



Annapolis Yacht Club Jr Sailing

**Annapolis Yacht Club Junior Program
Parent's Manual
2009**

Annapolis Yacht Club Junior Program Parent's Manual

Mission Statement

The AYC Junior Fleet will provide a safe, fun, and educational program for youth interested in sailing and boating.

We will impart of love of sailing and boating as lifetime sports while providing the fundamental skills necessary for participants to advance in the sports as far as their desire, skill, and hard work may take them. Our coaches will provide a curriculum with current and effective techniques. Creating skilled and confident youths who will respect others, care for their equipment and the marine environment, and be willing to help fellow sailors and boaters on and off the water. Our sailors will conduct themselves in the Corinthian Spirit during practice and in competition.

All Junior Fleet sailors will emerge with an enhanced sense of self-reliance, knowledge of seamanship, appreciation of teamwork, and solid foundation in sailing and boating.

Junior Fleet Chair

Arthur Libby

Junior Fleet Committee

Sandy Askew
Jonathan Bartlett
Amy Hitt
Jim Kavle
Karl Von Schwartz
John White

Junior Program Instructor

| | | |
|---------------------|--|--------------|
| Jay Kehoe | Waterfront Director | 410-320-3241 |
| Mattie Farrar | Head Instructor, 420s | 360-961-6712 |
| Adrienne Patterson | Race Coach, 420 Race Team Coach | |
| Joe Morris | Race Coach, 420 Race Team Coach | |
| Brian Clancy | Race Coach, Opti Race Team Coach | |
| Nicole Popp | Race Coach, Opti Race Team Coach | |
| Jennifer Chamberlin | Sailing Instructor, Green Fleet Coach | |
| Willie McBride | Sailing Instructor, Development Team Coach | |
| Dave Schellie | Sailing Instructor, Development Team Coach | |
| Liz Hall | Sailing Instructor, Opti and 420 | |
| Tonie Domino | Sailing Instructor, Opti | |
| Amanda Salvesen | Junior Instructor, Opti | |
| Kaylee Schwitzer | Junior Instructor, Opti | |
| Alex Boggs | Junior Instructor, 420 | |

Employment and Termination

Annapolis Yacht Club is an equal opportunity employer. All instructors employed by AYC will have a minimum of US Sailing Level 1, current First Aid, and CPR. AYC instructors have

distinguished themselves in junior and/or collegiate sailing venues, and bring with them a love for the sport and in sharing their expertise. They will follow the AYC curriculum and utilize a variety of teaching methods including classroom discussion, practical demonstrations, and on-the-water training.

Instructor Expectations

Instructors will be sure to maintain visual contact with all class participants, as well as keeping all participants within earshot at all times, while participants are under their care. In the event of a capsized, the instructor will maintain close contact with all of the participants in the class.

Each day all areas of use, facilities, and equipment will be inspected at the end of each day. Each instructor is responsible for a certain area. Any damage to equipment must be fixed or reported to the Head Instructor or Waterfront Director. Students will never operate outboard motors or any other power equipment while on AYC premises or within the AYC Junior Program.

All instructors are required to wear a US Coast Guard approved Personal Floatation Device of at least Type III at all times when on boats. All visitors and volunteers must also abide by this rule.

Requirements for Participation

Participants must:

- Pass a swim test administered the first day of every session. The swim test involves swimming to the end of the dock and back while they are wearing their life jacket.
- Pass the capsized test administered the first day of every session. The capsized test involves each sailor capsizing the boat, and righting it. If a double handed boat, each sailor will do both roles.
- Must agree to abide by the rules of AYC, and follow the direction for the instructors. The participant must always represent AYC in an appropriate manner and at all times responsible for what he/she says or does.
- Must adhere to the Personal Grievance Procedure

Parents must:

- Parents must read, complete, and sign the AYC application, liability release, and have paid in full. No one will be allowed to participate without these forms on file.
- Parents must provide the proper personal equipment necessary for sailing activities, and maintain privately owned boats in safe operating condition.
- Parents or guardians accept responsibility for any damage or loss of property that occurs while their child is steering a boat or any other action of their child during AYC activities. The Chairman of the Junior Committee, in consultation with the responsible instructors, will review any incident in which damage occurs and determine who is financially responsible.
- Must adhere to the Personal Grievance Policy if there is a personal grievance with an instructor.

