment. It is rather critical. On a run, the pole should be high enough so that the clews fly even. On a reach, the pole should be lowered. This moves the draft of the kite forward into a more powerful reaching position, and more importantly opens the leech. The open leech helps you speed in two ways. First, it reduces drag. This is important. Second, it allows better mainsail trim as the air flowing out of the kite will be flowing straight aft as it should be and will not be directed right at the mainsail. Another common mistake in spinnaker trim is allowing the spinnaker pole to hit the forestay. This causes a loss of pointing and speed. The pole bends around the forestay when it is allowed that far forward, which causes the leech to hook badly, which is what we are trying to avoid by reaching with the low pole. It also causes the spinnaker to get more full, which radically reduces top end reaching speed. The spinnaker pole should ALWAYS be kept off the forestay.

On a Club 420, the jib stays up when you are going downwind. The jib should generally be under trimmed just a little bit compared to what it would be if the spinnaker were not up. If the jib is over trimmed, it will cause the kite to be extremely finicky to trim. The jib should not be luffing, but it should definitely be breathing.

Body positions and technique

The first fundamental rule of 420 sailing is that you must keep the boat flat. Everything works better when you are flat – the hull's footprint in the water is minimized, the projection of the sails is maximized, the efficiency of the foils is maximized and the helm is neutral. The 420 rudder is so large that any extra rudder movements radically hamper your boatspeed.

Upwind, it's important to keep the weight concentrated in the boat. The skipper and crew should be together at all times. In light air, this will mean both sitting forward in the boat, with the skipper entirely in front of the traveler bar. In more moderate air, the skipper will move aft until she is straddling the traveler bar and the crew is just forward of her. In heavy air, the skipper will be entirely aft of the traveler bar, and the crew's back foot (the crew at this point is on the wire) will be up against the driver's thigh.



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The point at which you optimally start to trapeze is dependant upon course length. Getting out on the wire initially costs a small bit of height, which on a shorter course could prove disastrous. There is no doubt that using the trapeze to keep the boat absolutely dead solid flat is the fastest way to get upwind in the absence of other boats, however on a crowded short course you may find that your tactical options are better served by hiking and pinching. In any case, it is absolutely critical that the Club 420 be sailed flat upwind. If you are heeling, you are not going as fast as you can.

In very breezy conditions, it will pay to raise the centerboard slightly going upwind. Probably a Club 420 race would not be held in conditions requiring the board to go more than 1/3 of the way up, but you never know. Raising the board does three good things when you are overpowered: it decreases heeling force, it moves the center of lateral resistance aft which balances a raked rig, and it decreases drag. All of these things will be a big help in monster breeze.

Tacking a 420 is one of the most basic skills in sailing. Turn the boat slowly into the wind, keeping both sails trimmed in. As the jib goes into a full back, both sailors should roll explosively. As the boat comes over on top of the sailors, the jib gets uncleated and the sailors get to the other side of the boat to flatten it on the new tack. As the crew is crossing the boat, the old leeward jib sheet is released and the new leeward sheet is trimmed in. The jib should not be luffing at any point during the tack. It goes from full on one tack, to fully backed, to full on the new tack. As it gets windier and windier, the roll becomes less explosive. When the crew is on the trapeze, the roll is so small that it is barely detectable. The force of the breeze performs the roll for the crew and the most important body movement is getting across the boat and flattening it completely and immediately out of the tack.

Downwind technique revolves around getting the crew in a position where he can see and trim the kite effectively. On a run, the driver will sit to leeward with the crew on the weather tank. It is important, particularly in light air, to keep the crew weight rather far forward on a run. The fore and aft positions on a run should closely relate to the upwind position for the same breeze. Sinking a 420's transom in light air is fantastically slow.

On a reach, the same fore and aft weight philosophy applies - move aft as the breeze picks up. In light air, both skipper and crew will be trying to move their weight into the center of the boat. In extremely light air, it can pay for the skipper to sit to leeward, allowing the crew to sit to weather and see the kite. The fore and aft position when trapping on a reach is exactly the same as for going upwind, however, skipper and crew will be moving fore and aft surfing the rail in waves.

The centerboard is an often underestimated and underutilized control. Downwind, it goes right up so that there are only a few inches of the leading edge exposed. On a reach, the board position can have a huge effect on your speed. When you are just at the point where the crew is trapping, the board should be far down - only about 1/3 of the way up from the full down position. In this position, the board will power the boat up and allow the crew to



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get on the wire earlier. The power that the board gives you in this circumstance far outweighs the drag it causes, and a boat with the board down and the crew out on the wire will blaze away from a boat with the board up and the crew on the rail.

Setting the spinnaker is straightforward. The Club 420 rules prohibit a long hiking stick which would allow the driver to set the pole while the crew drives from the wire, so the pole gets set after the rounding. On the best sets, the boat is turned onto a run, the driver pulls the halyard up and begins dragging the guy back, with the guy having been placed in the reaching hook prior to the set. The sheets are marked so the driver knows when the sheet is aft to the point where the pole will be just off the forestay. In the meantime, the crew is setting the pole. The pole is always set the same way. First the outboard end is clipped to the guy, then the topping lift hook goes on, and then the pole is clipped to the mast. This allows the crew to do all of his work without reaching anywhere. If the boat is going to turn up to a reach, the driver cleats the guy at the maximum pole forward position, and reaches for the sheet. As soon as the crew has the boat set, he grabs the sheet from the driver and positions his weight for the conditions. If the leg is a run, the driver continues pulling the guy aft until the crew is able to take the guy after grabbing the sheet. At the point where the hand off of the guy is made from helm to crew, the skipper should make her way to leeward and sit on the tank as the crew sits on the weather side of the boat.

4) Boat Maintenance

The Club 420 is cared for just like most other boats. It should be hosed off with fresh water after each use. Optimally, it is then covered. The spars and all fittings should be doused with lots of fresh water as there are stainless fittings attached to aluminum tubes and this will cause corrosion if salt stays on these parts. The rudder should also be hosed liberally after each use. Spray water down the centerboard slot to get any contaminants out of there, as they will scratch the finish right off the centerboard. I also like to use McLube on the board and inside the case to make sure these surfaces stay as clean as possible.

Empty all tanks and make sure the inside of the boat is dry. Water left standing in the boat will rot the centerboard pivot assembly and has a generally negative effect all over your boat.

The sails should be rolled after every use. The main gets rolled from the top batten down, the jib from the head down. The spinnaker should never sit wet in the bag overnight. Dry it as best you can without having it bake in the sun (UV and flogging are the two worst enemies of a sail) and flake fold it.

All fittings should be checked regularly. Areas to pay particular attention to are the shrouds and trap wires (check for broken strands and rust at the terminals), and the tiller extension (if your universal joint breaks, your race is as good as over).



Vanguard Sailboats Optimist Dinghy Coaching Manual

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1. Introduction To The Optimist Dinghy

The Optimist Dinghy is the only ISAF Class exclusively for sailors under the age of 16. It is popular throughout the world, with particular concentrations in Europe, North America and South America. It is widely thought of as the worldwide junior training boat.

Each year, the USODA hosts a National Championship, usually with over 200 entries. There are also myriad regional championships, as well as a Trials in which the World and European Championship teams are selected.

The Optimists strengths are its worldwide popularity, how easily young kids can sail it, its durability and fairly low cost. If the Optimist has a weakness, it is that kids much larger than 120 pounds quickly become less competitive than they were when they were younger and smaller.

2. Setting The Boat Up For Sailing

Required Gear. The Optimist Class Rules require that certain gear be on board the boat for racing. All of the required gear is oriented toward ensuring safety and should be required for each sailing session.

Bailers. Each boat must have a bailers tied into the boat, with a minimum capacity of one liter. Most sailors use two one-gallon plastic water pitchers, which are cheap and available at any Optimist dealer and most supermarkets. Optimists take on lots of water when sailing and sailors should be taught to bail their boats dry all the time.

Bow line. Each boat is required to have a floating bow line of at least 5mm in diameter and 8m in length, which must be tied either to the mast thwart or to the mast step. Most sailors tie this line around the mast step, then lead it up through a loop of string tied through the bow hole, then coil it and stuff it under the lip of the bow rail, where it is ready at a moments notice. It is important not to put the bowline through the bow hole in the gunwale, as the hole will chafe the bow line and may cause it to break. Also, it's very



important that the bow line float, as this will prevent it from getting stuck in the propeller of the coach boat – at minimum a big hassle, and potentially a catastrophe.

Daggerboard tie-in line. The daggerboard must be tied into the boat with a line. Optimist daggerboards have a hole drilled in the top for this purpose, and the boats have an eye on the forward part of the trunk for tying the line to the boat. This line prevents the daggerboard from floating away in a capsize. This line should be thin – 2 or 3mm is fine.

Mainsheet quick release. The mainsheet block system must have a quick release connection so that the blocks can be easily disconnected from the boom bridle, allowing the sail to pivot freely in a squall or other emergency. Many quick release hooks and carabiners can snag life jackets, dangerously clipping the sailor to the boat. Either use a hook, which must be positively opened, or slip a film canister over the hook to prevent unwanted clip-ins (see appendix).

Mast tie-in line. The mast must be securely tied into the boat at the mast thwart. Optimists are supplied with an eyestrap forward of the mast on the mast thwart for this purpose. Attach a piece of 2 or 3mm line to this eyestrap using a luggage tag loop, then wrap the ends of the line around the mast above the vang cleat, tying the ends of the line together with a square knot in the front of the mast. This line is the only thing that holds the mast in the boat in a capsize. If an Optimist capsizes without a mast tie-in line, the mast will either be lost or will fall out of the step, likely causing damage to the mast thwart. Some suppliers have come up with collars that clamp onto the mast below the mast thwart. These are convenient, fairly foolproof, and easy to use.

Sail Controls. Optimists have a unique sail plan that must be approached properly in order to get it to work effectively.

Sail ties. Class rules require that each grommet of the sail must be tied onto a spar, such that the grommet is not more than 10mm away from the spar to which it is tied. Practically speaking, it is impossible to get the sail set up satisfactorily without having each grommet tied to a spar, and 10mm is almost always way too much distance between sail and spar (see Advanced Tuning and Sailing Techniques section). All sail ties should be checked each day to make sure that lines are intact and knots are secure.

The corner ties are the most important. Sail ties at the masthead, tack and clew should be doubled up. Pieces of very thin (2 or 3mm) spectra line make very effective corner ties. Knots should be as tight as they can get - pull tails of square knots apart using pliers or vice grips to make sure the knots stay put all day.

It is absolutely critical that the boom tie at the tack always be tied at a consistent tension. This will allow the sailor to set up the boom preventer line (described below) to get the desired luff tension.



The diagonal tie from the head of the sail down ensures that the sail does not get too high on the mast. Each Optimist mast should have a pair of stripes on it, with a corresponding strip on the luff of the sail. The stripe on the sail must fall between the stripes on the mast. If the sail stripe is too high, the diagonal tie is too loose.

For all of the other sail ties, 2 mm spectra or polyester cord work effectively. The mast ties should be made quite tight, but not so tight that they prevent the sail from rotating freely on the mast. The boom ties should leave about a 5mm gap between the sail and the boom, so that the sail will slide along the boom when the outhaul tension is changed.

Sail ties along each spar should be tied at a uniform tension. This puts the sail's designed shape into the sail and allows the sail to work better. See exceptions to this statement in Advanced Tuning and Sailing Techniques Section.

Sprit. The sprit tension controls sail depth and leech tension. The sprit should nearly always be tensioned so that there are no wrinkles in the sail running parallel or perpendicular to the sprit. If wrinkles run parallel to the sprit, it is too tight. This results in a flat sail with an over tensioned leech. Wrinkles running perpendicular to the sprit indicate that it is too loose. The sail will then be too full, with an overly soft leech. When the sail is luffing, a properly tensioned sprit will appear somewhat too tight. As soon as the sail is trimmed in, the sail will appear correctly tuned. More sprit tuning tips appear in the Advanced Tuning and Sailing Techniques Section.

Outhaul. Most current Optimist sails are designed for a fairly loose outhaul. The foot of the sail will show significant scallops between grommets in all but the windiest conditions. Generally speaking, the outhaul should be gradually tensioned as the wind speed increases, but should never get tight enough to remove all scallops until the sailor is fully overpowered.

Vang. The vang is mostly used to hold the boom down while reaching and running. It is also used to pull the boom down and tension the luff of the sail for upwind sailing. In light air, the vang should be loose but cleated. In medium air, vang should be tensioned such that there is no slack in the vang when the sail is trimmed to the corner of the boat for upwind sailing. In heavy air, the mainsail should be over trimmed, and then the vang should be tensioned and cleated. This will keep leech tension when the sail is eased for puffs going upwind, and will give the sailor much better speed and control on reaches and runs. Most downwind capsizes in windy conditions result from a vang that is too loose.

Boom Preventer. The boom preventer is an important and underutilized sail control. The boom preventer is tied to the boom jaws and is looped over the peg on the front of the mast. It prevents the boom from sliding down the mast and tensioning the luff of the sail. Mainsheet trim and vang tension both pull the boom down on the mast. This has the same effect as pulling the cunningham on a normally rigged boat. In light air, the preventer holds the boom up and keeps tension off the luff, giving the sail appropriate draft position and leech tension. In heavier air, the preventer line is progressively eased until the luff of



the sail is fully tensioned for overpowered conditions. Instead of adjusting the length of the preventer line by retying knots, simply twist the line before hanging it over the peg. More twists give a tighter preventer line for light air, less twists let the boom hang down for heavier air.

Tying the boom tack tie consistently allows sailors to reference the number of twists they have in their preventer to replicate fast setting for each condition.

Boom Bridle. The boom bridle should be quite tight. Class rules mandate that it must hang down from the boom no more than 100mm. Most top sailors sail with their boom bridles quite a bit tighter than this. A tight bridle simply gives the sailor more clearance under the boom during maneuvers.

Mast Rake. Optimists have a fore and aft adjustable mast step. Sliding the step forward moves the sail aft, increasing rake. Sliding the step aft does the opposite. Mast rake is measured from the aft edge of the top of the mast to the aft edge of the transom rail at the centerline. There are many different philosophies on rake, but there are several simple rules that seem to work best. First, the boom should be roughly parallel to the water. If the end of the boom is pointing up, the step is probably too far aft, and vice versa. Second, if the sailor is pointing well but has poor speed, the step is probably too far aft. If the sailor has great speed and poor pointing, the mast is probably raked too far and the step should be moved aft. Third, a larger sailor will require less mast rake than a smaller sailor. Generally, mast rake measurements will fall between 108" for a small sailor in heavy air to 114" for a heavy sailor in light air. Remember that small changes in mast step position make big changes in the mast rake. Changes to mast step position should be done in very small (no more than 1/4") increments.

Mainsheet Trim. Trimming the mainsheet on an Optimist sail is very straightforward when the other controls are set properly. Upwind, the sail should be trimmed so that it is over the leeward corner of the boat. It can be eased out marginally (1" to 2") from this position in light air or in overpowering puffs. The sail can be trimmed harder than this for short periods of time in medium to heavy air to increase pointing ability.

Downwind, the sail should be eased right out so that the boom is perpendicular to the centerline of the boat. In light air, it can be eased an inch or two past perpendicular so that the sail will stay out when the boat is heeled to weather. In heavy air, slightly over trimming the sail will give better control.

For reaches, the sail should simply be trimmed correctly for the course being sailed. The sail should be eased out so that it just begins to luff, and should then be brought in just enough to stop the luff. Mainsheet trim on a reach is a constant and very dynamic act.

3. Sailing The Boat



Once you have become familiar with the idiosyncrasies of the Optimists unique sail plan, sailing the boat is a very straightforward affair. Just like in all dinghy sailing, most of the techniques involve effective body position, stance and boat handling.

Upwind, the boat should be sailed quite flat. Heel slows an Optimist down. The bottom of the boat should be kept flat to the water. This will allow the blades and sail to work most efficiently. The bow of the boat must be kept from digging into the water. In light air, the sailor should sit up against the main thwart in a compact, athletic position. In heavier air, the sailor may need to move further back along the rail in order to keep the bow clear of the water.

When overpowered, in addition to depowering the sail using the sail controls, small sailors can lift up their daggerboard up to 3". This will help them keep the boat flat and sail faster.

Hiking strap tension is a matter of some individual preference, so strap length should be modified for each sailor's preference. Top international Laser sailors have developed a technique of hiking off the toes, which is proving to be extraordinarily effective. Optimist sailors should be encouraged to develop this technique from an early age.

Sailors should always be encouraged to tack facing forward. Tacking facing aft takes longer, makes the hand switch more difficult, and forces that sailor to momentarily sail blind.

