

**Review about junior program operational safety and training at JSA of LIS member programs**

Topics	Examples of responses > is from 2017 >> is from 2018
<b>Safety policies and checklists currently in place</b>	>We enforce a Code of Conduct and Safety Procedures to assure proper and safe behavior of all junior sailors. (Sample documents provided).
- Safety policies	>We have an emergency response plan that is used by the junior sailing instructors, as well as club member operators of race support boats for our adult racing series. At the beginning of the season our waterfront and junior staff review the plan, procedures, and checklists. We make sure a laminated copy is visible/easily accessible. We also include emergency response information in our instructor handbook. And we have a safe powerboat operation session during the instructor training week.
- Safety policies	>I think complacency is more often the enemy than lack of training. Overall I think we need to create a culture of safety which enables anyone to say something if they see something without being viewed as the curmudgeon of the waterfront (e.g., slow down, don't overload the coach boat, sit down in the boat, hands-in/butts in, put safety lanyards on and cell phones down, wear closed toed shoes, wear your lifejacket properly, etc. We do have a Standard Operating Procedure and a Powerboat Safety Checklist for our coach boats (17 ft Boston Whalers with 70 hp Yamaha outboards). (Sample documents provided)
- Safety policies	>During orientation week we review the Emergency Action Plan and on-water safety. Instructors are responsible for operating their motorboat in a safe and legal matter. The harbor waters are 5 mph zone, never drive carelessly or promote horseplay. Lifejackets must be worn and zipped at all times on the water and dock. Our number one goal is to keep our sailors safe, so safety should be on our minds at all times. Have an action plan ready at all times; Inspect boats regularly to prevent gear failure; If injuries occur, immediately judge the severity and do not be afraid to call the sailing director or other instructors for help; Always fill out an "Incident Report" for every injury, even minor ones. (Sample EAP, Instructor Handbook, Float Plan and Accident Report were provided).
- Safety policies	>A Parent-on-Duty, or other adult in that role, is the point person for receiving on-land emergency instruction, including calling 911 and the security gate guard, contacting the parents of the child requiring medical attention, meeting the EMS response vehicle, ensuring medical information is provided to the technicians, and notifying the Program Chair immediately of any such activity. Removing this responsibility from the coaches allows them to focus more on the program and instructing. We also have good relations with our local marine patrol boats. We also have a Program Director (senior level or adult) who oversees the activities, both on land and on the water. Our coaches are all trained in CPR and First Aid, with emphasis on water related injuries. We also require all full time coaches to successfully complete at least US Sailing Level 1 certification prior to the season. Our emergency action plans are reviewed annually during orientation week (Sample documents provided). We also have additional documents: Handbook detailing performance expectations of each coach, Code of Ethics signed by each coach and each sailor, Emergency Medical Forms for each sailor boxed for quick access, Liability Release Forms signed by parent of each sailor, Accident Report Forms for the coach in charge of the injured sailor, and Listing of local radio channels. All support boats are equipped with emergency supplies, including flares.
- Safety policies	>We have a detailed safety plan as well as a facilities guidelines plan. In addition, we have an emergency response plan. We arrange an annual simulation with the local police and fire departments, together with the marine police and coast guard. This simulation occurs one week prior to the program start and includes all instructors as well as the club staff.
- Safety policies	>Prior to the start of the Junior Sailing program, we have all instructors come to the club and we take them out on the water to demonstrate where are the safe zones and the hazardous areas (e.g., submerged rocks). We have a no cellphone policy for staff, and also for the junior students. Instructors meet the parents prior to the start of the program so that they can be informed of any special needs that the students may have such as allergies, fears, anxiety etc. Throughout the summer, we keep a daily log for each motor boat. All our motor boats have two tourniquets that the instructors have been trained to use. On land we monitor the weather and keep instructors updated on any alerts.
- Safety policies	>>We have an extensive list of safety protocols that extend beyond sailing. Our Emergency Action Plan is simple to ensure that instructors follow it by rote in the event of an emergency. We also fit it on a single page, so it can be easily displayed in the building and in attendance booklets. To ensure that instructors document all incidents regardless of severity we developed a short version of an incident report for less severe issues, called an "Ouch Form." This simplifies discussion with parents when a minor injury affects a sailor. We have found that the length of the form and its simplicity makes it far more likely that an instructor will complete it shortly after the incident occurs. For more serious issues we use a complete incident report. In addition, all use of first-aid materials by instructors must be logged. (Sample docs provided).
- Safety policies	>We have an emergency action plan developed for each club department, including sailing, which was set up by the EMT on staff at our club.