Discipline

Students involved in any disruptive behavior, verbal or physical, who do not respond to verbal warning from instructors, program chairs, or AYC employees and do not stop their behavior will be sent ashore, and their parents will be telephoned. If the behavior persists or if the seriousness of the behavior warrants, a meeting will be called between the parents, head instructor and committee chair. Depending on the severity or persistence of the behavior, the junior sailor, at the discretion of the program chairs, may be suspended from or expelled from the program with no reimbursements or the program fees. If a parent or sailor has a personal grievance, they must follow the Personal Grievance Policy.

All instances will be logged, which will provide a reference to the other instructors and staff, and outside parties, if necessary.

Personal Grievance Policy

If a parent has a personal grievance with an instructor or the head instructor, or with the AYC Junior Program then the person with said grievance is expected to adhere to the “Personal Grievance Policy” as outlined here.

- 1) Following the incident that initiated the grievance the aggrieved party shall privately consider the matter before bringing it to the Head Instructor’s attention for a minimum of 24 hours.
- 2) No sooner than 24 hours following the incident shall the aggrieved party contact the Head Instructor and presents the information pertinent to the grievance.
- 3) The aggrieved party and the Head Instructor shall arrange a time to further discuss the matter.
- 4) The aggrieved party and the Head Instructor shall discuss the matter in an attempt to reach a point of resolution.
- 5) If the aggrieved party and the Head Instructor cannot reach a resolution then the aggrieved party will request a meeting with the Junior Fleet Committee Chair and the Head Instructor in a second attempt to resolve the matter.
- 6) If a resolution cannot be reached the Committee chair shall resolve the problem, and the aggrieved party and the Head Instructor shall adhere to that decision.

Safety

- 1) A US Coast Guard approved life jacket must be worn at all times while on the dock and on the water.
- 2) Appropriate footwear must be worn at all times. Closed toed shoes are required.
- 3) All participants will protect themselves sufficiently from prolonged exposure to the sun. In case of young junior sailors, it is the responsibility of the parent to send the child fully prepared. (sunscreen, sunglasses, hats, and water bottles)
- 4) Participants are expected to stay in designated areas under their instructor's supervision. Certain areas will be off limits. No participant shall leave a class without the instructor's permission.
- 5) There will be no running, pushing or shoving on the docks. No diving from the docks.
- 6) Sailors must report all broken equipment and unusual or unsafe condition to an instructor as soon as possible.

Accounting for Students/Check in Procedure

Each child is to be dropped off no earlier than 10 minutes before the beginning of their class, and picked up no later than 10 minutes after their class concludes. At the beginning and end of every class, there will be an instructor with a clipboard checking the sailors in and out of their class. In addition, each instructor will take attendance for their class.

Emergency Procedure

If a person is injured on the water:

- Call 911
 - Describe Emergency
 - Ask for ambulance at AYC sailing
 - Tell them entrance is on Severn Ave, behind Shell Station

- Call USCG Station Annapolis on VHF 16
 - Tell USCG transporting injured to AYC Sailing Center
 - Identify transport boat and current location

- Call Annapolis Harbor Master – 410-263-7973
 - Report transporting injured to AYC Sailing Center
 - Identify transport boat and current location

- Call AYC Dock Master – 410-320-4304
 - Tell him ambulance is coming to AYC Sailing
 - Injured being brought to floating dock

- Take injured to AYC Sailing Center Floating Dock
 - Secure injured for transport to harbor

- Do NOT transfer the injured to multiple boats unless ABSOLUTELY necessary—limit the number of times they are moved.
- Drive as quickly as you safely can without causing further injury to the patient or putting your vessel in harm.
- Do NOT take the injured to the hospital/doctor yourself.

If there is thunderstorm while on the water:

- We will monitor the radar to ensure we do not send the sailors out in unsafe conditions
- Instructors are to safely escort their sailors back to the dock, either by towing or sailing
 - 420s will go to the basin
 - Optis will go under draw bridge
- Once all sailors from your class are accounted for
 - An instructor will report to Mattie that all sailors are back on shore
 - The head instructor will go back on the water to assist other classes
 - The other instructor will stay with their sailors

Job Descriptions

Head Instructor

The Head Instructor is to teach his or her portion of sailing courses, and to coordinate, lead and motivate the team of AYC instructors. The Head Instructor must recognize that his or her actions are observed and emulated by the staff and students, and as such one should act as a positive role model at all times.