Downwind, the boat should be heeled aggressively to weather. This reduces wetted surface, balances the helm and gets the sail up in the air. The board should be raised so that there is almost no daggerboard in the water. Of course beginning sailors will need to have some daggerboard down downwind for stability. Sailors should be absolutely forbidden from holding onto their daggerboard downwind. While this is a natural and comfortable position, it is a bad habit. Simply, when the boat rolls to weather, the proper technique is to trim (or pump) the mainsheet. This will curtail the roll and help the boat accelerate. Having the sailor pull him or herself in using the daggerboard usually results in the mainsheet being dropped, the pull on the board pulls the boat further over to windward, and there is a complete loss of control. Holding onto the daggerboard downwind is a bad habit that should not be allowed to develop.

On a reach, the boat must be sailed flat, with the board somewhere about halfway up. With the board too high, the boat will sideslip and "wash out" in the chop. If the board is too far down, the excessive wetted surface will slow the boat down. The correct board height gives minimum wetted surface yet prevents sideslipping.

Sailors should be taught to give the mainsheet a sharp tug while gybing. Most botched gybes are caused by a lack of commitment to the gybe. Pulling the sail right over will solve most gybing problems.

4. Advanced Sailing and Tuning Techniques

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Beyond the basic techniques of Optimist sailing, there are many specialized sailing and tuning techniques that will help sailors begin to get the most out of their boats. These are described below in no particular order of importance.

Roll Tacks and Gybes. Roll tacking and gybing in an Optimist is really no different than in any other dinghy. The only real Optimist specific technique is that, when tacking, the hand switch should occur after the sailor has sat down or hiked out on the new tack. This allows the sailor to flatten the boat and get moving on the new tack as quickly as possible.

Sprit Adjustment. Most accomplished Optimist sailors will ease the tension on their sprits for downwind legs. This creates a deeper, more powerful sail and eases leech tension. The sprit should be retensioned after the leeward mark rounding. Adjusting the sprit causes about a ½ boatlength loss. This is easily made up (and then some) over the course of a long leg, but if it is done in a large pack of boats, it can cause strategic problems that will affect the rest of the race.

As wind conditions change during a race, sprit tension should also be modified. For example, if the wind comes up and sailors who had been sitting in the boat are now hiking, the sprits should be tensioned to create the proper sail shape for the new breeze.

While it is never beneficial to have an overly tensioned sprit, it can pay to keep the sprit tension a bit soft in light air. This will open the leech and promote good airflow across the sail upwind in light air.

In very strong wind conditions, it is useful to ease the sprit a bit in order to spill air out of the sail and make the boat more manageable. This technique should be used when the sailor is quite overpowered.

Sail ties. Adjusting the tension of different sail ties along the luff modifies the shape of the sail. The sail is designed with a certain amount of luff curve, which forces shape into the sail when it is tied onto a straight mast. By varying the tension of the top and bottom luff ties in relation to the middle luff ties, you can either flatten or deepen the sail.

Put simply, tying the top and bottom luff ties more loosely in relation to the middle, you make the sail flatter. By tying the middle luff ties looser in relation to the top and bottom luff ties, you make the sail deeper.

This type of technique should only be tried when the sailor is fully aware of his sail shape and has achieved mastery of all of the primary sail controls. The sails are designed to be set on the mast with uniform tension among all of the luff ties. For all but very exceptional sailors who have a prodigious understanding of sail tuning, it is best to stick with the sail's designed shape.

Boom Bridle Tail. Tie an intermediate tail about 4" long between the mainsheet blocks and the boom bridle. The quick release clip can be at either end of this tail. This tail allows the



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mainsheet to be shorter, and leaves less mainsheet in the cockpit to get tangled. This tail should be short enough so that the mainsheet blocks don't bottom out against the floor of the cockpit when over trimming the main in order to get the vang on.

Boom Bridle Safety Tie. Rig a line around the boom and through the boom bridle ring. This serves as a safety tie in the unlikely event that the boom bridle should break. This line should be just slack when the boom bridle is fully tensioned. In overpowered conditions this safety tie should be tightened, so that it, and not the bridle, bears the mainsheet load. This will encourage the boom to bend in the middle, flattening and depowering the sail.

Leeward Mark Roundings. Since it is fairly easy, and usual, to sail an entire run without gybing, most sailors approach the leeward mark on starboard tack. They should be taught to gybe onto port before they are turning around the mark. All too often, sailors get passed by a large pack because they are still in the middle of a gybe at the mark, unprepared for a proper rounding.

Downwind Wave Technique. This is perhaps the ultimate example of where time spent practicing pays off. When sailing downwind in waves, most sailors move to stabilize the boat just as they should be giving the sail a quick pump. Just as the wave lifts the transom, the main should be pumped. This cannot happen if the sailor is moving to stabilize the boat at this moment. World-class Laser sailors know that the boat that has flipped downwind most often in practice is frequently the fastest boat downhill. Optimist sailors hoping to become champions must learn to sail the boat aggressively downwind, and that crashing a lot in practice is often the best way to learn to go fast on the runs.

5. Boat Maintenance

All sail ties must be checked and, if necessary, retied every day. The boat should be washed completely with fresh water, with special attention paid to the daggerboard trunk and any metal fittings. All ropes and wires should be checked for wear, particularly the mast tie in line.

The tiller universal should be checked every day. Rope core universals provide a measure of protection against catastrophic failure, but they have a thinner rubber part which makes them ultimately less durable, and sailing on the rope core stinks. Bottom line is replace universals before they become a problem.

Racing sails should always be rolled, never left on the mast and hog-tied. Remove the sail from the mast and lay it flat down on the ground. Roll from the peak down to the foot, then store the boom and sail in a sail bag or other protective bag. Rolling the sail around the boom is popular, but causes creases in the sail. Rolling tightly around a form also has a negative effect on sail shape.

If the boat is kept clean and not allowed to bake in the sun, it will give good performance for a long time.

Everything you always wanted to know about Optis*

*but were afraid to ask.

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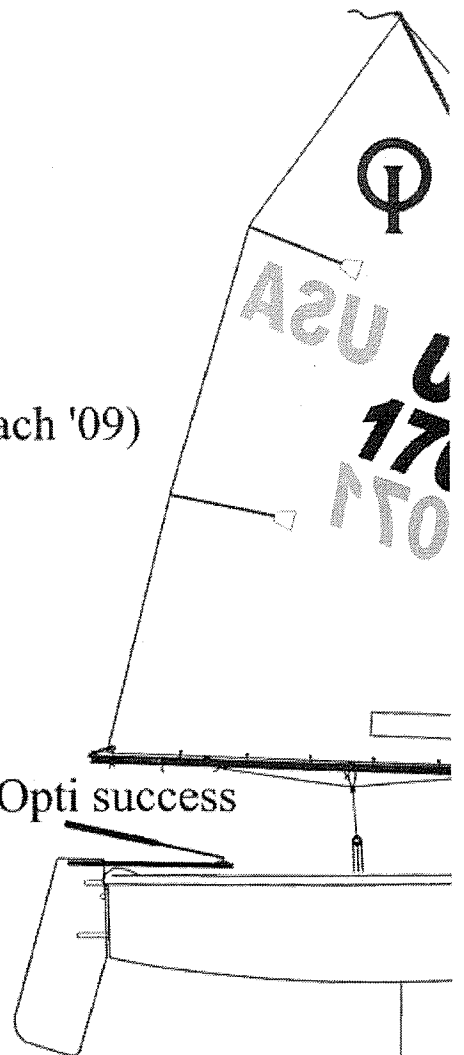
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Basic Opti Rigging

Tom Coleman
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Having been closely associated with the Optimist for over fifteen years, as Opti Pop, instructor, international coach, and manager at McLaughlin Boat Works and Optiparts USA, I have been privileged to work with thousands of young Opti sailors, their families and coaches. Most of the following came from them. Thank you one and all!

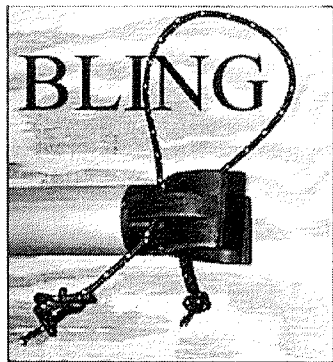
SETTING UP THE CLUB RIG:

The Club Rig for the Optimist is characterized by silver anodized spars (mast, boom and sprit pole) with eye straps at the masthead and sails that stay rigged on the mast. This is the basic set up for beginning Opti sailors and is the most popular rig for clubs, community programs, sailors just starting out and sailors who are not concerned with competing past the GreenFleet level.

The advantages are low cost, low maintenance, no pieces to loose and easy rigging. Disadvantages include that the sail is not easy to remove (so it stays rigged) and that the mast is considered not stiff enough for competitive racing, especially by heavier sailors.

The rig consists of mast, boom, sprit, and "B" pack or rig pack containing lines and small fittings. Add a sail and you're ready to begin!

Rig the Boom: bling, vang, outhaul, bridle, bridle preventer

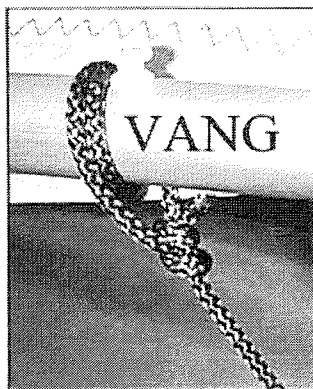


Starting with the boom jaws, tie the bling (boom preventer). Tie a double figure eight knot close to one end (the double twist in the knot makes it far easier to untie in the future). Pass it through the holes in the gooseneck as shown and tie another figure eight knot in the end.

Note: The boom preventer is a very important, but often omitted or misunderstood part of Optimist rigging. It

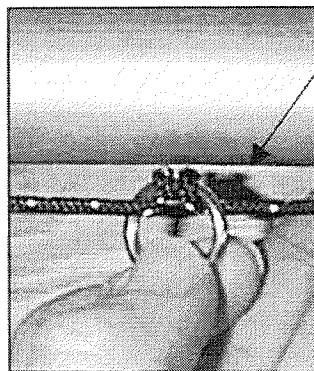
works in conjunction with the vang and sprit adjuster. By restricting the downward pull from the vang, the preventer fixes the inboard position of the boom on the mast and consequently the fullness or flatness of the luff. Without the preventer, vang tension also affects the luff tension, often in contradiction. The preventer is adjusted by adding twist. The more twists, the shorter the distance between the boom and preventer peg, thus the boom has been raised giving more depth (power) in the forward part of the sail. Consequently, the less twists, the flatter the sail will be. To see how important the preventer is when sailing downwind, try this: with the preventer off, tighten the vang and see how easy it is to lift the outer end of the boom as if sailing downwind. Without the preventer, the vang acts as a pivot point and allows the end of the boom to raise, just the opposite of the desired effect!



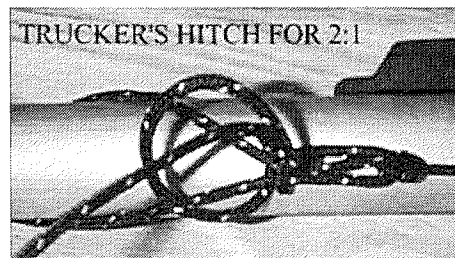


Next, add the **boom vang** and **outhaul**. The vang may be either a short line secured to a wire pennant or simply a piece of 1/4" line. Secure the short line to the wire pennant loop with a bowline or one design knot. The simple line can be secured to the boom with two half hitches or a doubled turn bowline to prevent it from riding over the vang peg toward the mast. Tie a figure eight in one end of the outhaul and simply pass it through the port end of the outhaul fitting. (We'll finish it after the sail is tied on.)

Last on the boom, we need to secure the **bridle** for mainsheet attachment. This line must be Spectra or even better, Vectran, as it sees high loads and must not stretch. Start by tying a bowline, tightly around the boom at the forward bridle fitting. Thread a stainless ring onto the bridle and wrap the line thrice more through the ring.

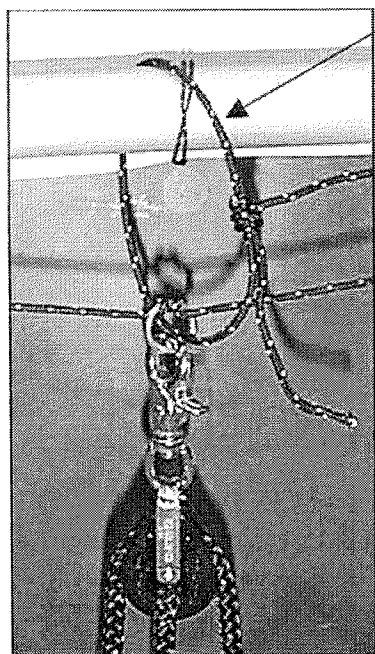


Next, secure to the aft bridle fitting with a trucker's hitch. Pull the trucker's hitch as tight as you possibly can. To finish it off, wrap the hitch with half hitches that draw it even tighter. Now pull the bridle like an archery bowstring. If it pulls close to 10 cm (4"), start over with the trucker's hitch and stretch it even tighter.



Performance Note: With the bridle fully tensioned the bridle ring will be very hard to move, which is good so it doesn't move accidentally. To purposely adjust the position, use a screwdriver, pliers handle or piece of line inserted into the ring for better grasp, then pull the ring to new position. Why adjust it? Move it forward for larger sailors who may have difficulty getting past the sheet (they are usually strong enough to handle the decreased leverage). Move it aft for a smaller, weaker sailor (especially in a breeze) to allow better leverage yielding less tension on the mainsheet. The median position would be directly above the ratchet block.

Once satisfied that the bridle cannot pull away too far (try for 3" maximum), add the bridle preventer.

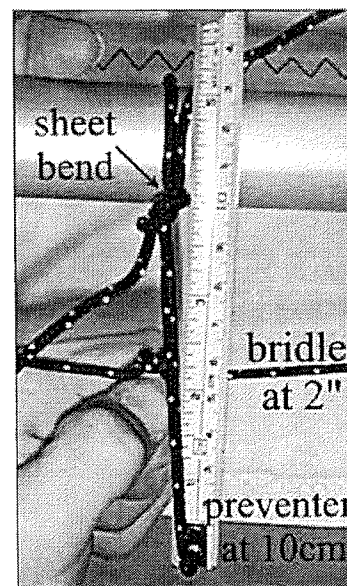


The **bridle preventer** should restrict the bridle to pulling no more than 10 cm (4") from the boom in event it loosens. Tie with a sheet bend (a square knot would flip and loosen under tension).

Safety Note: A loose boom bridle can hang below the boom in a "v" shape. If loose enough, it can trap a sailor's head resulting in possible capsize and catastrophe. DO NOT ALLOW SAILORS ON THE WATER WITH BOOM BRIDLES THAT HANG FARTHER THAN 10 cm FROM THE BOOM. Also, use a bridle preventer to help restrict the stretch to less than 10 cm.

Performance Note: The bridle is designed to be attached to the boom in two locations for a reason. By doing so, it spreads the load, decreasing bend and destructive point loads on the boom. The boom was not designed to have tension on the bridle preventer. The preventer is to prevent head

entrapment. Some coaches encourage over tightening the preventer for lightweight sailors in heavy winds to spill air and depower, but this produces a point load that can break or bend the boom. The result is debatable, but sailors who routinely sail with overly tight preventers may be sacrificing performance.



Tie the sail on: sail, mast, boom, sail ties

Lay the mast on the floor or grassy area. Next slide the boom bling around the bottom of the mast and snap the boom jaws to the mast about 6" below the bling peg (see 2nd pic, first page). Be sure the bridle is pointing down away from the top of the mast. The bling peg should point opposite the boom. Now spread the sail out to fit inside the mast and boom with eyelets toward the spars.

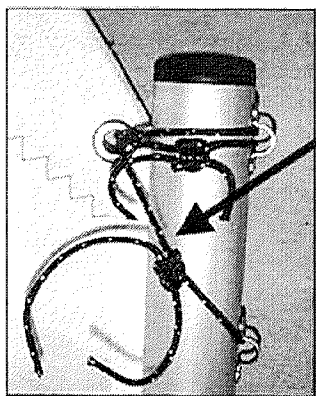
Begin tying on the sail by securing the throat eyelet to the masthead (see pic below). Use the longer, thicker **sail ties** (corner ties) and loop twice through the eyelet, each time passing around the mast and through the upper eye strap. The sail should be very tight against the mast at this point. Secure with a square knot making sure that it's pulled as tight as fingers will allow. Tighten the knot further by grabbing the sail and pulling. This tightens the knot from the inside. It also allows you to check that the sail is still close to the mast, even under pressure. Retie as needed. Savvy Opti sailors will now tie an extra "half of a square knot" to help hold the original square knot from slipping. Half hitches on each end are not recommended... too hard to retie.

Note: Double length sail ties are recommended as they can be tied tighter than a single wrap.

