



"Training Macomb County's Future Sailors"

Junior Sailing Summer Sailing Program

POLICIES AND PROCEDURES

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I. MISSION AND OBJECTIVES:

1.0 MISSION

The Summer Sailing Program is an effort by North Star Sail Club (NSSC)/North Star Junior Sailing (NSJS) to promote the community sailing for youth and adults, which need a waterfront facility and a fleet of boats in which to train. North Star Sail Club will provide the waterfront facility and North Star Junior Sailing the equipment for the Summer Sailing Program (the Program).

North Star Junior Sailing, Inc. was formed on April 24th, 1990 as a charitable non-profit organization 501(c)(3). We are a community sailing organization sponsored in part by North Star Sail Club to teach children and adults how to sail and to promote the fun and sport of sailing. We are a US Sailing member organization. We use USSA certified instructors to teach sailing to youth beginning through advanced (racing) programs and adult learn to sail. North Star Junior Sailing provides boats such as Optimists, Lasers, 420s, and Flying Scots for instruction. We are a member of the Detroit Regional Yacht Racing Association and we support its mission and commitment to educating the public on safe boating habits and skills, while exposing students to the art, science, and fun of sailing. Approximately 50% of our operating expenses are provided for by program revenues. The balance of our funding is from private donations from individuals and clubs such as North Star Sail Club, Inc. who provide us with a subsidy and facilities.

2.0 OBJECTIVE

The Objective of our Policies and Procedures is to define rules for safe operations of this program at NSSC. The safety of the participants in this program is the primary concern of NSSC/NSJS. All Participants including coaches, sailors, and parents must understand the terms of NSSC/NSJS's policies and follow its procedures.

II. ELIGIBILITY

1.0 SAILORS

1.1 Students, regardless of race, color, creed, or ethnic origin are welcome to enroll participate in our programs. Upon the first day of the program, each student must pass a uniform swim test. Program rosters will be kept in permanent notebook files specific to each program. The permanent files will be kept with the Secretary of NSJS. In order to participate in the Program, students must meet the following criteria:

- 1.1.1 Students must pass a swim test held in the harbor. Sailors must swim around a safety boat and demonstrate their ability to withstand water temperatures below 60 degrees Fahrenheit.
- 1.1.2 Students are encouraged to attain their MI Safe Boating Certificates.
- 1.1.3 The Program Manager will submit a roster of sailors who have satisfied the NSSC/NSJS eligibility requirements listed above. Rosters will include the sailors and coaches' names, home addresses, telephone numbers, emergency contact information, medical release. Team rosters will be kept on file at NSSC.
- 1.1.4 Class enrollment size will be limited by the number of available instructors and program design.

2.0 COACHES

2.1 Coaches for each team must present their credentials to NSJS Program Manager and Board of Directors in writing certifying the following:

- 2.1.1 Coaches must have a current MI Safe boating Certificate
- 2.1.2 Each coach must have a current CPR/First Aid Certificate from the Red Cross.
- 2.1.3 Coaches are encouraged to hold US Sailing Level 1 or Level 2 Certification and/or US Coast Guard Captain's License (6-pack).
- 2.1.4 Coaches are encouraged pursue Level 2 Certification after 2 years experience.

III. INSURANCE AND WAIVERS:

1.0 LIABILITY INSURANCE

- 1.1 NSJS Instructors are covered under a general liability insurance policy via their US Sailing certification.
- 1.2 Parents of each sailor and coaches for all teams participating in the Program must complete and sign Waiver and Emergency Information Forms, which indemnify NSSC/NSJS from liability for any personal injury or death as well as property damage resulting from the teams' activities in the Program. These Waiver and Emergency Information Forms must be for the current summer season and kept on file at NSSC. See example of Waiver and Emergency Information Forms shown as Exhibit III.
- 1.3 Every sailing team, including visiting guest teams, which use the NSSC and NSJS Boats and equipment must first provide NSSC with their Certificate of Liability Insurance naming NSSC/NSJS as "additionally insured" PRIOR to participation in any activity of the Program at NSSC. These Certificates must be updated annually and turned into hosting coaches before regattas. The certificates will remain on file at NSSC throughout the season.
- 1.4 See example of Certificate of Liability Insurance shown as Exhibit I.

