



# SAFETY PLAN



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## JUNIOR FLEET MISSION STATEMENT

*The Annapolis Yacht Club Junior Fleet will provide a fun and educational program for youth interested in sailing and racing.*

*We seek to impart a love of sailing as a life sport while providing the fundamental skills necessary for participants to advance in the sport of sailing as far as their desire, skill, and hard work may take them.*

*Our instructors shall provide a curriculum with the most current and effective techniques to create skilled and confident youths who will respect others, care for their equipment, and be willing to help fellow sailors on and off the water.*

*Our sailors will be expected to conduct themselves in the Corinthian Spirit during practice and competition.*

*All Junior Fleet sailors, whether their interest be in cruising or racing, should emerge with an enhanced sense of self-reliance, knowledge of seamanship, and a solid foundation in the sport of sailing.*

For all the clubs instruction and coaching on the waterfront the Sailing Director is the Club's Chief Safety Officer. Additionally, our coaches and instructors are responsible for providing a safe and healthy environment on the water. Coaches and instructors are empowered to enforce all the Club's rules and regulations and make whatever other decisions necessary to ensure our students' safety. While each person in the group does have his/her own responsibilities, the group works as a team and is responsible for the program as a group. Any questions that you have not directed to the Sailing Director can be addressed to the Junior Committee Chairman.



## JUNIOR SAILING COMMITTEE RESPONSIBILITIES

The Junior Sailing Committee will be responsible for the following:

- *Program adherence to national standards for safety, instructor training and curriculum.*
- *Developing site-specific policies that will handle day-to-day administration needs and emergency situations.*
- *Monitor feedback from staff, children, and parents.*
- *Recruiting the best possible staff.*
- *Owning and maintaining state-of-the-art equipment.*
- *To strive to continually improve the program.*
- *Zero tolerance to drugs and alcohol in the program.*
- *Continually review the program curriculum.*
- *Attend regularly scheduled meetings*
- *Review Accident Reports*
- *The Junior Sailing Committee will typically meet once a month. A secretary shall be appointed to record important decisions and to send out notices of meetings. The Chairperson will form subcommittees when necessary to resolve specific issues.*



## ORIENTATION

The Sailing Director will conduct a staff orientation and a safety boat and equipment survey PRIOR to the beginning of each sailing season. The orientation and survey will identify the use and specific condition of each safety boat being used and will include but is not limited to: hull, warnings, batteries, engines, fuel tanks, bilge pumps, VHF radios, anchors, lines, and marks. Any damage will be recorded in writing.

All policies, procedures, facilities, and equipment will be reviewed and studied at the time of orientation. All Emergency Procedures will be trained and rehearsed. Orientation also includes training and safety meetings that typically include other area clubs and safety/emergency personnel. All insurance policies will be reviewed by the Club to ensure they are current and up to date.

## INSTRUCTORS

All coaches must hold at minimum US SAILING Level 1 certification. This includes current First Aid and CPR with AED training. Coaches must hold a MD state boater's license or the NASBLA equivalent. All coaches will be subjected to a coach boat handling course during the Summer Staff training week, or be able to confirm sufficient prior powerboat experience. Coaches are required to pass a background check prior to employment.

All instructors will report daily to the Head Instructor and/or Sailing Director on the happenings in their classes, e.g. attendance (both children and instructors), pick up/drop off of children, daily equipment check, damage/breakdown to boats, first aid administered, disciplinary issues, etc..

All instructors must be knowledgeable in capsized rescue before they are allowed to operate the safety boat for instructional purposes. This knowledge is subject to the approval of the Sailing Director. Additionally, every instructor is checked out on any of the safety boats they will use during their term of employment. Instructors need to exercise proficient powerboat skills and have a thorough knowledge of how to assist sailors and sailboats. The US SAILING Association offers a Powerboat Program that teaches safety and powerboat skills so instructors can become proficient in powerboat operation and rescue.