Note: After a day of sailing you may notice that the sail is not tied nearly as close to the mast as it had been. Short Vectran, Spectra, even Dacron sail ties don't really stretch... not that much! The reason is slippage in the knots. To correct for this, all sail ties must be very tight to begin with and knots pulled very hard... from the inside as well as the outside. Basically, on lighter air days the sail can be a little further from the mast, while heavy air days will require the sail touching the mast, even when tensioned. All knots should be pulled tight, always. In addition, the corner ties should always hold the sail close to the spars, not allow it to bind, but so there is no space between sail and spar even when pulled.

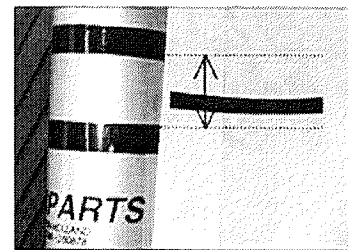
Note: A masthead wind indicator can be secured to the masthead through the use of sections cut out of a bicycle inner tube (like heavy duty rubber bands). A bracket can also be obtained for the purpose.

The next sail tie to install is the **halyard preventer**. It is also one of the thick ties as it sees higher loads, like the corner ties do. The purpose of the preventer is to keep the sail from riding too high on the mast when the sprit adjuster (halyard) is tensioned.

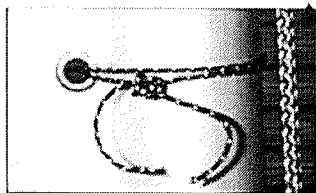


It loops only once through the same throat eyelet, but at an angle down to the lower eye strap. Instead of pulling this tie tight, adjust the loop so the top corner tie remains perpendicular to the mast when the sail is pulled upwards.

Performance note: Accordingly, the halyard preventer works in contravention to the sprit adjuster by positioning the sail band within the class legal bands on the mast. Loosen it to lower the sail. Tighten it to raise the sail. Keep in mind that after setting it, heavy vang and halyard adjustment can sometimes pull the sail past the mast bands and must be accounted for.



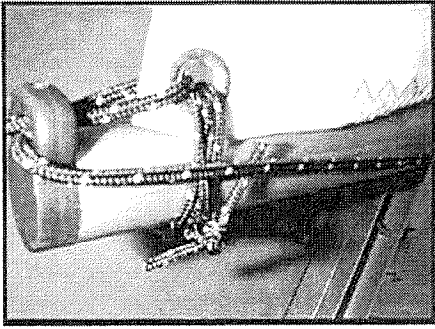
Now you can work your way down the mast, tying each eyelet with a double loop of the thinner sail ties. (If you've jumped ahead and installed the sprit adjuster, be sure sail ties go between it and the mast and don't wrap around it or any other rigging).



All sail tie knots should be pulled very tight to avoid the sail pressure pulling the knot and loosening the distance between spar and sail. The four corner ties should hold the sail so it's touching the spar, but not so tight that the sail is bent or disturbed. In light winds, it's OK to have some space showing. Intermediate sail ties along the mast should be set in the same way. Intermediate sail ties on

the boom need to be set loose so the sail can "tack" over the boom fittings. A good rule of thumb is about a pencil or pinky width. Class rules specify that no sail tie or corner tie be farther than 10mm (about 3/8") from the spar.

The last tie on the mast is the tack corner tie. Make sure it's tied below the bling peg and remember to tie this with extra effort as it sees a very high load.

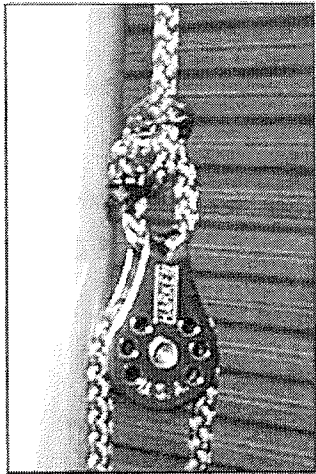


Finish up by tying the boom corner tie at the tack, followed by the loose intermediate boom ties (be sure not to trap the bridle or outhaul). Don't make the mistake of leaving off the clew corner tie and assume the outhaul will hold it down. This tie is just as important as all the others (see pic at left).

Now that the sail is tied on, the outhaul can be rove through the clew eyelet from port to starboard, back through the outhaul fitting on the end of the boom and directly to the jam cleat. (see pic at left) You can also reeve the end of the vang line through its cleat. Tensioning the vang is achieved with

the sheet and then the vang line is pushed into the cleat while the sheet is being eased. Reverse this operation to ease the vang.

Note: make sure the tale of the outhaul is not too long. 45" is plenty long enough for the overall length to achieve the maximum 2:1 purchase. Tie a bowline in the end to make it easy to grab and to keep it from hanging down and getting in the way. Handles are not allowed and not necessary.



Rig the Sprit Adjuster: halyard, handle, block

The sprit adjuster or halyard is a 2:1 purchase. Tie a small bowline in one end of the smaller of the two lines. Pass the other end downward through the block on the front of the mast. Tie the loose block onto the end with another bowline. Tie one end of the second piece of line to the bridge on the halyard cleat. Pass it through the block and down through the cleat. Attach a handle to the lower end at a position that will allow full halyard tension without hitting the thwart.

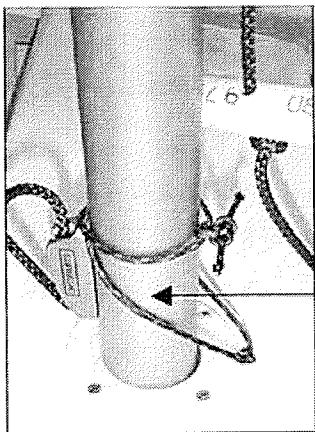
The sprit can be installed before or after stepping the mast, but may be easier afterwards.

Performance Tip: make sure you put the sprit on the starboard side of the mast, not the port! This actually has some merit as the sprit won't disturb the sail shape for a

starboard tack start and as most of the second leg is usually on starboard tack.

To make the sprit easier to adjust for a smaller, weaker sailor, make the tail of the adjuster long enough (about 75") that they can use their foot to push down on the line while holding the loose end.

Stepping the mast: tying mast in

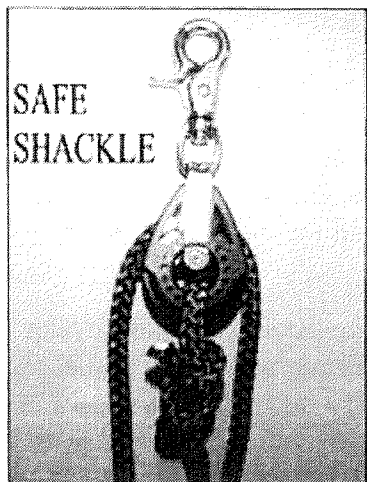


Most eight year olds are able to step the mast alone after a little practice. The trick is to keep the hands spaced wide apart on the mast and to work in harmony with the wind, not against it. If the rig must be transported any distance or if the wind is too strong, fold the boom up to the mast and carry it folded up.

Immediately after stepping, the mast should be tied into the boat. The mast tie-in prevents the mast from coming out of the cup and damaging the mast thwart in event of a capsize. The tie-in lines should be long enough to wrap around the mast, crossing over top of the vang cleat and securing in front with a square knot and a half. Always test that the mast cannot be lifted out of the cup.

Safety Note: *The use of a "mast clamp" for securing the mast is becoming more prevalent, especially with racers, but it should be used as a secondary means in*

conjunction with tie-in lines. Tie-in lines afford a visual check while under sail (and by coaches) and are less prone to failure.



The mainsheet block should be attached to the boom bridle with a shackle that is easy to use, lightweight, inexpensive, takes only one hand to use and is SAFE! Why one handed? So the sailor can steer while connecting or disconnecting.

Safety Note: Clips that can open by themselves are extremely dangerous. Some are known as carabiners and at one time were widely associated with the Opti. The danger is they can grab clothing, lifejackets, even tow lines... the result is often capsize which has led to documented cases of near drownings.

De-rigging the Club Opti: storage

Remove the sprit pole and lay it in boat. Loosen or remove the vang from the cleat and unclip the sheet from the bridle. Lay the rig on the grass or across the boat. Fold the peak of the sail down and across the mast so the battens parallel the mast when the boom is folded to the mast. Lay the sprit on the rig and roll it all together.

Bow line:

The class legal Optimist bow line is 8 meters or about 26'3". The length is due to the way Optis are towed in "daisy chain" fashion and to allow room for boats to not surf into each other while on the tow. The bow line (or painter) should be secured with a bowline led under the maststep adjuster screw and tied closely around the maststep cup. Do not lead the bow line through the hole in the deck at the bow, rather use a bow loop made from 9" of 3/16" line led through that hole (which is actually a drain hole).

Next, tie a bowline to form a loop in the running end of the bow line big enough to easily get a large fist through (about 6" diameter). Now comes the important part...

Starting at the boat end (never coil from the running end) coil the bow line (please, not around your arm!) in loops about 24" long. When close to the end, roll the coil up in the remainder of the line and tuck it up underneath the inside rim of the bow rail. No locking hitches! The idea is that a safety boat or coach boat can come up to the Opti, quickly grab the bow line and take off.

Bowline maintenance – don't leave extra knots in the bowline they weaken the line and make it hard to daisy chain when towing. Two knots, one secured to mast step cup and the other end has a loop.

Daggerboard Bungee:

Should be loose enough for easy adjustment, but tight enough to hold the daggerboard up at any height.

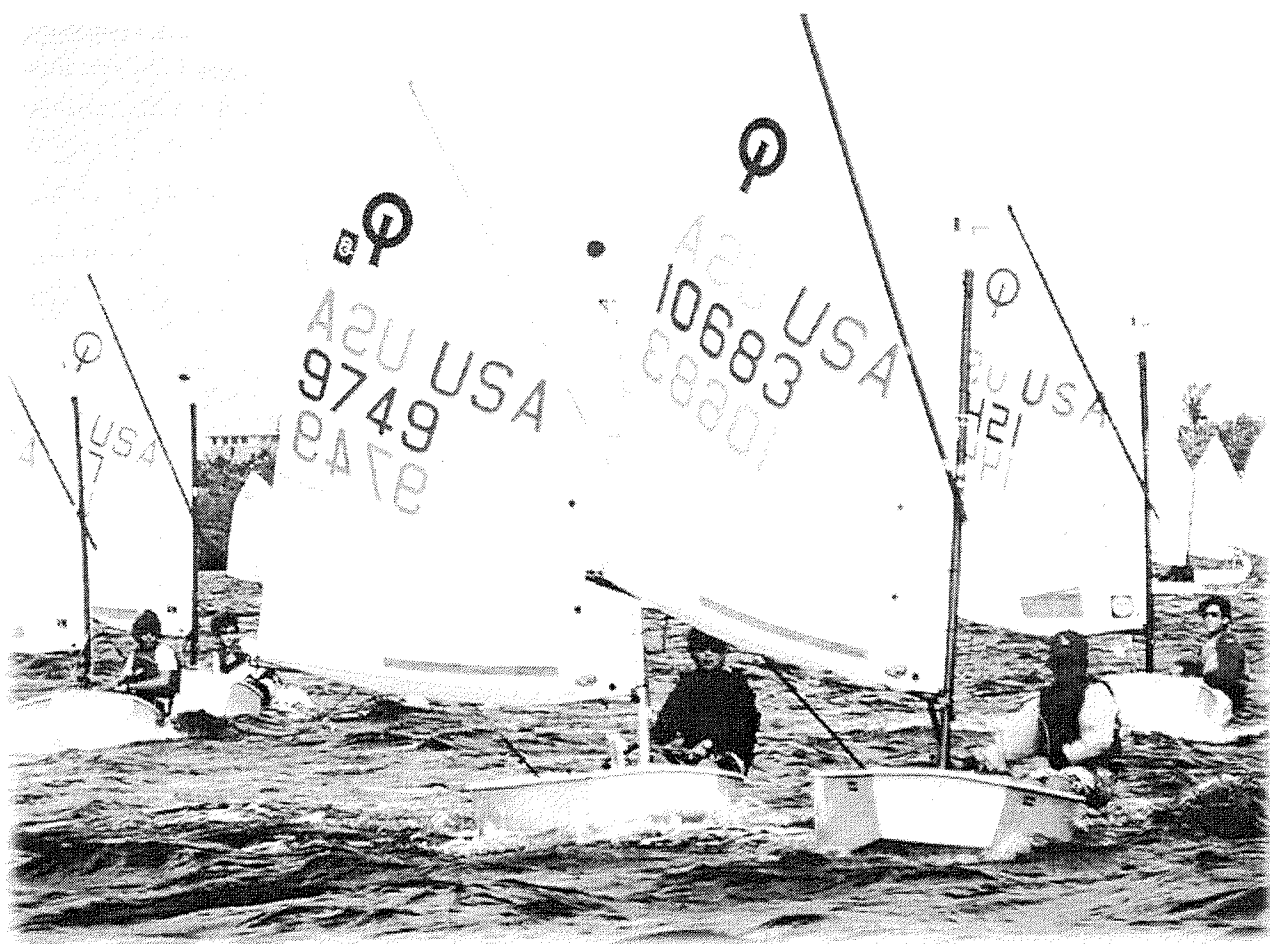
Bailers:

Every boat should have 2, one for each hand. Also, if one breaks, you still have one. Tie the bailer lanyard to the aft airbag strap on each side with a bowline. With the lanyard easy to reach from sailing position the bailer can be quickly pulled into your hand.

WELCOME TO OPTIMIST DINGHY RACING

Who can race the Optimist? While the Salty Sisters, Windlasses, Dinghy Dames and Broad Reachers, Florida women in their "prime" sail and race it, the Optimist Dinghy was conceived as and is a boat for kids. That's probably the main thing that has made it the most popular and best youth training boat in the world.

Most junior programs start accepting kids at age eight. Some start sailing, even racing, at seven or earlier, but they are the exception (see "GreenFleet: When"). Optimist sailors come in all shapes and sizes, but cannot be older than 15 by December 31st. On December 31st of the year they turn 15 they "age out" of the Optimist and can no longer officially race the boat. Kids who age out usually move on to larger boats making the decision to stay either sailing solo or doublehanded as skipper or crew in a boat such as the 420 or Pixel. Some will get into "big boat" sailing on much larger craft and many are ready for high school sailing.



Some kids "size out". That is, they just get too big for the boat before aging out. So who is too big? It seems to be more of a state of mind rather than physical size. There have been sailors who were very competitive at over 140 pounds and some over 6' tall! To stay competitive with the lighter weight sailors they rely on being athletic and use the skills and knowledge gained over their years to stay at the top. Many sailors "think" they are too big if they are not winning races. But, for the majority, the longer they stay in the class the better racers they will become. Why? More boats on the line, more regattas, and more training opportunities than any other class. When they do age out, after a short transition time they are leading in their next class as well. It should also be noted that some kids who leave the class early, usually because of unsatisfactory results, can often achieve greater success and have more fun in another class by moving into the Laser or 420.

WELCOME TO OPTIMIST DINGHY RACING – PAGE 2

Kids who are not good in other sports or who don't excel in other areas can sometimes do exceptionally well at racing. Interesting that their successes (I didn't say "wins") in sailboat racing often carry over into everyday life with possible outcomes being better grades, increased responsibility, better athletic performance and self confidence.

What's the deal with fleets? Basically fleets are groups of sailors divided by a commonality. Kids who race Optis are in the Optimist Fleet, as Laser sailors are in the Laser Fleet. Optimist sailors are further broken down into GreenFleet or Competitive Fleet (sometimes referred to as Championship Fleet). The Competitive Fleet is divided by age levels: White fleet is for sailors up to 10 years old, Blue from 11 to 12 years old, and Red from 13 to 15 years old. All the age level fleets sail together at the same time, on the same course. They are scored as a whole with overall trophies being awarded, in addition to being scored in the age group fleet. The beauty of this is that younger sailors can compete against and learn from the older, more experienced sailors... and sometimes beat them,,, translating into rapid skill acceleration.

The sailor sails in an age level White, Blue or Red group determined by their age on the first day of the regatta. In addition, at a very large regatta the Championship Fleet may also be divided into flights (irrespective of age level) and given colored streamers to place atop their sprit pole. This keeps the starting line manageable. A rotation assures that all sailors get a chance to race against all others.

Optimist Fleet (age 15 and below)			
GreenFleet	Championship Fleet		
beginner	competitive/advanced		
	White Fleet	Blue Fleet	Red Fleet
15yrs and below	10yrs and below	11 to 12	13 to 15yrs
Boats must be class legal, but are not measured except for safety items	Boats must be class legal and are measured at major championships such as Nationals, Team Trials and MidWinters.		
Silver Fleet, Gold Fleet – arbitrary designations used when no GreenFleet is offered, but organizers wish to run two courses or two levels of racing by skill/experience. Silver is NOT GreenFleet!			