2.0 PROPERTY INSURANCE

- 2.1 Each sailing team participating in the PROGRAM is required to provide their own property insurance coverage for the NSJS sailboats and/or safety boats used by the team.
- 2.2 Each sailing team which use the NSSC facilities, NSJS boats and equipment must first provide NSSC with their Certificate of Property Insurance naming NSSC/NSJS as "additionally insured" prior to participation in any activity of the Program. These Certificates must be updated annually and remain on file at NSSC. See example of Certificate of Property Insurance shown as Exhibit II.
- 2.3 Parents of each sailor for all teams participating in the Program must complete and sign Waiver and Emergency Information Forms, which indemnify NSSC for any NSSC property damage resulting from activities of the Program.. These Waiver and Emergency Information Forms must be for the current school year and kept on file

at NSSC. See example of Waiver and Emergency Information Forms shown as Exhibit III.

2.4 Each Student shall pay \$100 as boat usage fee, included in his/her program tuition.

2.5 In the event of damage to NSSC property in which the responsible party cannot be identified, NSSC will have recourse to all monies held in escrow from all teams to effect repairs. NSSC retains the right to specify who will perform the repair work.

3.0 WAIVER AND EMERGENCY INFORMATION FORMS

3.1 Coaches for all sailing teams participating in the Program at NSSC must retain copies of the Waiver and Emergency Information Forms for their teams independent of copies held on file at NSSC.

3.2 Invited sailing teams visiting NSSC must provide the hosting coaches with team rosters and completed copies of the Waiver and Emergency Information Forms for each member of their team PRIOR to participation in the Program.

IV. ON SHORE BOAT POLICY:

1.0 NSJS Program Boats

1.1 Sailors will exercise great care in the use of the NSJS boats and equipment. No one will stand on the bows or rails of the 420s while on the docks. Parents will be advised of any damage or loss of NSJS equipment and will be asked for a donation to help offset the expense of repair or replacement.

1.2 NSSC/NSJS Management, NSSC Club Manager, and the sailing teams coaches will conduct a boat and equipment survey PRIOR to the beginning and at the conclusion of each summer sailing season. The survey will identify the specific condition of each program hull, rig, and sails. Any damage will be recorded in writing on the Fleet Survey Form and submitted immediately to the Director of Fleet Maintenance. All attending the survey will certify the condition of each boat in the fleet. An example of the Sailing Fleet Survey Form is shown in Exhibit IV.

1.3 All coaches will participate in the commissioning and de-commissioning of the NSJS program boats at the beginning and end of each summer sailing season. Coaches will coordinate these efforts with the Club Manager and NSJS Management.

1.4 Coaches are responsible for determining that each boat is in safe operating condition PRIOR to leaving the docks.

1.5 Coaches will assign boats to specific skippers and crews at the beginning of each practice or regatta. Coaches will record these assignments along with the wind speed, air temperature, and approximate wave height in the Daily Sailing Log. An example of the Sailing Daily Log is shown in Exhibit V.

1.6 Each program boat will be furnished with practice sails, regatta sails, and/or team racing sails. NSJS will furnish bailers, which will be attached to all program boats with line.

- 1.7 Sailors and coaches will clean and rinse all program boats immediately after use. Boats will be tied safely to the dock and covered for each use. Sails will be rolled and stored if dry or rinsed and hung in the sail loft if wet from sailing.
- 1.8 The Club Manager is the primary Safety Officer at NSSC. Any injury to a sailor or coach and any damage to NSJS's program boats and other property or equipment will be reported in writing on the Incident Report Form. This Form will be completed by the team(s) coaches involved in the Incident. Copies of the Incident Report will be filed at the Club Manager's office on the day of the occurrence, and a copy of the report will be retained by the coaches involved. Depending upon the severity of the accident or incident, the Club Manger will be immediately contacted at the time of the occurrence. For example, if 911 or EMS is summoned or a boat is severely disabled or sunk, the Club Manager will be contacted immediately by telephone. An example of the Incident Report is shown as Exhibit VI.
- 1.9 Coaches will be responsible for correcting minor equipment problems including replacing broken parts with Vanguard parts from Laser Performance or Annapolis Sailing. The Club Manager and the coaches will determine the course of action required in the event of a more serious equipment problem. Questions regarding the degree of severity should be directed to the Club Manager.