The average student/instructor ratio for each class, as recommended by *US Sailing* is the following:

Maximum Recommended US Sailing (AYC)		
	Student/Instructor	Student/Safety Boat
Youth Learn to Sail	14:1 (AYC 12:1)	18:1 (AYC 10:1)
Youth Racers	8:1 (AYC 8:1)	18:1 (AYC 8:1)



## WALK AROUND INSPECTION

AKA “The Danger Game.” Prior to the start of the program, the grounds, equipment and sailing area are inspected to determine if there are any hazards or off-limit areas. A list of all hazards and/or problem areas will be created. Examples include:

### Hazards

- *Shoals*
- *Power lines*
- *Launching ramps*
- *Traffic*

### Off-limit Areas

- *Offices*
- *Coach locker room*
- *Mercedes dealership parking lot*
- *Fleet Feet parking lot*
- *Compromise Street*

### Limited Access Area

- *Docks*
- *Boat storage area*
- *NASCAR trailer*

### Unlimited Access

- *Classroom area*
- *Restrooms*
- *Deck*
- *Lawn*



## RECORD KEEPING GUIDELINES

Instructors and administrators have a responsibility to keep accurate written records. A thorough program should include the following:

<ul style="list-style-type: none"><li>✓ <i>Medical Forms/Emergency Contact Information</i></li><li>✓ <i>Permission Slips/Waivers</i></li><li>✓ <i>Participation Agreements</i></li><li>✓ <i>Registration Forms</i></li><li>✓ <i>Swim Test Records</i></li><li>✓ <i>Attendance Records</i></li><li>✓ <i>Lesson Plans/Course Syllabus</i></li><li>✓ <i>Class/Program Schedules</i></li><li>✓ <i>Student Rosters</i></li><li>✓ <i>Student Performance and Certification/Awards</i></li></ul>	<ul style="list-style-type: none"><li>✓ <i>Course Evaluations (student, parent, staff)</i></li><li>✓ <i>Equipment List/Inventory/Boat Maintenance Log</i></li><li>✓ <i>Equipment Order Forms</i></li><li>✓ <i>Accident Report Forms (Medical and Equipment)</i></li><li>✓ <i>Job Descriptions</i></li><li>✓ <i>Employee Discipline</i></li><li>✓ <i>Time Sheets</i></li><li>✓ <i>Mailing Lists</i></li></ul>
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## INJURY

Procedures are in place to deal with any injury. Staff are trained to react to different situations and who to contact. A Medical Form for every student and staff member is kept on file with appropriate emergency phone numbers, and includes allergy information. Staff are certified to administer to minor cuts and bruises. If the injury is more serious, staff will call 911 immediately. All injuries treated or attended to, but that do not require immediately contacting emergency personnel and/or parents will be reported to the sailor's parent(s) at the end of the day.

Any injury to a sailor or instructor and any damage to the Annapolis Yacht Club powerboats and/or sailboats and other property or equipment will be reported in writing on the appropriate Accident Report Form. This form is completed by the instructor involved in the incident. Copies are filed in the Head Instructor's office on the day of the occurrence. Depending upon the severity of the accident or incident, the Sailing Director will immediately be contacted at the time of the occurrence. The Accident Report will record the facts as they occurred and the actions taken by the staff while dealing with the accident.

## SWIM CHECK

All students in summer programs, regardless of age or number of years in a program, are required to take a swim check on the first day of class so that sailors become accustomed to being in the water with their life jackets, and instructors can get an idea of the individual sailor's swimming ability.



## LIFE JACKETS

Personal flotation devices (PFDs or life jackets) **MUST** be worn and zipped **AT ALL TIMES** when the student is on a boat or in the water. Instructors will enforce additional PFD use for beginning sailors – and will require the use of PFDs when participating in any activity that takes a person into a boat, on a dock, ramp, sea wall or launch area adjacent to the water. PFDs must be U.S. Coast Guard approved and must be properly fitted to an individual's size and weight. The life jacket needs to be properly identified with the owner's name and should be inspected regularly to ensure that it is in good functioning condition (no missing straps, torn zippers, exposed or waterlogged flotation). A whistle on a lanyard (string) is recommended to be attached to the lifejacket. If a lifejacket is unsafe it must be discarded and replaced immediately. AYC does not maintain any "loaner" or extra lifejackets for sailors.