The Head Instructors' duties include, but are not limited to, assisting with pre-program preparations, scheduling instructors within the course schedule, creating, and leading an instructor orientation week, mentoring other instructors in good teaching and sailing practices. Teaching one's own course as outlined by the curriculum, ensuring that all boats and equipment are properly secured and stowed at the end of the day, furthering cohesive work relationships among the instructor team, scheduling regattas, for AYC to attend and host, and reporting all needed boat repairs. It is expected that the Head Instructor will show a desire to improve the junior sailing program at Annapolis Yacht Club.

Race Coaches

The role of the Race Coach is to teach his or her portion of sailing courses, and to contribute actively to the improvement of the Junior Sailing Program, and more specifically to the race teams. The Race Coach must recognize that his or her actions are observed and emulated by the staff and students, and as such one should act as a positive role model at all times.

The Race Coach's duties include, but are not limited to, preparing effectively for one's lesson, teaching one's lesson as outlined in the curriculum, managing the race team, preparing the race team for each regatta throughout the summer racing season, being aware and contributing as much as possible regarding registration forms for each racing regattas, communicating regatta details to parents, reporting all needed boat repair to the Head Instructor, assisting with the pre-program preparations and routine maintenance as needed, and ensuring that all used boats and equipment are properly secured and stowed at the end of the day. It is expected that the Race Coach will be proactive and will show desire to improve the junior sailing program at Annapolis Yacht Club.

Sailing Instructors

The role of the sailing instructor is to teach his or her portion of sailing courses, and to contribute actively to the improvement of the Junior Sailing Program. The sailing instructor must recognize that his or her actions are observed and emulated by the staff and students, and as such one should act as a positive role model at all times.

The Sailing Instructor's duties include, but are not limited to, preparing effectively for one's lesson, teaching one's lesson as outlined in the curriculum, reporting all needed boat repairs to the Head Instructor, assisting with pre-program preparations and routine maintenance as needed, and ensuring that all used boats and equipment are properly secured and stowed at the end of the day. It is expected that the Sailing Instructor will be proactive and will show a desire to improve the junior sailing program at Annapolis Yacht Club.

Junior Instructors

The role of the Junior Instructor is to teach his or her portion of sailing courses, and to contribute actively to the improvement of the Junior Sailing Program. A Junior Instructor is a staff member as well as a sailor, and that balance needs to be respected. The Junior Instructor must recognize that his or her actions are observed and emulated by the staff and students, and as such one should act as a positive role model at all times.

The Junior Instructor's duties include, but are not limited to, preparing effectively for one's lesson, teaching one's lesson as outlined in the curriculum, reporting all needed boat repairs to the Head Instructor, assisting with pre-program preparations and routine maintenance as needed, and ensuring that all used boats and equipment are properly secured and stowed at the end of the day. It is expected that the Junior Instructor will be proactive and will show a desire to improve the junior sailing program at Annapolis Yacht Club.

Summer Program Curriculum

Creek Critters (5 day course):

- "Fun with boats"
- kayaking, build a boat, sailing songs...
- HAVE FUN
- Work as a team during activities
- Follow program and harbor rules
- Being responsible during a tow
- Being able to steer a boat
- Following the leader
- Build and race a boat in gutters
- Go sailing

SS (10 day course):

- Appreciate water/boats/YC
- Double hand an Opti- be sure crew/skipper swap helms
- HAVE FUN
- Follow Program and Harbor Rules
- Capsize and Right a boat
- Know how to rig and derig
- Towing responsibly
- Different ways to move the boat, sail, scull, rock, paddle
- Downwind sailing
- Gybing
- 180 degree tacks
- Ability to sail around a course, figure 8, oval, butterfly
- Upwind sailing
- How to get out of irons
- Know the parts of the boat
- Know the points of sail
- Work as a team during activities

Beg. Opti/420 (10 Days):