2.0 NSJS' COACHING AND SAFETY BOATS

- 2.1 NSJS boats are to be maintained by students and coaching staff so that they are in the same condition at the end of the summer sailing season as they were at the beginning. Coaches and sailors will exercise great care in the use of the NSJS boats and equipment.
- 2.2 The NSSC Club Manager and Program Manager will conduct and inservice orientation and a safety boat and equipment survey PRIOR to the beginning and at the conclusion of each high school sailing season. The orientation and survey will identify the use and specific condition of each safety boat with respect to hull, alarms, batteries, engines, fuel tanks, engines, bilge pumps, VHF radios, bumpers, anchors, boat hooks, lines, and racing marks. Any damage will be recorded in writing on the Sailing Fleet Survey Form. All attending the survey will certify the condition of each boat in the fleet. An example of the Sailing Safety Boat Survey Form in shown in Exhibit VII.
- 2.3 The Club Manager is the primary Safety Officer at NSSC. Any injury to a sailor or coach and any damage to NSJS' safety boats and other property or equipment will be reported in writing on the Sailing Incident Report Form. This form will be completed by the team(s) coaches involved in the incident. Copies of the Incident Report will be filed at the Club Manager's office on the day of the occurrence, and a copy of the report will be retained by the coaches involved. Depending upon the severity of the accident or incident, the Club Manager will be immediately contacted at the time of the occurrence. For example, if EMS is summoned, 911 is called, or a

boat is severely disabled or sunk, the Club Manager will be contacted immediately by telephone.

- 2.4 NSJS instructors are responsible for providing first aid kits and emergency supplies, blanket, portable cellular phones, loud hailer, and bailing bucket. NSJS safety boats will be equipped with hand pump, VHF radios, and tow ropes capable of towing the largest safety boat and at least 75 feet in length. These supplies will be included in the safety boat survey at the beginning of the high school sailing season.
- 2.5 NSJS Coaches will be responsible for providing gas and oil for the safety boats. NSJS personnel will fill the gas tanks, check oil, and other aspects of the safety boats each day prior to the beginning of practice. The Program Manager will maintain a log of the fuel replenished daily.
- 2.6 Coaches will be responsible for determining that all safety boats are in safe operating condition PRIOR to leaving the dock.
- 2.7 Coaching and safety boats will be numbered, and the corresponding ignition keys will be kept on designated hooks near the Club Manager's office. Keys will be returned to these hooks after each practice.

3.0 PRIVATE BOATS

- 3.1 Privately owned sailboats can be used and stored at NSJS during the summer sailing season. Students and/or coaches must request this in writing PRIOR to the beginning of the summer sailing season. NSSC Management will approve or reject these requests in writing.
- 3.2 NSSC will NOT assume any responsibility for any loss or damage to any privately owned boats or equipment associated with summer sailing whether approved by the Club or not.
- 3.3 Privately owned sailboats must be removed from the Club no later than the day of de-commissioning of the summer sailing season.

V. ON SHORE FACILITY POLICY

1.0 NSSC CLUBHOUSE

- 1.1 NSSC is a private club. Junior sailors are invited to NSSC to participate in the Program. The use of profanity, tobacco, or alcohol by team members or coaches is strictly forbidden. Violation of this policy will result in the individual(s) expulsion from the Program.
- 1.2 Students will use the NSSC facilities to change their clothes, store their gear, and hold team meetings.
- 1.3 Parents-of-the-day who are Junior Sailing parents attending practice on-shore for emergency assistance to the coaches, are welcome to use the NSSC Clubhouse while the team is out on the water.
- 1.4 NSSC will NOT be responsible for the loss or damage to any property stored on the premise during summer sailing activities.

- 1.5 Sailors and instructors are responsible for removing all personal belongings and clean the NSSC Clubhouse at the conclusion of each practice or regatta.