- Safety policies	>We have a zero tolerance policy with kill cords on the boats. One strike and you're out. We also try to avoid any boating while kids are in the water.
- Safety policies	>Our club has a comprehensive 16 page safety plan for all departments, which includes an emergency response procedure (Sample documents provided).
- Safety policies	>Extensive written policies and procedures are included in the club's Float Plan, Instructor Handbook, Emergency Action Plan and Major Accident Incident Report form.
- Safety policies	>Club has an emergency action plan (sample provided). The standard US Sailing/Powerboating and First Aid / CPR certifications are required.
- Safety policies	>The club has an emergency action plan for each season, from winter sailing to summer sailing (sample provided). The Emergency Action Plan is published with each regatta notice.
- Safety policies	>Each year we run a weeklong prep session with instructors prior to the start of junior Sailing with the juniors. During that week, our Sailing Director reviews our safety procedures and policies. This includes our policy that juniors do not ride in power boats except in an emergency.

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- Safety policies	>All students must prove they can swim without assistance and put on a PFD while in the water. We have daily checklists for all students going onto the water and coming off the water, as well as for pickup. We have the following plans laminated and present at all times with each instructor and launch driver: Medical Emergency Action Plan, Missing Person On Water Action Plan, Non-Medical Emergency Action Procedure, General emergency instructions, and Head Injury Checklist. All instructors must go through the following training: CPR (within the last 12 months), US Sailing "Safe Powerboat Handling" course, US Sailing Instructor Level 1 or Level 2, Concussion training "HEADS UP to Youth Sports," and US Sailing SafeSport review. In addition, we look for two certified life guards on staff (expect at least three in 2018). We also conduct a regular weekly check of all safety equipment.
- Safety policies	>We have a Parent Of the Day throughout the season. Each parent of a sailor must volunteer and be at the club with VHF communication to the instructors in case of emergency. Another parent volunteer manages the POD signups and reminders. Our Program Handbook will be updated for 2018. All sailors and instructors must read and sign before they can participate in the sailing program. There's a mandatory sailing orientation meeting with sailors and parents before the season begins where we review the handbook and safety. We have a checklist for the Head Instructor to report to the program chairs weekly that includes a safety review and details any concerns. The Head Instructor must have on hand a binder with all sailor waivers, emergency contacts and medical/allergy Forms.
- Safety policies	>>Our children do not ride in the inflatable and if they did in an emergency, they will ride only on the sole.
- Safety policies	>>It was made clear to the instructors that sailors are not allowed on the coach boats for transportation, engines had to be turned off if and when a student sailor was onboard (mostly during no wind days or if an on the spot repair was needed). The program director had available an emergency boat that was to be used if a sailor needed to come ashore. In addition the flag officer spent a few days throughout the season reiterating the safety guidelines, the program director would made unannounced daily visits to the "teaching sites" to check on the instructors and I would do the same on a weekly basis.
- Safety policies	>> Our Head Instructor was very proactive in reviewing safety protocol with the team on an ongoing basis. On day one, the Head Instructor checked every sailor's life jacket to make sure they had a proper fit and were US Coast Guard approved.
- Safety policies	>>We teach and test our instructors on understanding tide and current interaction, possible standing wave formation, planning curriculum taking daily currents into account, local winds, commercial and leisure boat traffic, local emergency services and how to communicate with them (we invite all services to our orientation weekend and many pay a visit and observe). We train and test instructors on our on the water emergency plan and communication, which involves having four chase boats on the water at all times in two groups providing instructor and technical back-up within each group and across both groups. While we have practiced various scenarios on the water in previous years, we will add transfer of injured child to EMS for next year. We hold weekly, open ended group meetings with all instructors. We had no incidences other than a child suffering some skin abrasion on the leg when misstepping on the dock a few years back. However, when hearing about challenging situations during debrief we try to turn those reports into teachable moments by asking a) What if?; b) What would you have done next?; c) How can you anticipate the problem, the telltale sign, so that you can get prepared a few seconds ahead?; d) What do you suggest changing to avoid this situation from reoccurring? Almost all these issues arise during what we call teaching advanced sailing skills: trapeezing on 420 and 29er, flying the spinnaker on 420 and 29er, sailing in stiff breeze, etc.
<b>Actions taken during summer to review or improve safety</b>	>We discussed the use of coach boats for taking kids to regattas and for recreation when there is no wind. We continued this practice over the summer, but will re-assess for next year. We stopped allowing our junior instructors to drive coach boats because they did not have power boat certification. We also discussed and researched propeller guards for our coach boats.
- Improvments	>During summer 2017 we re-visited our procedures and had a meeting with our instructors and sailors. We did review our policies and reinforced what we were already doing.