- Sufficiently Sail Upwind
- Avoid collisions
- capsize recovery
- Know AYC rules
- know boat and parts
- rigging/de-rigging (proper boat care)
- Know where to sit in the boat
- How to hold the tiller and main sheet correctly
- Be comfortable in an Opti
- know where the wind is coming from

- Steer responsibly on a tow
- know the safety position, and how to use it
- knots (8, square, cleat, bowline, half hitch, and clove hitch)
- docking
- gybing and tacking
- points of sail
- sail upwind
- Getting out of irons
- Being able to use the sails for locomotion
- Respect others
- Work as a team to accomplish goals

Int. Opti/420 (10 Days): Able to race at end of session

- Follow program and harbor rules
- Avoid collisions
- Get in the safety position
- Capsize and recover
- Be responsible on a tow line
- Be comfortable in an Opti/420 on the water
- Tie an 8-knot, square knot, cleat knot, bowline, half hitch and clove hitch
- Maintain proper body and weight placement in the boat
- Hold the tiller and the mainsheet correctly
- Gybe and tack
- Tack
- Sail downwind
- Sail upwind
- Use tell tales for upwind sailing
- Know various sitting positions for different wind and water conditions
- Adjust the dagger board for different conditions
- Stop and start
- Adjust sail controls
 - Outhaul
 - Boom vang
 - Cunningham or sprit tension
- Execute a 360

- Respect others
- View sailing as a team
- Work in a team during rigging and activities
- Understand sportsmanship in racing
- Start
- Round a mark
- Find clear air
- docking
- parts
- rigging
- properly trimmed sail
- understanding tell tails
- recognizing puffs and lulls
- beginning tactics
- roll tacks and gybes
- points of sail
- rules (right of way)

Green Fleet (20 Days): Racing Experience

- Follow program and harbor rules
- Avoid collisions
- Get in the safety position
- Capsize and recover
- Avoid contact
- Use Windward / Leeward
- Use Starboard / Port
- Use Clear ahead / clear astern
- Be comfortable in an Opti on the
- Tie an 8-knot, square knot, cleat knot, bowline, half hitch and clove hitch
- Attach a sail onto mast
- Rig and de-rig
- Name all of the parts of the boat
- Know where the wind is coming from
- Use the paddle while steering
- Steer responsibly on a tow
- Recover from irons
- Identify and sail in currents and tides
- Assess weather
- Recognize puffs and lulls
- Know how a sail
- Find clear air
- Maintain proper body and weight placement in the boat

- Hold the tiller and the mainsheet correctly
- Gybe and Tack
- Sail trim dictated where wind is
- Body position and weight placement
- Close-hauled
 - Steering a straight course – paying attention
 - Watching for speed and balloon in luff
 - Telltales
- Adjust the dagger board for different conditions
- Stop and start
- Heading into the wind
- Back winding sail
- Pull in and head off
- Adjust sail
 - Sprit pole tension
 - Outhaul
 - Boom vang
- Execute a 360
- Steering with weight
- Sail backwards
- Respect
- View sailing as a team sport
- Work in a team during rigging and derigging
- Understand sportsmanship in racing
- Use tacking vs. ducking
- Sail a starting sequence
- Assess wind on course
- Round a mark
- Basic applications of rule 18
- Finish
- Act on puffs and lulls
- Adjust sail controls for different wind speed
- Adjust weight for speed
- Find clear air
- Use racing rules
- Recognizing when a foul occurs and 360 or 720 must be executed
- Sail around course

420 Development Team (20 Days):

- Follow program and harbor rules
- Avoid collisions
- Get in the safety position
- Capsize and recover
- Avoid contact
- Use Windward / Leeward
- Use Starboard / Port
- Use Clear ahead / clear astern
- Be comfortable in an 420 on the
- Tie an 8-knot, square knot, cleat knot, bowline, half hitch and clove hitch
- Rig and de-rig
- Name all of the parts of the boat
- Know where the wind is coming from
- Steer responsibly on a tow
- Recover from irons
- Identify and sail in currents and tides
- Assess weather
- Recognize puffs and lulls
- Know how a sail works
- Find clear air
- Maintain proper body and weight placement in the boat
- Hold the tiller and the mainsheet correctly
- Gybe and Tack
- Sail trim dictated where wind is
- Body position and weight placement
- Close-hauled
 - Steering a straight course – paying attention
 - Watching for speed and balloon in luff
 - Telltales
- Adjust the centerboard for different conditions
- Stop and start
- Heading into the wind
- Back winding sail
- Pull in and head off
- Adjust sail
 - Cunningham

