

JSA 2007 MIDWINTER MEETING REFERENCE BINDER

1. JSA ADMINISTRATION

Important JSA Yearbook Changes
How the JSA Serves You
JSA Board of Directors
JSA Regional Coordinators
JSA Area for Optimist Regattas
JSA Club Program Leader 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 Club Contact Fact Sheet
JSA Waiver
JSA Online Waiver Database
Blue Jay Buoyancy Form
Blue Jay Inspection Form
Blue Jay Check List
Pixel Checklist
Optimist Checklist

4. BASIC JSA REGATTA INFORMATION

JSA Calendar of Events
Planning & Managing a Successful Regatta
USCG Application for Marine Event
Regatta Results on the Website
Club Codes and Directions
JSA Member Programs Map
USODA Green Fleet Policy

5. PROGRAM MANAGEMENT

Thoughts on Online Program Registration
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

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 Warm – Proper Gear 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 Results
Job Bank Procedures
Sample Job Description and Contract
Attracting, Hiring, Keeping and Building Staff
Instructor Boot Camp

8. INSTRUCTOR TRAINING & CERTIFICATION

US Sailing Instructor Courses
Safe Powerboating and Other Training
NASBLA Approved Boating Certificate
American Red Cross Sport Safety Training
US Sailing Level 1 Course
Safety Boat Skills Self-Assessment form

9. CLINICS & INSTRUCTIONAL MATERIALS CLINICS

INSTRUCTIONAL MATERIAL

Educational Resource Material & Contacts
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
Vanguard Club 420 Coaching Manual
Vanguard 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

Memberships for Sailors
- US Sailing Golden Anchor Membership
- Optimist Class
- Blue Jay Class
- Pixel Class
- Laser / Laser Radial Class
- 420 Class