While the level of competition varies and usually gets more intense with the progression from club to international, racing for the GreenFleet is basically on the same level. All GreenFleet regattas should allow coaching of the bottom half. All should have a clinic as part of the event. And all should favor development and FUN for all over competition. Trophies are discouraged as they really don't make sense for GreenFleet. Certificates, medallions or small trophies, all identical, for EVERY participating racer should be awarded. This prevents sailors from "camping out" in GreenFleet to collect placement trophies.

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OPTIMIST GREENFLEET – WHAT’S IT ALL ABOUT?

Not all kids who learn to sail Optimist Dinghies will want to race... *and that's OK!*
 But, every kid should have the opportunity to experience the extra-friendly introductory part of Opti racing, before entering the “competitive” fleets, known as **GreenFleet**.
 It's a great way to become a better sailor and add another exciting dimension to the sport.
Psssst!... it's really about FUN and FRIENDS!

Who? Once a sailor is fairly competent in the Opti and are able to sail upwind and down, can tack and jibe in medium winds... they really have only one more requirement to be a GreenFleeter. That is the desire to give it a shot... to give it their best try. If they are like most kids who enjoy having fun on the water, if they like to make lots of new friends and learn a sport that can last a lifetime... **they'll love GreenFleet!**

What? Racing is where all the boats start at the same time and go as fast as they can around a course, usually a triangle marked by buoys, and try to be ahead of as many boats as possible at the finish by sailing fairly. Just like in a foot race, there are certain rules. In a foot race you don't start until there is a “1...2...3...GO!” You wouldn't trip your opponent, hitch a ride on a bike or cut a corner, because you know that would be breaking the rules, cheating. Likewise, in sailboat racing, there are rules. We'll get to the specifics of those later.

GreenFleet racing is aimed at being the “school” of racing while ensuring that every sailor has a good time, a positive learning experience. One of the best things about GreenFleet is that coaches are allowed to “actively” coach the sailors while they are racing.... even at Nationals. To be more accurate, it's only the “bottom half” who can be coached. In the more competitive age level fleets the sailor is more on his/her own. Of course, they usually have fun, but the emphasis is on ensuring fair competitive racing for all participants according to the Racing Rules of Sailing (RRS). They may be on the water for eight hours or more with courses miles long. Being thrust into that type of racing without the introduction offered by GreenFleet can be intimidating to many young sailors. Some don't return (to sailing or racing, that is!). Really great GreenFleet PROs and coaches are sensitive to the needs So a GreenFleet run by those aligned with development, rather than performance or position at the finish, broadens the field of up and coming young sailors.

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Why? So GreenFleet racing, in fact most sailboat racing, is so much more than simply sailing fast around the buoys. When kids return home from a regatta the chatter is not about who beat whom or how they did a perfect roll tack and forced Eddie to the other side of the course. What kids and parents remember most is the FUN of the whole experience, the new friends they made and seeing old friends again. They remember the bailer wars on the tow back from the course. They remember the ten kids in sleeping bags crowded on a living room floor. They remember the girl who helped them bail their boat after a tearful capsized or the coach who was always there, encouraging them to stick it out, banged head and all... and they did ... and they didn't finish last ...and now they can't wait until the next regatta! (series of races).short answer? **F-U-N!**

OPTIMIST GREENFLEET – PAGE 2

When? When is it OK to start into a racing program? Even with twins, kids are all different. Some are ready physically, emotionally and psychologically by eight (well, kinda ready). Many start much later and that's OK. Instructors and coaches are usually in the best position to make that decision, but it's really up to the parents. Just because Johnny can outmaneuver the other kids in "Opti-Tykes" doesn't necessarily mean he is ready for competition. Can he play games without always having to win? Can he come in last and still enjoy the game? Katie can right her own boat, but does she understand game rules and why they are necessary? Do they take care of their boat and equipment? In other words.... do they really have the **emotional maturity** that is so crucial? Most experts will agree that earlier than eight is pushing it. We've seen six year olds who did great and we've seen 10 year olds who didn't. And it's a fact that sailors who don't get into racing until age ten, eleven or older are not lacking as they quickly catch-up to their peers.

Older Opti sailors should not skip GreenFleet. A well run GreenFleet program or event will contain all the elements to keep sailboat racing FUN while learning basic Opti-specific technique, basic tactics and strategy along with Corinthian values and sportsmanship. We should not assume that just because fifteen year old Joanie can sail that she can, or should race. Being thrust into the competitive fleet without the "schooling" GreenFleet offers can be disastrous. Strong roots make for mighty oaks.

Where? Most kids will start GreenFleet racing at their own community or club program. Good instructional and coaching staff are crucial to a sailor's success. As a minimum they should be US Sailing certified Level 1 instructors. Level 2 is even more desirable as that is where instructors learn basic coaching. Most programs have found that hot-shot racers don't necessarily make good instructor/coaches, but a racing background is very helpful. Success comes from technical knowledge of the Optimist Dinghy itself. If the instructor wasn't brought up in a good Opti program they can take advantage of USODA's clinics for coaches.

There are several levels of racing, but in GreenFleet expectations should be the same:

Club level - this is like intramural sports. This where kids are introduced and get comfortable to racing with their friends.

Regional - this is where the FUN really starts as kids get to travel to other programs and other sailing venues. An example of this is the very successful US Sailing Junior Olympic Festivals. These should, and most do, have a separate course especially for GreenFleeters. Occasionally you will find the Opti fleet divided into Silver and Gold. This is NOT GreenFleet racing, but GreenFleeters may compete if they are experienced (at the upper end of GreenFleet).

National - this is real Optimist travel and, according to many families, the very best part of Optimist involvement. While some sailors will travel to events across the country as a team with a coach a parent or two, for most, it's a family affair.

International - this level is 99% the domain of the competitive fleets, but GreenFleeters should seek out opportunities to meet and sail with same skilled sailors when traveling. Some international events will also host a GreenFleet for siblings of championship participants.

When should a sailor move up to the competitive level?

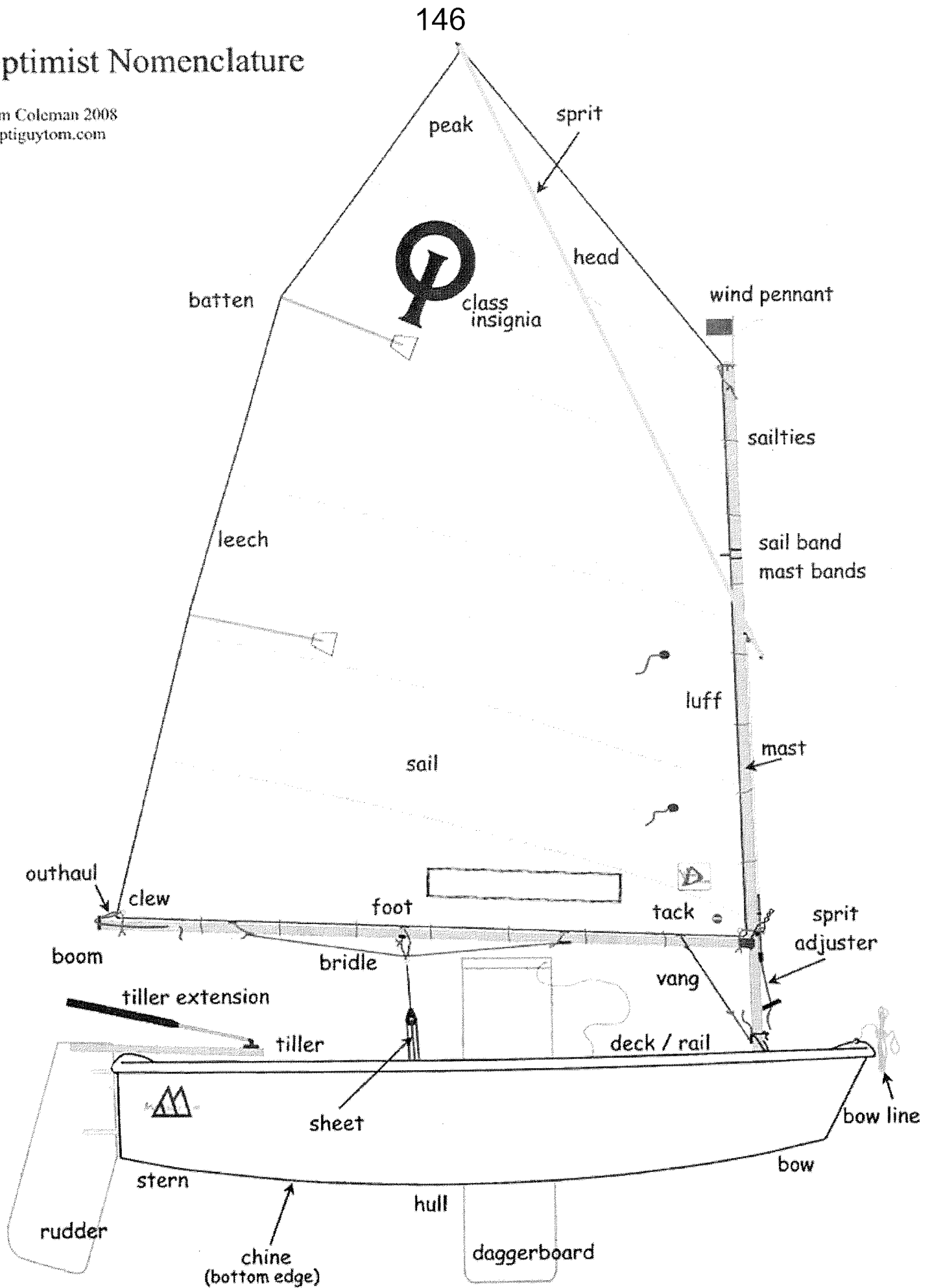
Come to Tom's session at the US Sailing Symposium on

EVERYTHING YOU WANTED TO KNOW ABOUT THE OPTIMIST, BUT WERE AFRAID TO ASK

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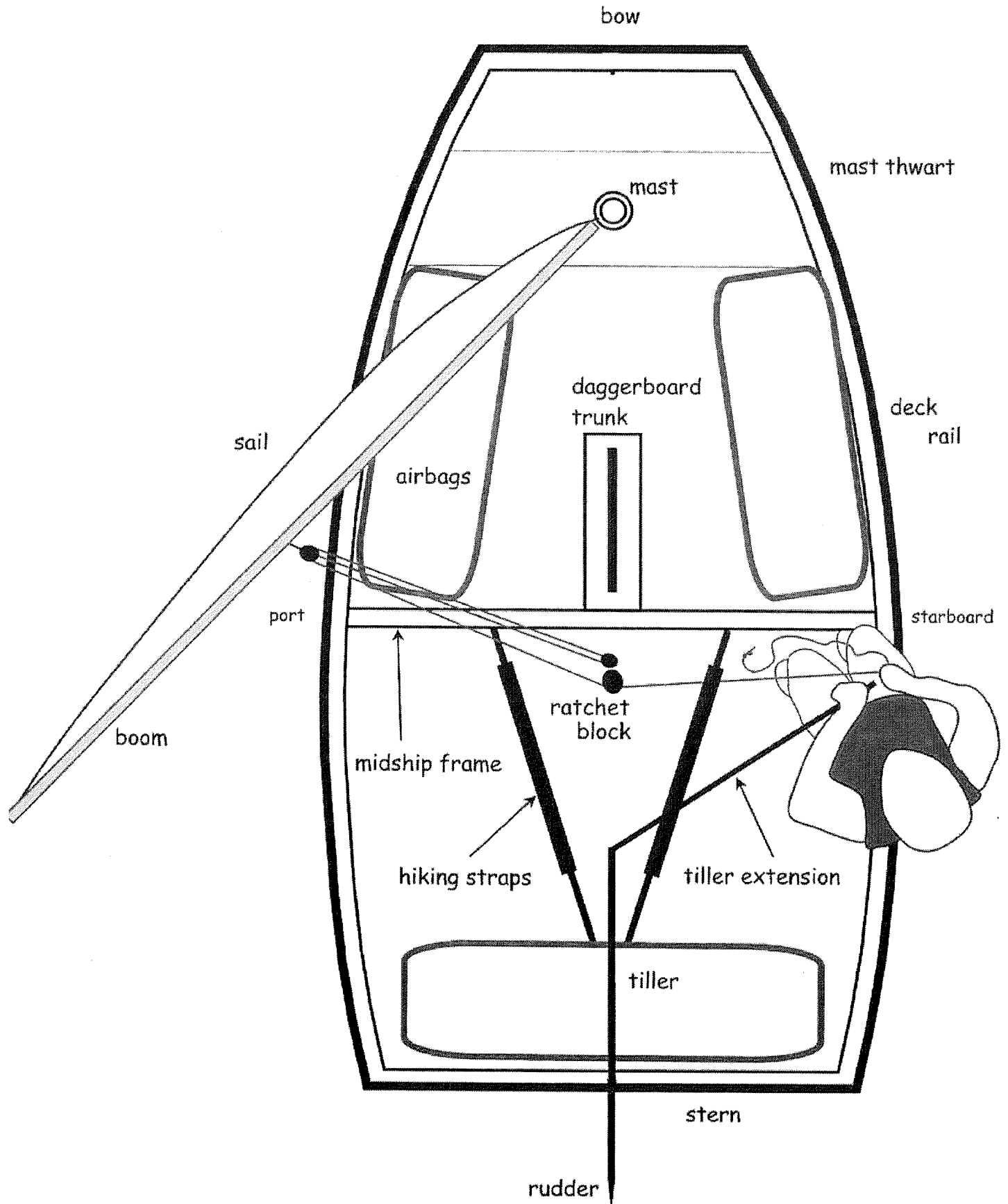
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Towing Optis Safely and Efficiently

by Tom Coleman

optiguytom.com

Towing should be taught early to beginners. It's useful to get the kids where the wind is, it could be a safety consideration and it's a fun skill to learn, practice and get good at. While it's a great activity to teach or use on a no-wind day, make sure you try it on windy days as well to build confidence. Teach it the following way and your kids will know what to do when towed by other coaches and Opti-parents at a regatta or practice.

Optis, universally, are "daisy chained" for towing. Ideally the towing vessel would have a dedicated driver and a dedicated line handler. To initiate the towing procedure, come alongside parallel and to weather of the Opti or have them sail up to leeward of the aft quarter of your boat. Caution sailor not to pinch fingers between boats. The sailor's job is to raise the daggerboard half way (to reduce drag and help tracking, but prevent water from flooding up through case) and sit in the bottom of the boat, but not to retrieve the bow line (for safety reasons – falling in boat, falling out of boat or between boats, getting near propeller). The sailor should be instructed to steer for the boat in front of them and not zigzag. The tow boat crew gets the bow line from the bow (see bow line care and stowage below) taking care that it is not fouled, but led straight usually through a bow end is dropped over a boat is ready for hook-

The towboat driver is ultimately responsible for the safety of each and every towed sailor.

from the mast cup (and loop). The bowline in the cleat or held until the next up.

Repeat the procedure but pass the new bow the end of the previous

with each succeeding Opti line through the loop in Opti's bow line

(Remember: NEW THROUGH THE OLD). The old loop rides down the new bow line and rests against the bow rail of the previous boat. As you leave the new Opti be sure the previous bow line lies on top of the deck and doesn't get caught under the corner of the bow. The bow line should not be allowed to ride under the Opti. Six boats can safely be towed in most conditions, as many as ten in calm wind and waters. More than six boats can also be towed parallel (great for initiating bailer wars on hot muggy days! - LOL).

The towboat driver is ultimately responsible for the safety of each and every towed sailor. Common sense and conditions should dictate safe number of boats on tow and safe, slow, towing speed (Boats should probably NOT ever plane!). Remember that the last boats in the

tow may turn in a tighter arc than the beginning boats. If an Opti capsizes a bowline could snap and hit a sailor (possibly in the eye – it's happened!).

Depending on conditions, your course to the wind and other factors, you may ask the sailor to unclip their sheet from the

Small boat tip: The best place to secure a towline on a small powerboat (like an inflatable) is to place the loop around one of the engine clamps handles. It's secure and keeping the line centered nearest the engine helps your maneuverability.

boom. Optis can be towed dead downwind with sails forward in this fashion. In extreme weather it may be necessary to unstep the rig and roll it, but keep it with the Opti, not in your boat (they may need it).

Breaking up the tow is easy. Simply cast off the one bowline and each sailor pulls in, coils and stows their bowline, clips on the sheet and takes off. Alternately, the tow boat could hand the first line to a person on the dock who then pulls the Optis to the dock.

To tow a single boat (or two) where the sailor needs to come aboard the rescue vessel (injured, sick?) use the following procedure: Grab the bowline and get the sailor safely aboard and tended to. Undo the mast tie in and/or clamp. Unstep and roll the rig (don't unclip sail. If it goes overboard it may sink and that's all that attaches it to the Opti). Remove the daggerboard. Remove the rudder and insert it into daggerboard slot for tracking and to keep water from being forced in and flooding boat. If you really need to get the sailor in for emergency medical attention, leave the boat and bolt.