## FOOTWEAR

Closed-toe shoes are recommended to be worn by sailors at all times while at AYC. Shoes may be either; boat shoes, dinghy boots, or regular sneakers that can get wet. Shoes should not have black soles since these leave marks on boats. Open-toe shoes or sandals are not recommended.

## EYE AND SKIN PROTECTION

Students should have sun block (at least SPF 50), and sunglasses with a lanyard. Students are responsible for providing and applying their own sun block. Instructors will remind sailors to reapply throughout the day, but it is each sailor's responsibility to ensure they are properly protected from the sun. Hats and/or bandanas can offer further protection from the sun. It is also necessary to drink adequate water to prevent dehydration. Sailors should bring a refillable water bottle to use during their class. Coaches/instructors will monitor sailors for signs of dehydration, sunburn, and heat exhaustion.

## STUDENTS MISSING CLASS

When possible, parents or sailors should notify AYC about missing class and/or late arrivals, early dismissals. Each coach and instructor is responsible for keeping daily attendance. During summer programs, AYC will follow up with parents whenever a sailor does not attend class and no notification has been made. It is the responsibility of AYC to follow up if a child/student does not show for summer class.

## INCLEMENT WEATHER

The staff monitors the weather throughout the day and is aware of visual storm signs. On rainy days, if the wind is not too strong, sailing classes will still be held. In the case of foul weather due to fog, wind, or heavy rain and thunderstorms, the final decision on whether or not the students sail will be made by the Sailing Director and/or Head Instructor. Classes on land will be held if it is decided that it is unsafe to go out on the water. Guidelines for responding to lightning and thunder are to immediately clear classes from the water. In some cases, putting boats on a



tow line and dropping sails will allow the most control in the increased winds that occur with sudden storms. Controlling a sailing class in inclement weather is reviewed during staff training. Wind speed (or gusts), wave height, and air temperature are critical factors in determining if sailing will take place. The Sailing Director is the chief safety officer for sailing programs at AYC and in conjunction with the instructors and coaches will assess the suitability of sailing. The Sailing Director is the final authority regarding conditions and sailing suitability. Sailors may be required to wear special equipment depending on the conditions including full wetsuits or drysuits.

### REGATTAS

For offsite events, each coach will have a list of emergency contact phone numbers along with all regular safety and first aid equipment in a waterproof case or box. This will also include a cell phone in addition to the regularly carried VHF. Staff will NOT transport sailors other than in situations where sailors are being towed in their own sailboats.

Safety on and off the water is of paramount importance, and planning should include determining what procedures are necessary for the safe conduct of the racing events scheduled. This will include knowing the layout and orientation of the venue, the predicted weather, along with any necessary local emergency contacts.

### PARENT ORIENTATION

Prior to the start of the program, AYC will host a parent orientation session to explain the details of the program. Items covered include:

- ✓ *Review of how parents can be involved in the program, i.e. parent of the day, car pools, chaperones, race committee, and social activity organizers.*
- ✓ *Attendance.*
- ✓ *Student drop-off and pick-up arrangements.*
- ✓ *Planning of the program.*
- ✓ *Training of instructors.*
- ✓ *Social events.*
- ✓ *Rules and Expected Behavior.*
- ✓ *Disciplinary Code.*
- ✓ *Participation Agreement.*
- ✓ *Who to see and when, if a problem arises.*
- ✓ *Items to bring to class.*

### GENERAL SAFETY RULES

The following are some general safety rules that are to be followed by everyone in the program:

1. *Students should not go on the docks or near the water alone.*
2. *PFDs worn and secured at all times.*
3. *Wear proper footwear at all times.*



4. *Swimming only allowed while supervised.*
5. *Respect one another – no hitting, pushing, etc.*
6. *No smoking, drugs or alcohol.*
7. *Stay clear of launching ramps, hinged areas on docks, and hoists.*
8. *Use reusable plastic bottles – no glass please!*
9. *No skateboarding on AYC property.*
10. *No jumping off boats.*
11. *Watch fingers and feet between boats, docks, and moving parts.*
12. *Obey the capacity limits for sail and powerboats.*
13. *Check for overhead wires in boat storage and launching areas. Recognize potential shock hazard when operating electrical equipment around water, e.g. hoists and power tools.*
14. *Use respectful language.*
15. *All sailors will observe proper etiquette and seamanship at all times. All team members will make an effort to sail out of and return the AYC docks together. Prior to drills and/or racing all boats must stay within verbal hailing distance of the coach boat.*
16. *All coach boats and fleets must return to the harbor prior to sunset.*
17. *All coaches and safety boat drivers must be familiar with the AYC Jr. Sailing Emergency Action Plan.*

Signs are posted to serve as a reminder of the most important regulations, such as wearing of PFDs, swimming regulations, hoist/ramp procedures, boat check-out procedures, etc..

## EQUIPMENT CHECK / MAINTENANCE

There is a daily check of all equipment and procedures are in place to fix anything that is broken or needs regular maintenance. Equipment such as training boats and safety boats will be checked over before each class and again at the end of the day. The Boat Maintenance Log in “CARCare” has been created listing the equipment. In the log, the condition of each item is tracked, along with its maintenance schedule, and the type of work that was done. If a boat is determined to be unsafe, it is taken out of service and fixed before returning to service. Any repairs made to the equipment shall be entered in a log book. If a piece of equipment is broken, it is repaired and a maintenance report is maintained. CARCare is typically updated monthly from daily logs kept by coaches.

## RADIOS

Our radio system is an integral part of the sailing program. Radios provide a means of communication between the safety boats as well as office and Emergency Personnel. The procedures for proper use are reviewed with the staff. Every instructor has access to a VHF marine radio either built into their coach boat, or as a handheld model. Radio checks are performed at the beginning of each practice session.



## SAFETY BOAT OPERATION

The Dock Staff is responsible for filling fuel tanks daily while boats are at AYC. Each coach or instructor is responsible for making sure their boat is properly equipped for each practice. Instructors will be responsible for determining that all safety boats are in safe operating condition prior to leaving the dock. Coach boats are numbered and/or named in order to distinguish. Keys and safety equipment boxes will be removed from coach boats daily and locked in a dockbox while at AYC. Each staff member will be familiar with all power boats, but will each be assigned a boat for the season. Only authorized people will drive the safety boats.

- Each fleet on the water will have at least one coach boat assigned to the group. Ratios of coaches to sailboats and sailors are listed on page 4.
- Safety and coach boats will be able to be in constant communication via VHF radio.
- Annapolis Yacht Club boats will not typically be operated more than 3 miles from the entrance to Spa Creek.
- Annapolis Yacht Club boats must return to the harbor prior to sunset.

## MISCELLANEOUS

Due to liability, no sailor will be allowed to bring a friend to class. All sailors are assigned to an instructor who keeps progress reports. The sailor's daily as well as overall progress is also monitored by the program director and senior staff. Any questions regarding a student's progress can be directed to their instructor or the Sailing Director.

The Junior Sailing Program is not equipped to supervise students prior to class or once their class has ended. Children are to be picked up promptly as soon as their class is over by their parent or designated substitute.