- Halyard tension
- Outhaul
- Boom vang
- Spinnaker
 - Sets and take downs
 - Gybing
 - Sail trim
- Trapeze
- Execute a 360
- Steering with weight
- Sail backwards
- Respect
- View sailing as a team sport
- Work in a team during rigging and derigging
- Understand sportsmanship in racing
- Use tacking vs. ducking
- Sail a starting sequence
- Assess wind on course
- Round a mark
- Basic applications of rule 18
- Finish
- Act on puffs and lulls
- Adjust sail controls for different wind speed
- Adjust weight for speed
- Find clear air
- Use racing rules
- Recognizing when a foul occurs and 360 or 720 must be executed
- Sail around course

Race Teams (40 Days):

- Tuning
- Boat handling
- Traps and chutes
- Team racing
- Tactics
- Rules
- Traveling
- Boat prep/work
- Avoid collisions
- Get in the safety position
- Capsize and recover

- Avoid contact
- Use windward / leeward
- Use starboard/ port
- Use clear ahead /clear astern
- Use changing course rules
- Be comfortable in a 420/Opti on the water
- Tie an 8-knot, square knot, cleat knot, bowline, half hitch, and clove hitch
- Identify parts of sail
- Name the parts of a 420/Opti
- Know where the wind is coming from
- Explain actual vs. apparent wind
- Recognize and address the approach of puffs and lulls
- Recognize and react to wind shifts
- Headers vs. lifts
- Explain how a sail works
 - Push vs. pull
 - Centerboard as a foil
- Rig and de-rig properly each day
- Rig and de-rig properly for storage and trailering (de-masting)
- Recognize and sail in currents and tides
 - Affects of current
 - How to see current
 - Tide charts
- Assess weather
- Take care of a boat
- Equipment quality check
- Proper and neat stowing and securing
- Washing boats
- Minor repairs
- Jury rigging
- Docking
- Recover from irons
- Maintain proper body position and weight placement in the boat
- Hold the tiller and mainsheet correctly
- Gybing and tacking
 - Skipper duties vs. crew duties
 - Mechanics
 - Rolling
 - Tacking/Gybing in waves
- Trimming main and jib in sync to find the “groove”
- Point of sail and using them while sailing
- Body position and placement
- Sail Controls
 - Outhaul – adjust foot tension and control depth of sail
 - Boom vang – adjust downwind leech tension
 - Cunningham – adjust luff tension and draft position
 - Halyard tension - adjust luff tension and draft position
 - Mainsheet – control speed
 - Jib sheet – control pointing and speed
 - Mast rake – controls depth of sail and draft position
 - For different weather conditions
 - For different points of sail
- Spinnakers
 - Rigging a spinnaker
 - Packing
 - Mechanics
 - Things to remember (top or bottom of jib)
 - Sheet vs. guy
 - Fixing the pole
 - Re-packing while racing / sailing
 - Re-running lines while racing / sailing
 - Flying without pole
 - Mechanics of hoists and takedowns
 - Trimming the sheet pole height
 - Gybing the spinnaker
 - Skipper’s vs. crew’s duties
 - Gybing the main, chute and pole
 - Spinnaker close to beam reach
- Steering with weight
- Sail backwards
- Sail rudderless
- Respect equipment
- Work with a team member in the same

- Work in team during rigging and activities
- Understand sportsmanship in
- Responsibility
- Assess wind on a course
- Act on puffs and lulls
- Find clear air
- Adjust sail controls for different legs
- Adjust sail controls for speed in racing
- Adjust weight for speed
- Start
 - Mechanics
 - Sequence
 - Keeping track of time
 - Rules & things to watch for
 - Current
 - Favored end
 - First row
- Round a mark
 - The mechanics
 - Rule 18, advanced applications
 - Wide and tight
 - Timing boats arrival
- Applying tactics
 - Upwind
 - Downwind
 - Start
 - Finish
 - Mark rounding
 - Finish
- Use rules in racing
- Protests and arbitration
- Knowing the
- Sportsmanship and hearings
- Execute a FAST 720
- Team Racing