Alternately, Optis can be pulled up onto or into the rescue boat for transport to shore. The fastest way to get a group of sailors to shore may be to have them turtle their boats and bring them all into the rescue vessel, taking capacity into consideration. Round up the boats later.

All the above should be explained to new sailors in lecture with diagrams. A land drill using bowlines (6' -10' lines would do) around sailor's waists can also be used to reinforce learning and increase success on the water.

Bow line care and stowage:

Although Optis can be safely and efficiently towed with shorter bow lines (painters), it is recommended that the class rule of 8 meters x 5mm diameter (26'3" x ¼") be followed. The longer you work with Optis the more you will appreciate the legal length, especially when trying to keep Optis on a tow from running up on each other when surfing over wakes and waves. The painter material must float (keeps it out of boat props and easy to grab) and should be a high visibility color, such as yellow or orange. Do NOT use polypropylene (like water ski tow rope). It is too slippery, not very strong, chafes very easily and doesn't hold knots well.

The painter should be secured to the mast step with a bowline passing under the adjustment screw and tied snugly

To make a BOW LOOP use a 9" piece of 3/16 line. Bend it in half and tie an overhand knot in it leaving a small loop at the bend. To thread it into the bow drain hole loop a sail tie through the bow loop hole and then thread it up through the drain hole (see pics).

around the cup. It can then be lead through a "bow loop" if desired. Do NOT lead it through the drain hole in the bow cap. That's there for drainage when the Opti is stored upside down. It can chafe the painter and go undetected until it breaks (which can and has caused personal injury).

The running end should have a bowline tied in it large enough for a man's fist to easily fit through, maybe 6" in diameter. It's extremely important not to allow any other knots on the painter. They will weaken the line, but more importantly, they cause a daisy chained bowline to hang up and get caught as it travels down toward the bow. This could waist valuable time in an emergency tow.

Teach young sailors the correct way to coil the painter, or any line. "Real sailors" never wrap it around their arm... that's for extension cords! Coiling can be made easier and quicker by first running the line through your hands to remove twists, tangles and unwanted knots. A proper coil always begins close to

the standing part (the line closest to attachment point). 12" – 16" diameter coils work well for an Opti painter. When close to the

To make seamanlike coils: Give the line a slight twist as you form each coil in the direction that allows coil to lay properly in your other hand. Extend your arm the same distance each time before you lay the coil in the other hand.

end, roll the coil in the remainder of the line down to the bow cap and tuck it under the inside of decking so it stays put.

2009 USODA Southeast Championship GreenFleet Sailing Instructions

Principal Race Officer:
Head Coach and Safety Officer: Tom Coleman cell: 423-432-2080

GreenFleet is designed as an introductory level of Optimist racing and all are participating at an elementary level of expertise, many for the very first time. Therefore, every effort will be made to ensure that this event is:

- A. FUN! On and off the water. If it's fun... they will return.
- B. A learning as opposed to a competitive based experience. Not to say that competition isn't a part of it, but it should not be allowed to over shadow the more positive intrinsic aspects of FUN & FRIENDS and of LEARNING & LIFE LESSONS.

Changing Fleets:

Skippers, (parents and coaches), desiring more than the above level of racing may be better served by participation in one of the more competitive, age appropriate Opti fleets and may change to the Competitive Fleet up until close of registration. Many Competitive Sailors find the Competitive Fleet too daunting. With permission from the GreenFleet Coach, Competitive Fleet sailors may join the GreenFleet at any time during the regatta, but may NOT move back. Sailors must observe SI procedures for safely leaving Competitive Course and notify that PRO.

Safety:

All competitors must have proper safety equipment including: correct size USCG Approved life jacket with whistle attached by a lanyard / 28' bow line free of knots (but 6" bowline in end), adequately secured to the maststep / mast tie in system / 3 good airbags / adequate rigid bailer (2 recommended, not "Chlorox" type bottles) / boom bridle within 10cm of boom / drinking water supply / boom bridle within 10cm of boom / safety bridle shackle

Sailors must observe check-in/check-out procedure as outlined in Championship SIs.

Sailors MUST NOT LEAVE the course without express consent of Head Coach or PRO.

Rules:

We will be using a simplified version based on the Racing Rules of Sailing. These "simplified rules" were proposed by US Senior Judge, Don Becker.

TEN RACING RULE COMMANDMENTS:

- 1) Port keeps clear of starboard.
- 2) Windward keeps clear of leeward
- 3) The boat astern keeps clear of the boat ahead.
- 4) A boat Tacking or Jibing keeps clear of one that is not.
- 5) Avoid collisions. Racing Rules are defensive to prevent collisions not offensive racing tactics.
- 6) If you gain right of way or change course, give the other boat time to keep clear.

- 7) The inside boat(s) at three boat lengths from the mark is entitled to room to round the mark.
- 8) A boat that is backing up or not racing keeps clear.
- 9) If you have violated a rule, take a penalty
- 10) It is better to give way than to spend hours in a protest room.

Coaching:

USODA GreenFleet allows for on the water coaching of the bottom half of the fleet while racing. Coaches must be currently US Sailing Level 1 certified. Level 2 Coach certified strongly preferred. All coaches entering the course MUST wear a US Coast Guard approved life jacket. Coaches must sign in with Head Coach.

By entering the sailing area, coaches agree to coach the bottom half of the fleet fairly and equitably, but with emphasis on those who are having trouble or in the back. Coaches must agree to this even if hired to coach a team or individual. Coaches observed acting in conflict with this may be warned or asked to leave the sailing area. Coaches may actively assist sailors (bottom half) in capsized situations in order to get the sailor back in the race ASAP, but with emphasis on sailor autonomy and instruction. To sum up; the coaches role is of support, encouragement and instruction so that even the last sailor has a great experience.

Expectations:

Sailors (parents and coaches) should expect the GreenFleet at this event to accentuate the FUN and learning aspects. This will include group games, clinics and coaching as well as the racing.

Racing:

We will try to do as many races as possible, usually completing more races than the competitive fleet. Races may be delayed or cancelled due to weather conditions not conducive to GreenFleet at the decision of PRO and Head Coach/Safety Officer.

Courses will be as discussed at daily skipper's meetings. Skipper's meetings will be held each day, prior to the GF harbor start, entailing race instruction, go fast and racing tips, games, rigging clinic etc. Participation IS mandatory.

We will use the standard 5 minute starting sequence with sound signals and loud hailer countdown for the last 10 seconds. There will NEVER be a black flag.

We will allow a drop of the lowest score after 6 races.

We will most likely come in each day for lunch.

FUN is mandatory! Expect it!!!

***It should be clear
That crowning a "winner" is less important
than ensuring that the sailor in "last" has fun too.***

INTERNATIONAL OPTIMIST DINGHY SAFETY CHECKLIST

(you are NOT officially registered until this is signed by the Safety Officer
and YOU turn it back in to registration)

Sailor _____ Sail Number _____ Safety Officer _____

BELOW ARE MINIMUM SUGGESTED SAFETY REQUIREMENTS AND MAY HAVE NO BEARING ON CLASS LEGALITY
OR LOCAL MARITIME RESTRICTIONS OR REGULATIONS.

SAILOR:

- ☐ Water bottle
- *Recommended: sunscreen, hat, polarized sunglasses and a smile!*

LIFE JACKET:

- ☐ US Coast Guard Approved (many kids are now sporting European models not up to USCG standards, if it doesn't say USCG Approved... it ain't. Most sailing instructions specify USCG Approval, sailors risk disqualification without it and it is unlawful not to at least carry a USCG Approved life jacket or device on board.)
- ☐ Proper size and snug fit (All USCG Approved life jackets have a weight/size range which should be adhered to.)
- ☐ No rips, tears, worn or threadbare fabric. Good to excellent condition.
- ☐ Safety whistle (pea-less type preferred). Sailor to demonstrate loudness.

BOAT:

- ☐ Flotation bags... three "fiber reinforced" external or one "fiber reinforced" in the stern and two of any type internal bags in side tanks. (Vinyl bags acceptable for internal use are NOT to be used externally). External bags must have non-return or threaded valve.
- ☐ External flotation bags must have three straps secured to hull. (Pre-IOD95 and wooden Optimis may substitute a piece of line tied between the outer two straps in lieu of a center strap.)
- ☐ Mast tie-in system. Any positive means of securing mast into boat in a capsize situation, usually a line secured to the thwart. (*The "mast locking collars" are acceptable.*)
- ☐ Bailer, at least half gallon size, durable, with lanyard.
- *Recommended: two rigid 1 gallon bailers w/ lanyards.*
- ☐ Painter, positive flotation (polyethylene not acceptable... won't hold knots well), at least 1/4" (5mm) diameter, 28' length, ABSOLUTELY NO KNOTS except for attachment to mast step and bowline (of about 6" diameter) in running end. Must NOT be lead through bow drain hole (causes chafe).
- *Skipper should demonstrate proper, safe stowage of painter. (coiled, no locking hitches, stuffed under bow rail).*
- ☐ Daggerboard secured to boat with a lanyard.
- ☐ Praddel or paddle (USODA has not been enforcing this, but it is a strongly advised safety item!).

RIGGING:

- ☐ Mast must have signs of positive flotation, ie- plugs in each end, or plug in bottom and cork in top. All 3 spars should float.
- ☐ Boom bridle less than 10cm at widest point from boom.
- *Boom bridle preventer recommended.*
- ☐ Bridle/mainsheet connection. Must be a shackle-type device capable of easy disconnect (screw pins or tying with line is not acceptable). MUST NOT BE SELF OPENING OR ABLE TO SNAG CLOTHING, LIFEJACKET OR TOWLINE. Stopper knot in end of sheet.

SAILS:

- ☐ Unique sail number, clearly legible from committee boat. Legal size and spacing.

Heading Off Rigging Problem Areas For Optimist Success

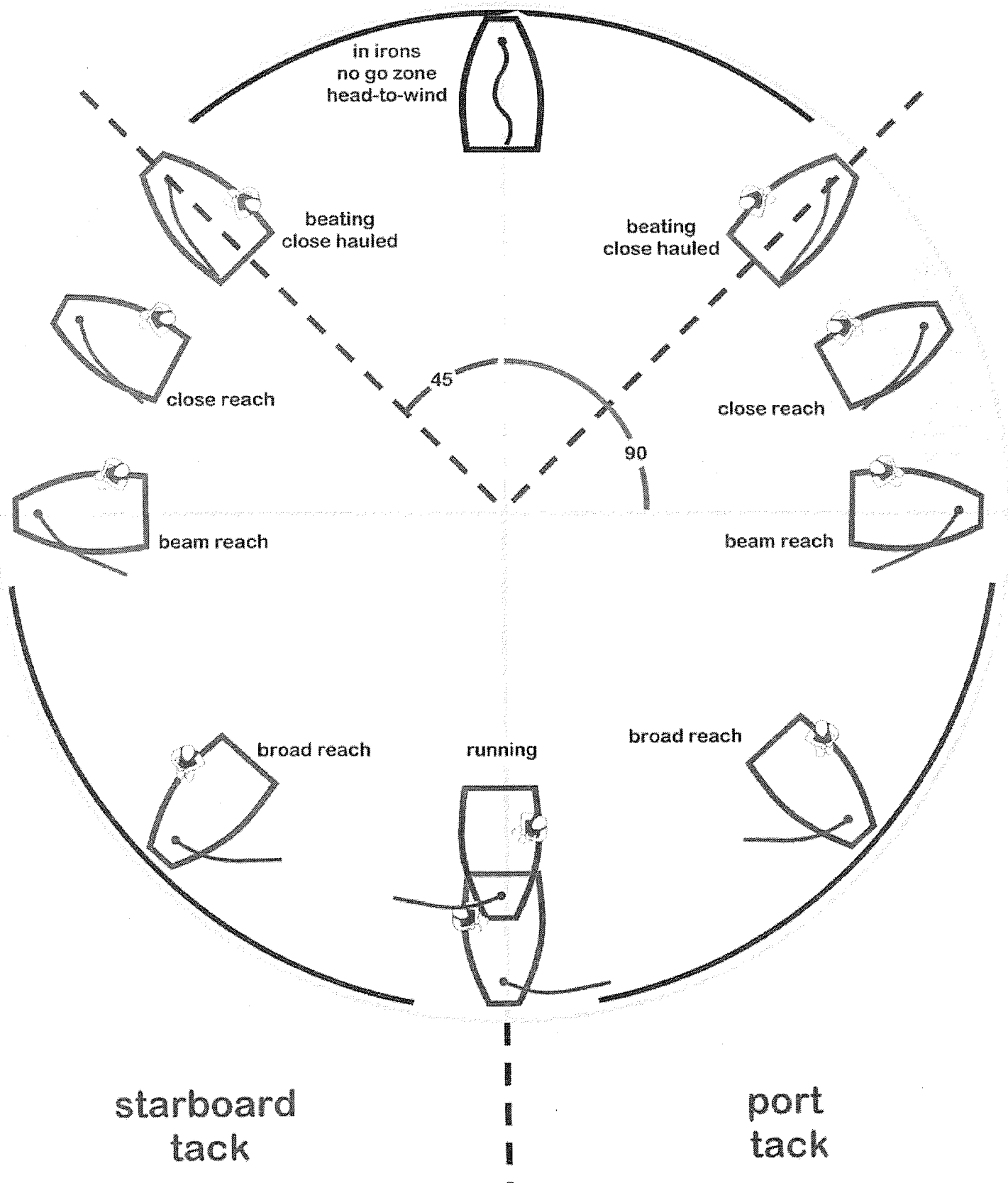
By Tom Coleman
optiguytom.com

	PROBLEM AREAS	RESULT	CORRECTION
SAFETY CONCERNS	Loose mainsheet bridle (anything over 4"). Sometimes bridle just slipped past keepers.	Sailor gets lifejacket hung up on it when tacking. If too loose head could get trapped possibly leading to capsize and drowning.	Tie bridle very tight. Use Vectran line, add a truckers hitch for 2:1 tightening power. Add a bridle preventer.
	Unsafe boom block clip.	Can snag clothing or lifejacket causing possible capsize and drowning	Only use a non-fouling clip requiring manual operation
	No boom block clip – it's tied on or permanently secured.	Boom cannot be easily unclipped for towing or mast removal	
	Inadequate bailers.	Boat slow and tiresome to bail, frustration, hypothermia?	Every Opti should have 2 nearly gallon size sturdy bailers. Bleach bottles are not sturdy enough.
	No bow line, incorrect length bow line.	Towing difficulty	All boats must have correct length bowline (class legal is 8m)
	Bow line lead through bow drain.	Line can chafe unnoticed, fail and hit sailor during tow.	Lead through a "bow loop" or directly from maststep, NOT through hole in bow cap.
	Knots in middle of bow line.	Weaken bow line, problems with towing.	Knot to secure at mast step, bowline in end – that's all! Replace bow line.
	Missing, leaky or partially deflated airbags.	Boat has less freeboard when capsized resulting in twice as much bailing.	Three fully inflated airbags in good condition.
	Mast wound against tie-in.	Sail won't tack. Tie-in rips out of deck. Capsize.	Unclip sheet and swing boom nearly 360°. Tighten tie-in line.
	Mast heel plug missing.	Mast can fill with water upon capsize (all Opti spars should be water tight) making Opti hard to right. Mast doesn't like to rotate affecting sail shape.	Install a mast heel plug (upgrade club spars to the heavy duty heel plug)
	Sail ties around boom bridle, outhaul, halyard.	Sail controls don't work well, sail is misshapen, sail can tear.	Ensure that sail ties don't trap any other lines. Retie.
	Boom installed upside down.	Lousy sail shape	Pay attention! Disconnect sheet from bridle, untie preventer, rotate boom 180° and reattach all.
	Clew corner tie too loose or missing.	Poor sail shape. If extreme, the clew tie can come off the end and lay to one side of boom.	Maintain all 4 corner ties so sail is touching spar.