2.0 NSSC PARKING LOT

- 2.1 The primary use of the parking lot is for members of NSSC. During week days and with permission of the Club Manager, junior sailors and coaches will be allowed to park their cars in the County Lot located to the west of the West Lot.
- 2.2 The speed limit in the parking lot is 5 miles per hour. Speeding or behavior not in keeping with normal driving or parking is strictly forbidden. Violation of this policy could lead to expulsion from the Program.
- 2.3 In the event that the parking lot is not available during the Program's activities, junior sailors and coaches will park in the County lot, just west of the West Cut at NSSC. Parking is NOT allowed in front of the property at the road, as governed by local law enforcement agencies.

3.0 COMMUNICATION

- 3.1 NSSC will NOT manage or administrate any sailing team.
- 3.2 Coaches will communicate with the Club Manager regarding scheduling and weather issues. Coaches, athletic directors, and team members will communicate between one another regarding scheduling issues.
- 3.3 NSSC/NSJS will conduct an orientation session for all coaches PRIOR to the beginning of each summer sailing season to review the policies and procedures, facilities, and equipment.
- 3.4 Coaches will conduct an orientation session with their students PRIOR to the beginning of each summer sailing season to review the policies and procedures, facilities, and equipment.
- 3.5 NSSC will provide a bulletin board in the Clubhouse, which will feature the Policies and Procedures of the Program, team rosters, schedules, and other information.

VI. SAILING POLICY

1.0 RIGGING, DE-RIGGING, AND LAUNCHING

- 1.1 All Program participants will wear USCG Type III PFDs while on the docks and on the water.
- 1.2 No boats will leave the docks until all safety boats have launched and coaches signal the fleet to leave.
- 1.3 NSSC has a 911 emergency phone at the Clubhouse.
- 1.4 First aid and other emergency equipment must be aboard the safety boat.

2.0 ON THE WATER

- 2.1 If at any time the wind speed (or gusts) equals or exceeds 20 knots, wave height exceeds 3 feet, or air temperature drops below 40 degrees Fahrenheit, sailors shall

not exit the harbor or if on the water, return to the harbor immediately. The Club Manager is the chief safety officer at NSSC and in conjunction with the coaches, will assess the suitability of sailing outside of the harbor. The Club Manager is the final authority regarding conditions and sailing suitability.

- 2.2 Sailors are required to wear dry suits when the water temperature is below 55 degrees Fahrenheit.
- 2.3 Each fleet on the water shall have one coaching boat and one safety boat. Should two separate fleets be sailing in close proximity to one another, the safety boat can be considered to be monitoring both fleets simultaneously. The above notwithstanding, should the number of the combined fleets exceed 15 boats, a third safety boat shall be required. Adults who are provided by the team, who demonstrate motor boat handling proficiency to the Club Manager, and who hold MI Safe Boating Certificates, will drive coaching and safety boats.
- 2.4 No more than two (2) sailors may accompany a coach or safety boat driver at one time. No person other than the coaching or safety boat drivers shall be standing while the boat is under way.
- 2.5 Safety and coaching boats will be in constant communication via VHF radio.
- 2.6 No sailors will be left unattended while their teammates are on the water
- 2.7 All sailors will observe proper etiquette and seamanship at all times. All team members will sail out of and return to the harbor together. Prior to drills and/or racing, all boats must stay within hailing distance of the coaching boat.
- 2.8 Sailors will exercise great care in the use of NSJS program boats and equipment. Sailors shall make every possible effort to avoid any collisions between boats and/or other obstructions, regardless of competitive circumstances.
- 2.9 Sailors will NOT stand on NSJS' program boats while driving or crewing. Sailors will NOT stand on the rails or bow of the NSJS program boats. Sailors will avoid rafting with other program boats.
- 2.10 Transitions (switching sailors around) in NSJS program boats will be minimized by sailors and coaches. Sailors will exercise caution during transitions stepping from the deck of the program boats to the deck of the safety boat thereby avoiding the rails and bows of the program boats. Coaches will deploy bumpers arranged end-to-end along the side of the safety boat to avoid rubbing between boats.
- 2.11 NSJS boats will NOT be operated more than 2 miles from the mouth of the harbor or break wall. NSJS will NOT be moved from the Club for activities in the Program
- 2.12 NSJS boats must returned to the harbor prior to sunset