- Improvments	>The Standard Operating procedures and checklists are reviewed each year. We conducted an Emergency Response Drill with the local emergency responders.
- Improvments	>Our sailing director met with all instructors to review safety procedures.
- Improvments	We reviewed our powerboat handling with on-the-water practical demonstrations and reviewed our kill switch policy.
- Improvments	>Specific actions included an all hands meeting with all coaching staff and club staff. We also discouraged all passengers in coach safety boats. For example, the end of summer trip to the ice cream store that had previously been on coach safety boats was switched to the club launches instead.
- Improvments	>Our club rewrote its emergency action plan. We discussed propeller guards and safety procedures.
- Improvments	>Spoke with staff and sailors alike. Readjusted some policies and practical procedures for staff. Introduced a deeper line of education for sailors/students regarding how to keep themselves safe by acting properly in/around powerboats.
- Improvments	>We reviewed operation of powerboats with the instructors when one or more sailors are aboard ,and re-emphasized rule about no sailors being aboard except in an emergency. Club management also discussed the incident.
- Improvments	>Annual review of the emergency action plans with instructors during week 1. Reviewed again in midsummer to determine what, if anything, we could learn and improve. Continued the evaluation of various types of propeller guards with improved coverage around the propeller.

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- Improvements	Guard Type Code
- Improvements	>We reviewed our safety policy and procedures and have been implementing more procedures. Instructors have been ordered to cut their engines when approaching sailboats, then use poles that the sailors may grab to pull them closer to the coach boat. Our goal is to minimize, if not eliminate, the need for sailors to be on coach boats. We also advised our sailors to cut excess straps hanging off life vests.
- Improvements	No Reply
- Improvements	No Reply
- Improvements	>During the summer of 2017, we made it a goal to review the EAP at least once a week with the entire sailing staff, to ensure confidence in the plan and feedback from instructors on potential improvements. We also outlined a list of powerboat-specific safety protocols for all instructors to memorize and instituted several additions to the policy that are included in that document.
- Improvements	>Our current plan was re-evaluated after news of the accident. Everyone was reminded of the emergency plan. The same plan is in place for this summer.
- Improvements	>>In 2018 we started to require juniors to be transported to the floating docks by the club's launches and licensed launch drivers, instead of by the sailing instructors.
<b>Enhancements planned</b>	>Enhanced safety and first aid kits aboard the chase boats; Review of the past practice of allowing recreational use of powerboats when there is no wind; Implementation of propeller guards.
- Enhancements	>We will re-visit and review/update our policies before the summer. And from two to three members or staff at our club plan to become certified as US Powerboating Instructors, so they may offer Safe Powerboat Handling and Safety & Rescue Boat Handling courses on-site.
- Enhancements	>Each year we try to challenge the existing staff and the new staff to think critically about what we do and what we can do better.
- Enhancements	>We intend to bring US Sailing and Powerboating training courses to our club and offer them during the two weeks leading up to the start of the program, so we can assure the quality of the instruction and check that equipment is in good working condition. Also, we were surprised during the mid-summer review that many of the younger children did not know about certain safety concerns, nor did their parents. So, we intend to use the first few days of the program next summer to spend time playing "Simon says" or other games and exercises to emphasize what to do and not to do on the water, so even an 8 year old sailor understands required safety concerns.
- Enhancements	>Review existing procedures for possible enhancements, in light of the information developed in the JSA LIS review.
- Enhancements	No response
- Enhancements	>Safety enhancements planned for 2018 include purchasing swimmer prop guards for most of the safety boats after extensive testing at the conclusion of last summer.
- Enhancements	>We will run an emergency drill to test the emergency action plan.
- Enhancements	>>Continuation of procedures from 2017, plus install prop guards.
- Enhancements	>2018 will include a review of powerboat operations and a check out by a certified power boat instructor that they can operate a powerboat as expected ( this includes rescue of grounded sailboats, capsized sailboats, persons in the water and various maneuvers )
- Enhancements	>Update emergency plans for phone numbers. Install prop guards on all small outboards, and Update floating docks (a goal is to minimize hazards when pulling heavier boats out of the water at the end of each day.)
- Enhancements	No response
- Enhancements	>We are recruiting for a Sailing Director to oversee all facets of the sailing program including safety; this role would not primarily be responsible for sailing instruction. We're also evaluating all coach boats for safety and performance and will install prop guards.
- Enhancements	>We annually review our safety plan. Enhancements for 2018 include the installation of prop guards as well as an additional powerboat training class for instructors.