Top corner ties too loose, no halyard preventer.	Poor sail shape. If extreme the ties can come over the top and lay to one side of mast.	Tighten top corner ties so sail is touching spar. Must have preventer.
Top ties secured to eye straps.	Mast backwards, poor sail shape	Top ties face forward away from sail. Ties pass through them not tied to them.
No boom preventer.	No control over luff draft and the vang is ineffectual.	The preventer line must ALWAYS be used.
1:1 halyard, no block.	Sprit cannot be tightened enough in higher winds.	Add a halyard block for 2:1 purchase.
Knot in end of vang line.	Prevents folding of rig for easy or emergency removal.	Use line long enough that boom can be folded against mast without the vang line leaving cleat.
Boom low to boat.	Head hits. Hard to duck under in tacking/jibing.	Tighten halyard preventer to raise sail within mast bands. Mast raked too far aft?
Mainsheet block ratchet is off.	Harder to trim and hold sheet	Teach kids to use the ratchet mechanism.
Clutter aft of bulkhead.	Jammed mainsheet block, tangled sheet, tripping	Only your feet, the sheet, blocks and airbag should be aft of the bulkhead. No bailers, bailer lanyards, sunblock, water bottles, etc.
Daggerboard bungee too loose.	Daggerboard won't stay up	Temporarily pull tight and tie off one end. Replace with fresh correct size bungee.
Twisted or crossed mainsheet.	Hard to trim and ease sheet, capsizes	Cross – unclip block and flip it to unfoul, may need to re-rig. A bad twist may require sheet removal and uncoiling.
Hook-in block not secured.	Broken block, broken halyard, extremely hard to adjust	Make sure block is fully inserted and check after a little tension has been applied.
Mast tie-in loose or not tied at all.	During a capsize mast can slip out of mast cup, fall sideways and break thwart.	Tie-in should be tightly secured with an "Opti-knot" (square knot followed by half of a square knot)
Bridle ring not centered.	Aft – in the way during tacking; fwd – hard to sheet, not enough leverage.	Tie it in the middle or wrap it 3-4 times and keep bridle really tight.
Hiking straps not supported.	They don't get used, they get stepped on.	Support at one end or the other with bungee.

The Points of Sail

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2008 Optimist Sailors Pre-Race Checklist

Safety Items: these things MUST be checked and tended too...

- ___ Airbags fully inflated firm, but not too tight. At least three straps on each external bag.
- ___ Bowline 8m (or >26'3"), secured to mast step or thwart and a bowline in the end for towing.
- ___ Absolutely no other knots allowed in line. Must not be lead through hole in bow rail, but if led through a separate loop it is OK. Line should be highly visible and must float.
- ___ Bow line properly coiled (no locking hitches) and stowed under bow rail.
- ___ Safety shackle on mainsheet boom block. MUST BE "NON-FOULING" TYPE.
- ___ Stopper knot to prevent mainsheet from coming out of ratchet block.
- ___ Boom bridle no more than 4" at widest place from boom.
- ___ At least one rigid 3.5 liter / 1 gallon bailer (two are highly recommended) tied into boat.
- ___ Daggerboard tied into boat.
- ___ Mast tie-in line or mast clamp (line is better, both are great together).
- ___ USCG approved life jacket fully buckled and/or zipped.
- ___ Drinking water.

Specific Class Rule Items:

- ___ Praddle or small paddle (new as of 2007) rule, although USODA has not been enforcing this).
- ___ Whistle attached by lanyard to PFD or clothing. (lanyard should be minimum length so as not to foul).
- ___ Sail band within mast band limits (not touching mast bands).
- ___ Protest flag (if you know the rules well enough to be able to follow through on a protest)
- ___ All sail and corner ties within 10mm of mast or boom.

Performance Items: highly recommended if you want to GO FAST!

- ___ Boom right side up and bridle freely led (not bound by sail ties).
- ___ All sail and corner ties secured with square knot and a half, pulled very tightly.
- ___ All corner ties (including at clew) tight so sail touches spar.
- ___ All sail ties hold sail lightly to mast and a "pinky" width from boom.
- ___ Boom preventer (bling line) properly led and adjusted.
- ___ Outhaul led 2:1 and able to be adjusted.
- ___ Sprit adjuster led 2:1 and with appropriately located handle. Check that both blocks are properly aligned.
- ___ Mainsheet led proper direction thru ratchet block (does it click?)
- ___ Tell tales on luff and leach.
- ___ Vang in proper position and working.
- ___ Mast rake checked and adjusted.
- ___ Tiller extension no longer than 24" and joint inspected.
- ___ Attitude adjustment?*

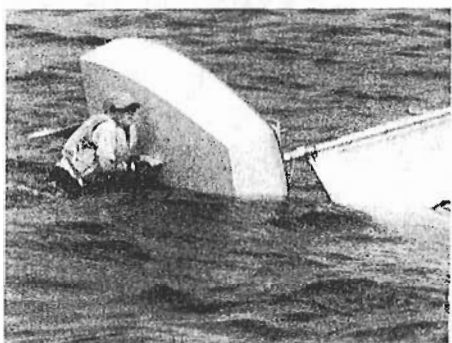
* THE SINGLE MOST IMPORTANT PERFORMANCE ITEM IS YOUR ATTITUDE.
A CHEERFUL "WINNING" ATTITUDE CAN OVERCOME THE MOST SERIOUS PROBLEMS,
ON AND OFF THE RACE COURSE.

THE SINGLE MOST CONTROLABLE PERFORMANCE ITEM IS YOUR ATTITUDE.

USODA Safety Guidelines

By Kenneth Andreasen, USODA Director of Sailing

The following are USODA's safety guidelines for Opti sailing programs. They can also be viewed on the class website at www.usoda.org.



Swimming

The sailor is required to be able to swim and be comfortable in, and with the water. All programs begin with a swim test to check the sailor's ability and to ensure that he/she does not panic the first time the boat capsizes. This swim test can take place in a pool or in the ocean/lake. The sailor will probably never need to swim far, because one of the main rules of safety is that the sailor should always stay near their capsized boat.

Boat Recovery

Recovering/riding the boat after capsizing is a skill that many programs practice too. Many sailors are a little hesitant to practice capsizing/recovery at first, but quickly this is all they want to do.

Life Jacket

Sailors must wear adequate personal flotation at all times. The life jacket must be a U.S. Coast Guard approved style, and must be tested regularly. A whistle is to be tied to the life jacket. The whistle is used to alert the coach/parent that the sailor feels he/she needs help, or in the case of an emergency.

{NOTE: All instructors, coaches, parents, or any others on the water are encouraged to wear a life jacket as well. This sets a good example for the young sailors as well as providing safety for you. If you are a parent helping out in a safety boat and you do not own a life jacket just ask around the club. Most likely someone will have a spare. Although if you're going to be traveling the 'regatta circuit' and plan to be on the water it's probably a good time to invest in a good life jacket.}

Airbags - Even the boat needs flotation

Your boat needs to have proper flotation devices as well. An Optimist has three airbags: One in the back and two in the front. These airbags need to be fully inflated at all times. With correctly inflated airbags the Optimist becomes a very safe boat. You can actually put an adult in the boat, fill it with water and it won't sink. The airbags are each held in place by three straps which are attached to the boat. Check regularly for loose screws.



Bailers

Whenever water gets in the boat, sailors use bailers to empty the water. These bailers are necessary at all times and, therefore, need to be tied into the boat. A really great place to tie them is using the forward-most straps of the airbag straps. If the boat is not an IOD95 you can tie them to the bungee cord that holds up the daggerboard. The typical racing Optimist has two bailers, one in each side of the boat. Beginners can use liquid laundry detergent containers which have been rinsed well and had their bottoms cut out.

Daggerboard

The daggerboard slides through a slot in the middle of the boat. It has a cord tied to it, which is then tied to an eye on the boat when sailing. The daggerboard always needs to be tied in. This is extremely important to check before the sailor leaves shore. When the boat capsizes the sailor will use the daggerboard to get the boat back upright. If it floats away, there is no way to right the boat.

Rig

The rig also needs to be tied in. If not, you will feel it in your wallet. When the boat flips over the mast can come out of the mast step (where it sits in the boat). That will break the thwart. This will take time and money to repair!

Bow line (painter)

At the front of the boat there needs to be a bow line. This line should be 8 meters (24 feet) long and be able to float. USODA requires that a loop be tied at the end of the line for towing and safety purposes. The painter gets attached to the mast step and then should run through a little line made into a "loop" which is then passed through the drain hole on the rail. The little hole in the rail is for draining only. Please do not run the painter itself through the hole in the rail as it will chafe and deteriorate when rubbing on the sharp edges.

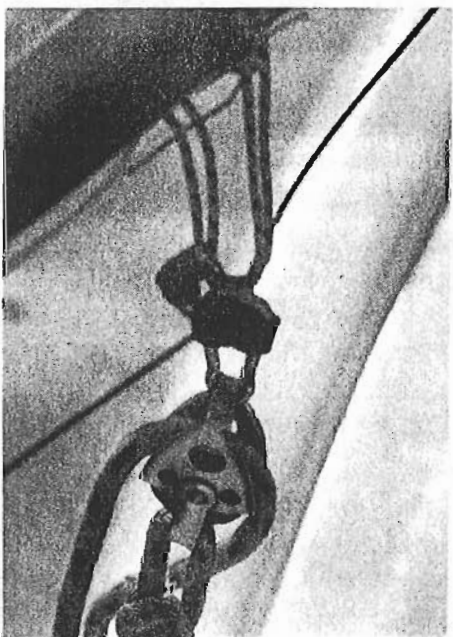
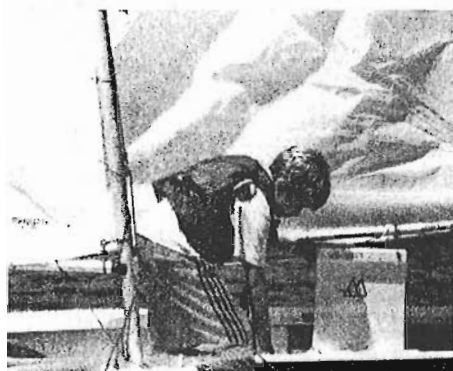
Boom bridle

On the boom all boats have a bridle where the mainsheet is attached. A little ring is placed on the middle of this bridle line. The distance from the bottom of the boom to the top of that ring can be no more than 10cm (or 4 inches). This is really important to check frequently as line stretches and the gap can get bigger. If the gap gets too big the sailor can get caught and, in a capsize situation, could be trapped under the boat.

{Quick and easy clip-on shackles or hooks can be found on many new and used Optis, they are not necessarily the best system and pose some hazards such as hooking onto your lifejacket or other gear when you tack or gybe. Instead, consider switching these out for a carabiner ring or a positive detent shackle – one that doesn't open by accidental pressure but that requires deliberate human action. The Lewmar "nab shackle" is a good choice. Colie Sailmakers and Larsen Marketing each offer their own version. Ed.}

Proper maintenance

The Optimist is a very safe boat. But, even so, it needs to be taken care of to keep it safe. Check all lines, screws, bolts, etc. frequently for wear and tear.



150

Towing Optis Safely

FOR PARENTS: When you're working a regatta as a mark-set boat, judge boat, safety boat, pin boat, or just an observing boat, under RRS1 (Safety) you may have to serve as a tow boat when weather turns nasty to get the Opti sailors back to shore quickly and safely.

Here are a few tips for safe towing:

- Have a towing bridle rigged and ready to go. A ½ inch line will do. Run it from stern cleat to stern cleat. (Better yet, have a float in the center to keep the rope away from your prop.) Tie the Opti's towline, called a painter, to the bridle. The Opti's painter should be attached at the Opti's mast cup. When towing two boats, you can tie each boat's painter to the port and starboard stern cleats. When towing a line of Optis, it's best to tow single file.
- Towing speeds should be 6 knots or less.
- Avoid sharp turns and sudden slow downs when towing in tides. Remember the last Opti in your towline can't go exactly where you go because her arc of turn is greater. Also make sure to take into account any currents when towing boats.
- To avoid unnecessary or excessive towing during a regatta when there's no emergency, the Race Committee can place a 'security' buoy downwind of the signal boat and well clear of the starting area. This way disabled boats and tired sailors can tie up to the buoy and wait there (or on their coach's boat) until the end of the day's racing for a tow, and safety boats can stay on station should they be needed during racing.
- Keep watch on the towline and Optis to make sure no one gets in trouble or capsizes. Stop immediately if an Opti capsizes.

FOR OPTI SKIPPERS: The Opti skipper also has certain responsibilities when under tow.

- Be prepared with a sturdy painter. IODA Class Rules specify "a painter of a single piece of buoyant rope, not less than 5mm diameter and not less than 8m long securely

fastened to the mast thwart or mast step." When you're one of several boats under tow your painter will need to extend from your mast to the mast in the boat ahead of you. USODA also requires there to be a loop tied to the end of your painter. (SEE "Towing an Optimist Team," next page.)

- Be able to tie secure knots.
- Unclip your mainsheet and pull out the daggerboard. This keeps the Opti from skating all over the water.
- Sit down in your boat and steer with your tiller.
- Follow the instructions of the towing boat.
- Be responsible. Don't fool around. This is not the time for gymnastics or other stunts. You don't want to flip your boat or fall out when under tow. This not only endangers you, but everyone else in the towline.

Get That Painter Right!

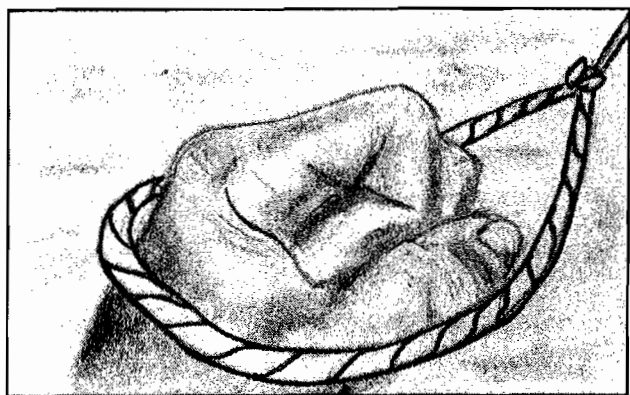
It's important to have a safe and class legal painter. It must be a single piece of line with a bowline or other secure loop in the end – this makes towing easier and is required at all major USODA regattas.

Don't attach the painter with a stopper knot through the gunnel at the bow where it can damage fiberglass or pull through the laminations. Instead, dead-end it around the maststep and feed it through a loop of 5/32" line, which you've put through the drain hole in the bow. If it's a tight squeeze, you can drop a sail tie down through the drain hole, loop it around the loop in the 5/32" line, and pull the loop up from below. Then feed the painter through the loop. Not only have you eliminated the problem of chafe, you've ensured that the painter will stay on the centerline of the boat, preventing the boat from getting squirrely under tow, and making it easier to grab from a motorboat.

Periodically check the line for chafe where it feeds through the loop, as well as the loop itself where it feeds through the drain hole. It's a good idea to replace painters often. And, never ever use the slippery, shiny type of rope often used for water-skiing, which rots easily in the sun and doesn't hold a knot well, use a good nylon line.

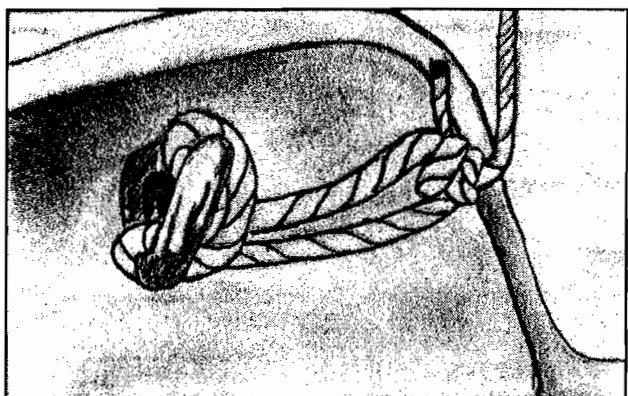
Towing An Optimist Team

1. Before leaving the dock, tie a bowline or other secure loop at the end of each painter (towline), with a loop big enough to put your fist through.



2. Painters should be coiled and free of knots for quick and easy accessibility.

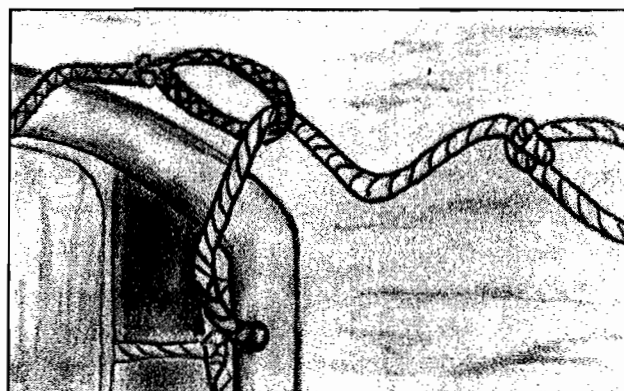
3. Grab the painter from first boat and push the boat away from you. Attach the loop at the end securely around a cleat.



4. Sailors should be sitting inside their boats with their legs across the boat and their daggerboards pulled half way up.

5. To add a boat to the tow, uncleat the first boat's painter and hold it securely as the new boat approaches.

6. Grab the second boat's painter. Take the end of it and feed it through the loop of the first boat's painter.



7. Make sure the painters cross on top of the bow transom. If a painter gets stuck on the corner of the bow transom, have the sailor pull it off the bow.

8. Push the throttle forward so you slowly move forward, away from the boats.

9. Continue this process until you have no more than six boats on the line.

10. Head for the docks!!!

Important Notes

1. Bow-lines must follow class rule 4.3b

- Must float.
- Must be 8 meters in length.
- Must be at least 5mm in thickness.
- Should be tied to the mast step.

Incredible, But True!
41 Winners at US Nationals' Greenfleet

(plus some tips on running a great Greenfleet event)

That's right. At the trophy presentation at this year's Nationals (1999), the winners on the Greenfleet course were asked to come forward. The circus tent full of over 400 Red, Blue and White Fleeters, parents and race organizers looked on in amazement as, not one, but all 41 of the Greenfleet competitors scurried center stage. Their faces beamed as they were greeted by thunderous applause from the crowd.

How could that be? Forty one winners at one regatta?? What audacity, they couldn't all have won. Addison Caproni from St. Thomas got the 1st Place trophy. What the hey?

But, winners they were. Ask any one of 'em. Here's how they did it...

On the Sunday afternoon, before the practice race, the Greenfleeters were assembled under one of the massive tents strategically placed by Pleon race organizers. They were greeted by Principle Race Officer (P.R.O.) Susie Schneider and Opti coach Tom Coleman. Sensing more than a little apprehension among the ranks, Susie and Tom went to work setting the stage for what would soon become a successful week of racing and fun.

GF Tip #1... Greenfleeters should not be lumped in with the other racers. Have a general welcome, introductions, door prizes etc., but don't make the Greenfleeters sit through the regular (confusing) skippers meeting. Pull them aside for their own meeting. Remember, for many if not most, this is their first race. Aim to make it incredibly fun. Something that they will want to do again and again. Don't ever answer a Greenfletcher's question with "it's in the race instructions" or "didn't you read your race instructions?". This is questionable when working with kids of any skill level, but totally inappropriate when talking to Greenfleeters. (And please, if you want their respect and want them to have self respect, don't call them "greenies", or any other name that may sound "cute" to you or sound condescending to them. They are Greenfleeters, just as others are Red, Blue or White Fleeters.)

The kids were asked to sit in a circle on the lawn. One by one, each told their name and where they were from. Gradually they became aware that they belonged to a group of kids, not unlike themselves. They were among friends. As the tension subsided and the kids loosened up, joking and fun were inevitable.

GF Tip #2... Lecture seating is fine for lectures, but by having the kids sit in a circle on the grass they could be seen and could see all the others. This helps draw the timid kids out of their shell. Having them introduce themselves and tell where they are from allows them to start to understand the widespread popularity of the Optimist. Names and hometowns are much more appropriate than yacht clubs and races won. Steer the hotshots away from intimidating the newer kids with such trivia. Better yet, if you have more time,

let the kids pair up with someone they don't know. Have them find out some important facts about each other such as name, age or grade, hometown, favorite food, least favorite food, pet peeve, favorite band, TV show or movie etc. Finally ask them to find out something special about their mate, something nobody would know unless they told them (no race results, please).

Give them about 5 minutes then reassemble. Ask them to stand in front of the group, introduce their new friend and to tell everything they have learned about them. By doing this everyone gets to know one another quickly and so do you! In a matter of minutes you will know who are the troublemakers, the leaders, the serious ones, the quiet ones etc. Make sure each child speaks out loud and clear.

Tell the Greenfleeters what they can expect next. Give them a schedule and try to stick to it. Put them at ease. Answer their questions. Be patient, relax and have lots of fun with them.

Make race instructions as simple as possible. If you use more than one course, have copies for each sailor and be sure they understand fully. Go ahead and introduce some new words and concepts, but not too many. Moderation and clarity is the key. Monitor for understanding. Downplay protests, encourage and reward good sportsmanship.

One of the kids asked innocently "What if nobody sees you touch a mark?". The reply came in the form of the age old meditation "If a tree falls in the woods, and nobody is there to hear it, does it make a sound?" Socrates, himself, would have been pleased to see the look of understanding come across the faces of the young inquisitors. (Where's Jobson and his film crew when you need him?)

GF Tip #3...Set up your Greenfleeters for success! Discuss the "WINNING ATTITUDE" and how to set and meet appropriate goals. Let them know that it is possible for each and every one of them to win, not only in their eyes, but in the eyes of their parents as well.

On the second day, the Greenfleeters gathered and this time sat lecture style. "How many of you are going to win today?" asked Tom. A couple hands went up enthusiastically, a few more went up cautiously. "Today I'm going to tell you how you can ALL be WINNERS" said Tom. They were hooked. They wanted to know the secret. As chairs crowded closer to the speaker. Parents, too, strained to hear just where this was going to lead.

"Winning makes us feel good. When we get first place in a race, people say we are the winner. Only one sailor can come in first, but does that make them the only winner? Why do some kids feel good even though they placed second, third, tenth or even last? Because they have a winning attitude" explained Tom.

A winning attitude means that you have made a promise to yourself to reach (attainable, skill and developmentally) appropriate goals. For instance, my 14 year old, US Optimist National Team member, son's goals would be different than those of my almost-ready-

for-Greenfleet 9 year old daughter. Likewise, as a parent, my expectations should be appropriate and complementary.

As an Optimist coach, the goals I suggest for Greenfleeters are:

1.To have fun, no matter what the outcome.

2.To learn all you are able.

3.To try to do your best.

(A sailor who's goal is to get first place in Greenfleet should probably be moved up to a higher level of competition. A parent who has set this goal for their son or daughter is more often than not, disappointed. And guess who bears the brunt of the disappointment?)

If these (above three) are the goals set by the sailor before the race and all three are achieved, who is to say that they are not a WINNER? But, did the young Opti sailors at Pleon buy it? Jump to the last paragraph of this article if you can't wait to find out.

The third day, when the Greenfleeters assembled, the chairs were arranged in a circle, one for each kid. "Time for a game" was greeted by cheers from the eager group. For 30 minutes they played a game called "The Winds of the World". "How do you win" was the very first question posed to game master Tom. "Good question" came the response. "You win, like in Greenfleet racing... by playing the game. Everyone who plays fairly and has fun is a WINNER." After a brief explanation they were all having fun, deeply involved in something new. "The winds of the world are blowing for..."

GF Tip #4... actually this is a great ice breaker, rainy day game or quick filler for any type of group. To play, arrange enough chairs in a circle for everyone in the group. Try to involve parents and bystanders in this one.

Everyone sits in a chair but the announcer. He/she stands in the middle and explains how to play. They start the game by announcing "The winds of the world are blowing for...everyone who is in fifth grade" (all the fifth graders stand up, run to the middle and take a seat across the circle where someone else was sitting)...or..."everyone who is wearing a hat" (all wearing hats run to the center and exchange seats)...or..."everyone who hates school"...or..." everyone who loves Optis"...get the idea? Be creative here, encourage things that will help them learn about each other rather than merely comparing clothing.

Did I mention that the announcer also scrambles to take one of the vacant seats? Yeah, that's how the next announcer is determined each time. If someone needs to leave the group, take a chair away. If more join the group (you can expect this), add some chairs. Keep the circle fairly round or oblong. This is an action game, but keep control so nobody gets hurt in the melee. I've seen this game played and enjoyed by youngsters, adults and even "too cool" teens.

After 20 to 30 minutes the game will get too rowdy as the participants get bored. Be prepared to shift gears and move on to something else.

After the game a question and answer period ensued pertaining to the previous day's races. This was followed by Sue and Tom commenting on observations made during the races.

By Wednesday the Greenfleeters were really getting to know one another. It was great to see them interacting both on and off the race course. The game for the morning was designed to enable group members a fun way to learn each others names. The group of 41 was divided into 4 smaller groups, each forming their own circle. A ball was introduced to each group and the fun began. By now they knew better than to ask how you win the game.

GF Tip#5...The name Game. People of all ages interact more freely when they know each other's names. This game is also the start of a plan for team building. It will be detailed in a future article.

On Thursday, with races being delayed due to lack of wind, Susie decided to hold a mock protest hearing for the Greenfleeters. Enlisting the help of certified judges and other members of her race committee, Susie did an incredible job of giving the kids and parents a first hand look at what is required to lodge, carry out and defend a protest. Although I was not present for this, I heard from kids that this was a great learning experience. (Perhaps in a future article we can get Susie to fill us in on how to do this.)

GF Tip #6 Always enlist the best possible people to help run Greenfleet events. Greenfleeters deserve no less than any other fleet. If we are going to keep these "first timers" in the sport, we owe them all around first rate organization, good management on the water, fair judging, safety boat ratios suitable for the surroundings with qualified safety boat drivers and on the water coaching and dry land clinics by instructors or coaches skilled in working with young entry level racers. (More on this in future articles)

What, if any, were the long range effects of our mini clinics, the games, the friendships formed, the on the water coaching and Susie's casual, but professional running of seven races? At the awards ceremony I just couldn't help testing at least the short term gains.

Soon after the Greenfleet trophies had been claimed, I grabbed the mic and announced that there were more WINNERS. "Would ALL the winners from the Greenfleet please come forward". As if waiting for their cue, they came forward and faced the cheering crowd. It was truly gratifying to see the accomplished looks on their proud faces. The 41 Greenfleeters had all won at the US Optimist Nationals.

COACH'S-INSTRUCTOR'S NOTEBOOK-

BUILDING TEAMWORK PART 1

We talk about teamwork as being one of the benefits we hope our kids derive from a good sailing program. Is this life skill really being instilled in our young sailors or do we pay it lip service and assume that it is happening? Do we understand the process well enough to allow it to happen? Hopefully these notes garnered from a wealth of "team players" will help you arrive at an answer.

"What is teamwork?"

It is the ability of two or more people to try and accomplish a task or goal by listening, understanding, sharing, realizing strengths and weaknesses, and by trusting and caring for each other.

"Why is it important and what does it have to do with sailing?"

(See above definition!) Imagine trying to race an Opti, Laser, Europe, Finn, etc. competitively by yourself. To launch a successful campaign on any single-handed boat takes a support team. Imagine doing a Whitbred, or let alone, a simple overnight bay race where the crew didn't listen to each other, wouldn't share, trust, or care about each other. (Been there...done that?) Teamwork is a life skill that we can use everyday at home, school, work and play.

"We do team building games on the days we can't sail. Isn't that enough? There's so much to cover and so little time."

Team building should not be thought of as a skill like tacking or docking. It's not something to be checked off on a clipboard "...yep...did that handholdinguntiethehumanknot thing, so much for team building...let's sail." Team building is a process that starts the first day of class and builds to, and hopefully beyond, the last day. If you start the process from the very first hour, you are laying the groundwork for sailors to have fun and to start exploring new ideas and learn new skills. How much easier it becomes to teach when you've gotten rid of their fears and inhibitions and kids begin to interact.

Later in the course, teamwork can be reinforced by modeling it yourself (don't do everything yourself, ask for help when appropriate), by using team building games effectively and by putting teamwork to good use. Teamwork can be strategically used to accomplish many things. Need a boat moved? - call the "A" team into action. Need some boats bailed?- can the "B" team mobilize faster than the "A" team? Need to have a serious discussion on safety?- teams know when to quiet down and listen. You arrive late for a class- your teams are not running around getting into trouble. Team building, although not a panacea, can help you achieve your instructional objectives as well as foster a sense of belonging and pride in your sailors.

Hopefully you can start to see that team building is not a fill-in activity or an end unto itself, at least not in the junior sailing context. By developing an understanding of what team building is all about, by learning to use it effectively, coaches and instructors will have a powerful tool to mold young sailors into valuable team players and better sailors. Parents and program directors should insist upon it.

In the next issue of OPTINEWS we will get into actual team building activities and how they can be conducted from introduction to conclusion.

This article is by Tom Coleman, US sailing Instructor Trainer; Opti dad, coach and instructor; and manager of Larsen Marketing.

With corporate entities collectively spending millions annually on team building for their executives as well as their front line workers

At camp we were fond of saying, "there is no I in t-e-a-m-w-o-r-k". It's absolutely true. To work most efficiently as a team the "I" must be forgotten and the "we" must be embraced. This is a foreign concept to many of us who think that the best way to get ahead is to "look out for number one" or the best way to get something done is "to do it myself". I am reminded of a quote my father had on his office wall when I was a kid... "There is absolutely no limit to what can be accomplished if you don't care who gets the credit". It took me years to understand the meaning of that quote, but it is the heart of what teamwork is all about. If we want to work effectively in groups, we must give up some of our identity to the group as we become part of it.

and reminding the sailors that they are all part of a big team, their attention can be brought to the task at hand. By inserting team building games at strategic times, the team concept is reinforced while enjoying a fun diversion.

By putting dispelling some fears meeting new kids ("Who shall I sail with?"... "She has a hamster"... "He likes death match kickboxing too!"... "They don't know how to sail yet either."). This helps put them at ease in a new situation and readies them for exploring new ideas, learning new skills and growing up.

Proper use of team building games will allow kids to get to know one another quickly. The NAME GAME is a good place to start, but all team building games must be properly framed for the maximum benefit.

To be most effective, team building games should be done outdoors when possible. There should be plenty of room but not so much that the instructor loses control of the group(s).

Modeling teamwork as an instructor. Examples *Gerz*

Subject: ACC's -please share this with all the others.

Date: Sun, 22 Aug 1999 15:51:13 -0400

From: Tom <tom@iod95.com>

Organization: OPTIPARTS

To: Bob Knott <rjkphotog@capecod.net>, Richie Dart <COZMO72600@aol.com>, Gail Wynn <GWinn40076@aol.com>

You guys are really gonna love this regatta!!!

I am guessing this is the biggest regatta you have ever been to. Most kids I know say they like the big regattas best because of all the new friends they can meet, and all the old friends they can see once again.

Lately you guys have been tearing up the race courses, doing really well. You'll remember me talking about why it's so important to travel outside your club to get better. Well you have done the regional thing and I bet your sailing has greatly improved because of it.

Now you will be faced with, I'm guessing over 150 boats. Many will have traveled from as far as Canada, Maryland, Bermuda, Florida etc. You will see some amazing sailors. I know just about every one of them, especially the top kids. They are really cool kids. Tell them I said hello and get to know them. Don't be intimidated by any of them. It wasn't that long ago they were going to their first BIG regatta. You guys are so incredibly awesome yourselves, you will have no problem whatsoever there. Keep your head on straight, keep it "out of the boat", but don't loose it.

Remember these main things and have lots of FUN and learn all that you can:

Talk to the locals (hey, is that you?). Get as much local knowledge as you can on winds and currents. Have a coach or an adult take charge of researching the weather for each day and knowing what the tides are doing.

Read the race instructions and understand them completely. Coach or an adult should do this in a team meeting.

Wear sun protection and drink tons of H2O. Take water with you.

Get out to the line early. Study the wind patterns and especially the shifts.

Start wherever you are most comfortable (current starting technique among top Olympians is that it is more important to start the same way each time than to start at a favored end, some start in the middle, some always at the pin, some always at the boat some halfway between the middle and the end) unless it is heavily favored at one end, then you probably should start there.

Don't get black flagged!

Take line sights, there will be a lot of boats! Do you know, remember how? Find out.

Pick a lane of clear air. DON'T SAIL IN BAD AIR!!!! How do you do that?? Talk about it.

Sail the tack that takes you closest to the windward mark. You have 2 choices going upwind, port or starboard tack. Unless the mark is dead upwind, one tack is ALWAYS favored. It will get you there fastest so stay on it the longest. It may change if you are headed. Be the first to tack on the headers and you

should be first to the mark. The top 3 places are mostly decided during the 1st leg.

Trim over the corner going upwind and keep it driving through the chop. Don't stall, don't luff, but a tiny luff is better. Why? Talk about it.

What slight wrinkle do you want? from end of boom to top of mast, or top of sprit to tack of sail?? Talk about it.

Reread the rules about mark roundings and understand them. Be aggressive!!!, but be right!!!

If you are leading a pack of boats... cover them. If a pack is leading you... do something different, don't follow them. Why?

Sportsmanship is EVERYTHING!

"You have not won the race, if in winning the race you have lost the respect of your competitors"

-Paul Elvstrom

Again, enjoy yourselves. That's why you are there. Learn, have FUN and you will be a WINNER.

"Let me know what you learned, who you met and how much fun you had. Placing well is nice, but the other things are even more important!!!"

-Tom Coleman

ps- I am sending a \$100 rig travel bag to whoever makes the most friends at the regatta. You guys vote and tell me who to send it to.

Your friend,

Tom

Subject: 1 Hour Clinic for beginners/GreenFleet

Date: Sat, 01 May 1999 22:27:04 -0400

From: Tom <tom@iod95.com>

To: dkopp@ordella.com

CC: tom@iod95.com

Girls only !
clinic .

General thoughts:

1. Please ask them to run a triangular course if you agree. I don't know why so many clubs like to run windward/leeward races for Greenfleeters. I really prefer a short, modified Olympic course, one time around (or twice maybe).