- Enhancements	No Reply
- Enhancements	>Discussions on additional procedures for 2018 are ongoing, but one idea we plan to implement is a safety discussion during training week, where both new and experienced instructors can point out flaws in our policy and suggest improvements and additions. We feel that allowing instructors to provide feedback on the safety policies will promote compliance and ownership of the procedures.
<b>Certification / training required or provided for powerboat operators.</b>	>Our instructors from Ireland were highly skilled and certified. Most of those coaches had the Irish Sailing National Powerboat Certificate (Level 2). Going forward, we would require this level as best practice. (see description at <a href="https://www.sailing.ie/Training/Courses/Powerboat">https://www.sailing.ie/Training/Courses/Powerboat</a> )
- Powerboat training	>>We require the state powerboat education certificate and the US Sailing courses for sailing instructors. During Instructor Training Week we have our coaching staff work with our Club Manager and our Jr Director regarding proper boat handling. There is also a large section of our Instructor Handbook dedicated to the use and safe handling of coach boats including docking, navigation in close quarters, and rescue procedures. We go over that section of the Instructor Handbook in the morning before coaches work with our Club Manager to be critiqued. After they review boat use we will then have hands-on supervised practice including the launching of boats using our hoists. Prior to all our club's hosted junior regattas, the coaches review safe mark boat handling, including streaming and retrieving marks safely.
- Powerboat training	>During summer staff training we practice First AID, CPR and water rescues. All powerboat operators must show a current United States Coast Guard License, or successful completion of the state powerboat education course. They must also demonstrate practical boat handling, seamanship and responsibility equivalent the US Powerboating certification standards. And they must agree to drug and alcohol testing.

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- Powerboat training	>We have an informal training program in place because we often hire instructors who have been in our junior sailing program. As older teens they were allowed to act as junior instructors to assist the instructors on shore and on the water, without driving the coach boats. But on weekends, they may help the race committee by driving mark-set boats under supervision of the sailing director. This allows the teens to get experience driving powerboats when they are not near children. >>Our instructors did the Accelerated SPH course and really felt it was a level of practice that they needed to become a better motorboat driver. We had a great instructor and he was able to modify the course based on the classes strength and weaknesses. Refocusing our set-up week to a training week was the right thing to do for us. Our instructors attended the following classes over a 10 day period. Level 3, Accelerated SPH, Level 1, First Aid CPR, Club Training , Sailing Director approval of skills test.
- Powerboat training	>During our instructor training week, we include a half-day of hands on powerboat training, certify all staff annually in first aid and CPR with an on-site class, train with our local first responders, and reinforce compliance with PFD and kill switch use (instructors must sign a commitment form).
- Powerboat training	No response
- Powerboat training	>>All coaches must have valid Safe Powerboat Handling and Level 1 certificates, or international equivalent.
- Powerboat training	>State safe boating and US Powerboating certification are required.
- Powerboat training	>All sailing staff are required to have the US Powerboating Safe Powerboat Handling certification. All staff must test out each year to assure compliance, and the club provides retraining if needed. We have a no-tolerance policy regarding inappropriate powerboat usage. Sailing Director and senior staff check out all members. And the club provides Safety and Rescue training for race committee support people. >>Most of our safety protocols are still the same from summer 2017.
- Powerboat training	>All new staff who operate power boats are required to pass Safe Powerboat Handling or equivalent training, in addition to the Level 1 sailing certification.
- Powerboat training	>US Sailing "Safe Powerboat Handling" course for all in advance of the summer. During the week prior to the commencement of the junior program, instructors are required to practice common powerboat maneuvers that would be encountered in a junior sailing program.
- Powerboat training	>Every coach is required to successfully complete the US Sailing Safe Powerboat Handling training course in order to drive the support boats. At the beginning of each season, our coaches go out each of the support boats to familiarize themselves with the idiosyncrasies of each. During the process, our powerboat specialist assesses the competency of each coach and reports about any concerns to the Program Chair.
- Powerboat training	>Instructor Requirements include US Sailing Level 1, with CPR and First Aid Training (re-certified annually before program starts), state powerboat safety course and US Powerboating On Water Powerboat certification. Adding this summer the requirement that Junior Instructors have CPR and First Aid training.
- Powerboat training	>>We require from all instructors current cetificates for US Sailing Small Boat Sailing Level 1, First Aid and CPR, Safe Powerboat Handling and State Safe Boating. We require attendance at the JSA Instructor workshops in June. And we offer additional powerboat handling training for our instructors
- Powerboat training	>All instructors are required to have their Connecticut boaters certification and this year we are having everyone take US Powerboating's Safe Powerboat Handling Course. They are required to demo proficiency operating a power boat. We will set up drills for various scenarios on water to better train our instructors, e.g., rough seas where boats capsize. No cell phone on the coach boats, so we have upgraded our VHF radios to have better reception. >>We had most of our staff take the SPH course. We also had some of the staff take life guarding certification. Overall we had a great year and our sailing numbers are on the increase. I feel part of this is that we have added some recreational sailing into our JSA program.