2. Please have them do a LOUD verbal countdown. KEEP IT SIMPLE!!! 3 minute start with a liberal over early lookout.

3. Don't confuse them. MAKE SURE EVERYONE HAS FUN AND WANTS TO DO IT AGAIN!!!

Here we go...

1. Introduce yourself. Tell them that they are here to have FUN!!!

2. Opti-Intros:

Have each girl pair-up with another girl she doesn't know.

Tell them to take 5 minutes and find out (and remember!):

their new friend's name

grade

their sailing history

favorite food / worst food

something special about them that nobody would know unless they told them

Assemble after about 5 minutes and let them each have a chance to introduce their new friend to the group. Make sure they speak-up loud and clear.

3. Girl Power!!

Ask some questions to get them talking about girls and boys in sports.

Here is a sport that puts them on equal footing with the boys.

It takes concentration and coordination to win races. Most girls have an edge over boys at this age.

At the Olympic trials 470 GOLD MEDALIST Alison Jolly did 470 pushups! None of the guys dare to try and duplicate that feat!

Mary Ridenour was 2nd place girl at the 1996 World Championship.

Amanda Clarke won the girls division at the South American Championship 19??, and also came in 2nd place at the European Championship.

In general, it seems the US girls have placed better than the boys at world class events!

Go girls!! ... and remember not to let the boys intimidate you. You are just as good as they are and deserve to win just as much as they do.

4. Ask ... Why do we race?

watch for shifts

Downwind:

sail the rumb line, but keep clean air

dagger board up

enter wide, leave close on mark roundings (show them why)

At the finish:

which end is favored (usually opposite as start)

am I covering boats behind me?

After the race:

Thank the race committee and all the organizers

Say good-bye to all the competitors (your new friends) and agree to meet at the Opti Fun Weekend @ CYC.

Danny I hope this helps. Have a FUN, safe regatta. Tell those girls they rule! And I hope to see them kick the boys' @\$\$*\$ in the future.

Good luck to Monica. Concentrate on the other girls and she and Adri will do fine.

Tom

FUN & LEARNING: It Can Happen Even When The Weather Does Not Cooperate!



By: Jeff Doubek & Deb Sullivan

Ideas

Have an idea of the week contest among staff
Books – Teaching Sailing the Fun Way, a US SAILING publication
Share ideas with other clubs and NSPS

Gameshows & Games

Family Feud, Millionaire, Hollywood Squares, Jeopardy, Win, Lose or Draw
Hangman, charades, Simon says, treasure hunt, relay races, obstacle course, Pictionary

Environmental Activities

Awareness and Respect for the water
Understanding wildlife and how we can effect their survival
Watershed

Serious Fun and Sometimes Silly Activities

Pop quizzes, mock protests, land drills, knot games, R/C sailboats
Eating contests, Parades, Mission Impossible, Sailing Olympics

Advanced Activities

Charts and navigation, weather, boat types, learn to whip and splice

Computer Activities

Track the storm on the Internet
Watch races from Virtual Spectator
Research Class Associations of boats used in the program
Racing Rules

Videos

Age appropriateness
Educational factor

Arts & Crafts

Design and make trophies (great to use broken boat parts)
Make Code Flag flash cards (spell student's names or boat parts)
Collect sailing magazines to be used in making collages

*****Helpful Hints*****

- Have centers with different activities so students can do activities what they like.
- Have materials ready even on fair weather days. You never know...
- Have a backup plan. Activities vary in length depending on the interest of the students.
- Collect and store ideas in an easy to use format (rolodex, idea box, binder)

Pequot Yacht Club Boxes

Some Examples

Prizes Box:

Cheap or goofy/cheap rewards for day to day activities

Art Supplies Box:

Markers, glue, tape, crayons, scissors, etc.

Wind and Current Activities:

Yarn, bubble mixture, Frisbies, model airplanes, etc.

Shingles Box;

Shingles...they float and can be used for water "pick up" games, etc.

Puzzles and Games/Activity Worksheet Books:

Sailing-related. Could serve as models for games to be created by sailors/instructors

Paper Box:

Construction, newsprint, wrapping, etc.

T-Shirt Box:

Lots of cheap white t-shirts, fabric markers

Wooden Boats:

Models for teaching the racing rules; models to help demonstrate concepts

Junk Material/Fabric:

To be used to build "weird" boats or to help kids to put together a "freak" rig on their own boats



Boat U.S. Foundation

for Boating Safety & Clean Water

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Alexandria, VA 22304
703-823-9550 FAX 703-461-2855

☐ 147 Old Solomon's Island Rd. Suite 513
Annapolis, MD 21401
FAX 410-897-0396

Checklist for Environment Stewardship:

For use by boat clubs and schools:

Garbage:

- Do you have enough garbage cans/dumpsters at the facility and on the docks to handle the amount of trash generated by your students and customers?
- Do the garbage cans and dumpsters have lids to prevent blowing trash?
- Do you have students bring all trash ashore and empty from boats daily?
- Do your instructors teach and practice a "no trash goes overboard" policy?
- Do you encourage all staff to pick up trash seen on the premises?
- Have you considered a "no trash overboard" statement in your basic sailing instructions?

Recycling:

- Are you aware of any local and state requirements for recycling at your business?
- If you do not currently recycle, have you considered establishing recycling (i.e. aluminum cans)? Before you start, make sure you have a local market for that type of product, some committed people who will regularly take the products to the recycler, and a plan for publicizing this and encouraging your customers/students to participate.
- If you do have a recycling program, have you recently assessed its effectiveness by checking the contents of your garbage? Is it time to add one or two more things to your recycling list? (paper, plastic beverage containers, cardboard?)
- What kind of example do your instructors/employees/board members set in terms of recycling?

Sewage:

- Do the club boats with heads have a federally required marine sanitation device?
- Do you empty any boat sewage holding tanks at landside pumpout stations?
- Do you empty portable toilets ashore?
- Do you encourage students to use onshore restrooms before leaving the dock?

Maintenance:

- Are you performing all major maintenance jobs onshore, as far away from the water as possible?
- Are you using water based products (paints/varnishes) when possible?
- Are the people doing maintenance work properly equipped for human health protection?
- Are you using tarps under boats out of the water for hull scraping or painting?
- Are you taking active measures to keep hazardous runoff from your boatyard out of the water?

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Fuel and Oil:

- Do you teach your instructors safe and clean fueling techniques for all the boats they fuel?
- Are all the people handling fuel or oil at your facility aware that spilling only a few drops into the water can create a sheen, which is illegal?
- Are they aware that using detergent to disperse a sheen is also illegal, and bad for the water too?
- Are all your motorboats equipped with oil absorbent "diaper shaped" pads?
- Do you have any outboards with integrated fuel tanks in the engine that require filling over the water?
- When it's time to replace outboards, have you considered cleaner burning 2 or 4 stroke engines?
- Do your instructors know what to do and who to call in case of a fuel spill?

Overall:

- If your state has a "clean marina" program, have you investigated participating in it?
- Does your program's mission include cultivating a stewardship ethic within your students?
- Is your facility and your program considered a good neighbor within the community?
- Have you considered participating in a local beach cleanup, using your boats to reach remote islands or areas not easily accessed by car?
- Can you regularly insert a "green tip" or smart boating column into your website, newsletter, or other communications with your students and members?
- Does your facility use recycled products wherever feasible, print doublesided, and reuse misprints as draft paper?

Note: These are ideas to get your environmental program started. Please consider this as reference information and not as legal advice or a substitute for counsel. Other regulations not referenced here may also apply.

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The BoatU.S. Foundation for Boating Safety and Clean Water is a national nonprofit 501(c)(3) organization that creates education and outreach campaigns, researchs issues and products, and helps boaters learn specific actions they can take to be safer and better stewards of the environment while boating. Our funding is primarily from individual donations and grants.

For more information on any of these topics,
please email us mpodlich@boatus.com
call us at 410-897-1060, or
visit our website at www.boatus.com/foundation.

US Sailing Association - Youth Council

The purpose of the Youth Council is to promote and support youth sailing in the United States, and to provide a forum for youth & adult sailors, sailor & non sailor parents, and coaches to exchange information and assist one another in solving mutual challenges and to advise US Sailing's committees, councils, directors and staff in matters that affect youth sailing.

The Youth Council is an opportunity for individuals and organizations that promote youth sailing to gather around a common theme of youth in sailing.

US SAILING's mission is: "Encourage participation in sailing and racing, Promote excellence in sailing and racing."

The constituency of the Youth Council is not just the 11 US SAILING areas and member sailing associations but is any organization or person associated with youth in sailing.

- To connect with the constituency a Junior Sailing database will be re-started and made accessible and updatable on the US Sailing website. The database will include all organizations, clubs, camps, etc., involved with youth sailing with key contact names/e-mails/phone numbers& a description of their activities. US SAILING member organizations, and those with US SAILING trained instructors can be highlighted and linked to websites provided. Also any member of US Sailing including junior members are eligible to participate in this council (junior members can vote on council matters).
- The youth council can bring together organizations that currently are involved in teaching sailing to young people and share best practices and ideas.
- The Youth Council will establish retention and participation goals for the future. We need to retain the kids we have, use existing research to estimate current numbers of kids sailing to establish a starting point, then reach out and get new kids. We need to make sailing "cooler" so kids will choose sailing.

What can you do to help the Youth Council achieve these goals?

JSA of LIS is one of the premier junior sailing organizations in the USA and you have a lot to offer. Please take this opportunity to assist the Youth Council in making youth sailing more appealing and successful.

Please feel free to contact any of us on the Youth Council, or attend the next council meeting at the US Sailing meeting in March in Newport.

To see the members of the Youth Council and their contact info go to the US Sailing website http://about.ussailing.org/Directory/Councils/Youth_Council.htm

Boat Class Association Membership for Sailors

Competitors in JSA events must be current members of their respective class associations. Except at JSA championships events, protests under this rule shall not be made by competitors.

The JSA encourages all sailors, both serious competitors and recreational sailors, to become members of their boat class associations. Membership in class organizations will provide sailors with the most recent information on major international, national and regional class events, rules, tactics, clinics and newsletters written by junior sailors as well as world class coaches.

US SAILING Golden Anchor Program

What is the Golden Anchor Program?

The Golden Anchor Program provides an opportunity for current US SAILING Organization members to take advantage of discounted Individual and Family membership prices for members of their organization while raising money for their sailing organization.

The Membership Department will work with one appointed administrator from each club who will collect names and dues to be submitted all together annually. An organization accumulates credits for each member who joins or renews. These credits then can be applied towards the purchase of publications or other educational materials that are available for purchase in the US SAILING store. The appointed administrator will work with the Membership department and redeem these credits on behalf of the organization within the calendar year.

What is the Cost?

The 2009 - 2012 Membership Fees for those participating in the Golden Anchor Program are as follows:

- Youth Membership: \$20.00 / year (normally \$25)
- Individual Membership: \$50.00 / year (normally \$60)
- Family Membership: \$75.00 / year (normally \$90)

How are credits earned and redeemed?

Credits are accumulated based on the amount of members who join or renew through an organization within the calendar year. For each new member, the organization will receive 10 credits and each renewing member they will receive 2.5 credits. The credits are equivalent to a dollar amount that can be applied towards publications and other educational material in the US SAILING Store.

For details of this program, go to the US SAILING website at http://membership.ussailing.org/Membership_Options/Golden_Anchor.htm

To join US SAILING's Golden Anchor Program, please contact Kate Daley at katedaley@ussailing.org or 401.683.0800 ext.685 to get you started today!



United States Optimist Dinghy Association

USODA Membership Types and Dues

What TYPES of membership are offered?

SKIPPER memberships are offered for sailors, and INSTRUCTOR memberships are offered to coaches and sailing instructors. SUSTAINING memberships are offered to yacht clubs, sailing associations, groups and individuals who would like to support the USODA and junior sailing.

Each club that uses the Optimists in its junior sailing program is encouraged to join USODA. The accompanying subscription to *Optinews*, the award-winning magazine of the USODA, is reason enough. The magazine includes information on safety, equipment, rules, sportsmanship, regatta and program development issues. Multi-year and combination skipper-and-sustaining-member memberships are also available at discounted rates. For convenience, members can select to auto-renew.

What does is COST to JOIN?

If you join or renew online, a Skipper membership is \$39, an Instructor membership is \$25, and a Sustaining membership is \$49. IF you join or renew by mail, there is a \$6 handling fee added to these amounts. Joint and club memberships are also available. USODA dues have only increased once since 1999, and class membership still a good value considering it includes a subscription to *Optinews*. Enhancements planned for the class web site at usoda.org will provide significant further services such as automated, online event registration.

How do I join the USODA?

Go to the class website at www.usoda.org and click on Membership to sign up online.

Skipper (if you are 15 years old or younger)

1 Year	\$39.00	
2 Years	\$65.00	(\$13 savings)
3 Years	\$89.00	(\$28 savings)

Sustaining (Supporting Parent, Yacht Club or Assoc.)**

1 Year	\$49.00
2 Years	\$98.00

Instructor / Coach

1 Year	\$25.00
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** - Sustaining members are the backbone of the Class, helping us to provide educational and sportsmanship programs, training to sailors at all levels, assuring a true one design class and fair racing, and providing sailors an unprecedented opportunity to learn and grow with young skippers across America and around the globe. We urge you to join our group of supporters.

IBJCA DUES 2010

**\$25.00 SHOULD BE PAID
BY EVERY BOAT OWNER
REGARDLESS OF
WHETHER THE BOAT IS SAILED
OR NOT SAILED**

“Special Friends” of the Class, \$50.00 or more.
The Blue Jay Class is exempt from Federal Income Tax under Section 501(a) of
the IRS Code 501c3

Contributions, in addition to dues, are an important factor in maintaining a strong
one-design class.

NAME _____

ADDRESS _____

EMAIL _____

BOAT # _____

MAIL TO: W.K.DUNBAR IBJCA
12 SANDPIPER POINT ROAD
OLD LYME, CT 06371

CHECKS PAYABLE TO IBJCA

PIXEL CLASS
2010 MEMBERSHIP FORM
Thank you for joining the PIXEL class

Sail/Hull number: _____ Club: _____
Name: _____ M F (circle one) Date of Birth: _____
Address: _____
City: _____ State: _____ Zipcode: _____ - _____
Phone: (____) ____ - _____ E Mail: _____

Membership fee: \$25.00 Checks payable to: PIXEL Class Association
Mail to: PIXEL Class Association
c/o Britt Hall
27 Highview Road
Darien, CT 06820

Please note: For owners of multiple boats or boats owned by clubs, please include \$25.00 for each boat.

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Darien, CT 06820

Please note: For owners of multiple boats or boats owned by clubs, please include \$25.00 for each boat.

International Laser Class – North American Region membership form

Name _____

Address _____

City _____ State / Prov. _____ Zip / postal code _____

Phone _____ E-mail _____

Sail # _____ DOB (month/day/year) _____ Sex _____

Boat usually sailed _ _ _ Laser _ _ _ Radial _ _ _ Laser 4.7

Current Membership Fees

All amounts are in US dollars. (Canadian checks must be in US dollars.)

Regular - \$40 for one year or \$75 for 2 years

Junior - \$35 (Member may not turn 18 in 2010), or \$65 for 2 years (Member may not turn 18 in 2011)

Family, one year - \$40 for the primary members and \$25 for each additional member

Family, two years - \$75 for the primary members and \$45 for each additional member

Please provide family members names, DOB, boat type and sail number on an additional sheet of paper.

International - \$50 (any member not living in the US or Canada), one year only

Amount enclosed _____ US\$

Please make checks payable to **ILCA of NA** or provide credit card information as shown below. Thank you for joining the Laser Class.

Credit Card payment by Visa or Mastercard (Sorry – no AMEX or Discover)

Name on credit card:

Credit card number:

Expiration date: _____ Credit card billing zip/postal code _____

NOTE: Occasionally we make our mailing list available to our advertisers. If you do not want your name included on these lists, please check here: _____

The Club 420 Association, Inc

Become a Member

We Want You!

As a Club 420 sailor, you should join the class. There are lots of benefits. Your membership will help us manage the class for great one design sailing. We will send you a copy of the rules and official club decal for your boat or car. Through our newsletter, we'll keep you informed about race schedules, results from across the country, tips on how to win more races and much much more. And remember only members of the C420 Class can race at class sanctioned regional and national events. So come on board, it will be \$15 bucks well spent.

An Important Note About Hull Numbers

Because sail numbers were not assigned to individual boats as they were built, currently the only meaningful information common to each boat is her hull number. The hull number is engraved into the transom on the starboard side (OQTFT4654191 or VNG0288M80J or VNG0487A686). It is important that we get all of the Club 420s registered ASAP. Please send your hull numbers to The Club 420 Association, PO Box 386, Franklin Lakes, NJ 07417.. Thank you!

How to Join: Go to the Club 420 web site www.club420.org and click on "Join the Class," fill out the online form and pay your \$15 dues by credit card.