- Powerboat training	>Our program requires the completion of the two-day Safe Powerboat Handling course, which includes both on-the-water and classroom instruction. During the course, instructors receive both a NASBLA card and a State Boating Safety Certificate. During training week, we provide about eight hours per instructor of powerboat training, so that returning instructors regain confidence and new instructors receive added time. We plan to increase this time allotment next season. In addition, we do not allow Junior Instructors to drive powerboats at any time. (Sample docs provided include powerboat-specific safety protocol).
- Powerboat training	>>We are requiring all Jr Sailing staff to complete US Powerboating's Safety, Rescue and Support Boat Handling. In an effort to increase instructor experience with powerboats, we are scheduling "practice days" for all instructors. These will allow them to operate powerboats in non-pressure situations, under the watchful eye of a US Powerboating certified instructor. The certifications that we required were the following: - US Sailing Small Boat Sailing Instructor - Level One* (Level 2 or higher for Head Sailing Instructor and Head Race Coach); - US Sailing/US Powerboating - Safe Powerboat Handling*; - US Sailing/US Powerboating - Safety, Rescue, and Support Boat Handling*; - New York State/NASBLA Safe Boating Card*; - First Aid/CPR/AED for the Professional Rescuer or BLS for Healthcare Providers*; - Center for Disease Control - HEADS UP Concussion Management Training (* courses may be available at the club in late spring)
- Powerboat training	>>During orientation we have our first year instructors take the US Safe Powerboating course in the our coach boats. We go over each coach boat on the first day and set aside time during the week to go out with each instructor to make sure they are confident and have the proper skills to operate a coach boat safely. We also spend time going over the hoist and hoist safety.
- Powerboat training	>We require our instructors to have a US Powerboating Safe Powerboat Handling Certification.
- Powerboat training	>>As part of the job description, we require sailing instructors to have US Powerboating's Safe Powerboat Handling Certification. And our launch drivers must have USCG OUPV/Six-pack license or greater.

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- Powerboat training	<p>&gt;We are planning to run a US Power Boating Safety &amp; Rescue Boat Handling course as part of our instructor preseason orientation. We have found this activity as an excellent way for our new instructors to learn about our safety boat fleet, local waterways, and enhancing teamwork. In the past we have invited local marine first responders to participate or observe our drills, and typically our marine patrol will observe from one of their vessels.</p> <p>&gt;&gt;Refresher combination course in safe motor boat handling and water rescue: We require all instructors to take this refresher course. We co-chairs participate as an annual "recertification", but also as subjects to be assisted or rescued and as an opportunity to observe decision making and communication among our instructors and to determine where further guidance is needed. Course is taught by US boating instructor. While this is a refresher for all present and could be taught in house we find an external instructor adds rapport and discipline. We have hired the same US boating instructor for the last couple of years. The advantage is that we collaboratively work on the curriculum of the refresher course and the instructor understands the specific learning objectives that we want to cover in addition to the general and basic content of the two courses. We find it is critical that all instructors are trained on all motorboats and become comfortable with low and high speed maneuvering. 2/3 of the course is taught on the water in the very same boats the instructors will use during sailing school and with practicing capsized assist, water rescue and VHF communication.</p>
- Powerboat training	<p>&gt;&gt;2018 was our first summer requiring the Safe Powerboat Handling course. In addition, we held more frequent safety review meetings, minimum of two times per summer.</p>
- Powerboat training	<p>&gt;&gt;Safe Powerboat Handling certificate was required, and our head instructor had daily safety conversations with our instructors ranging from conditions to boat handling.</p>
- Powerboat training	<p>&gt;&gt;We require the SPH course and state boaters certificate. We also spend a majority of our instructor week doing motorboat drills instead of teaching them how to coach.</p>
- Powerboat training	<p>&gt;&gt;In 2018 we required the standard power boat certification for instructors. For the 2019 season we are planning to roll out additional training. The details are yet to be ironed out. This would be mandatory training for the instructors and perhaps made available to older junior sailors and club members.</p>
- Powerboat training	<p>&gt;&gt;We had our instructors complete the necessary SPH, and in addition had them spend their first week practicing a lot of maneuvers (including rescue) out on the water prior to the sailors starting. Then we had them take a test that our sailing director designed, to confirm that we - and they - felt comfortable.</p>