(FROM ONLINE REGISTRATION)

LIABILITY AND MEDICAL RELEASE

I (we) the undersigned parent, parents or guardian of \_\_\_\_\_, a minor, understand that participation in this program is entirely at their own risk and that neither the AYC Jr. Fleet Committee, Annapolis Yacht Club, chaperones, sponsors nor the organizing bodies or committees or individuals appointed or volunteering accept any liability for damage-material or personal-suffered during this program, and do hereby authorize and consent to any X-ray, examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff licensed under the provisions of the Medicine Practice Act or a dentist licensed under the provisions of the Dental Practice Act or on the staff of any acute general hospital holding a current license to operate a hospital from the State of Maryland Department of Public Health or from any other state. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care which the aforementioned physician in the exercise of his best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached.

Signature of Parent or Guardian: \_\_\_\_\_

Relationship/Date \_\_\_\_\_/\_\_\_\_\_



ANNAPOLIS YACHT CLUB AGREEMENT, WAIVER, RELEASE

THIS AGREEMENT, WAIVER AND RELEASE is made this day, indicated below, by and between Annapolis Yacht Club (“AYC”) and the Parent(s) and/or Legal Guardian(s) (“Parents”) of the Minor (“Minor”).

Parent(s): \_\_\_\_\_ Minor: \_\_\_\_\_

**Recitals**

Parents acknowledge, consent and grant permission for Minor to be a member of AYC Junior Fleet. Parents acknowledge, consent and grant permission for AYC its employees, or agents have the right to take photographs, videotape or digital recordings of Minor and to use these in any and all media, now and hereafter known, exclusively for the purpose of AYC publications, without financial remuneration. Parents further acknowledge, consent and grant permission for Minor to use and enjoy property and facilities offered in connection with AYC Junior Fleet and to participate in activities as a member of AYC Junior Fleet including, but not limited to, travel to other states, boating, sailing, sailing lessons, sailboat racing and other water-related sports or activities in the State of Maryland or elsewhere. Parents affirm that they have the authority to act as stated in this Agreement, Waiver and Release.

**Release**

In consideration of becoming a member of AYC Junior Fleet, and participation in the activities of AYC Junior Fleet, Parents, for themselves and for Minor and his/her legal representatives, heirs and assigns hereby release, waive and discharge AYC, its officers, members, owners, managers, agents, employees, representatives and tenants from all liability for any and all loss or damage, and any claim for damages resulting from Minor’s membership in AYC Junior Fleet and/or participation in the activities of AYC Junior Fleet, or accidental injury, to Minor’s person or property including injury resulting in death.

Parents waive any and all rights to claims for AYC’s negligence resulting in bodily injury, death or property damage while the Minor is in or upon the property of AYC, or while participating in any AYC activity in the State of Maryland or elsewhere.

Parents agree to indemnify and hold harmless AYC, and its officers, members, owners, managers, agents, employees, representatives and tenants from any loss, liability, damage or cost AYC may incur as a result of Minor’s activities while participating in activities of AYC Junior Fleet.

Parents acknowledge that Minor is in the care of AYC while Minor participates in activities of AYC Junior Fleet, either in the State of Maryland or elsewhere. Parents hereby authorize and consent that AYC, and any of its officers, members and/or employees, may seek and provide any and all medical care and attention on behalf of Minor should injury, regardless of the extent, occur to Minor, and further authorize all physicians, hospitals and other medical providers to administer all required medical care and treatment to and for Minor, without further notice or written authorization. It is understood by and between AYC and Parents that all efforts will be made to contact and inform Parents of any injury, but that such contact, whether successful or not, shall not prevent the administering of any necessary medical attention and treatment as consented to herein. Parents acknowledge that they will remain responsible for the



costs of all such medical treatment and agree to indemnify and hold harmless AYC from any such costs.

Parents acknowledge that the boats and/or other property of AYC and others will be used by members of AYC Junior Fleet and are subject to normal wear and tear. Parents hereby agree to be responsible and pay for for any property damage, beyond normal wear and tear, as defined by AYC, to the boats and/or other property of AYC and others used by Minor as a member of the AYC Junior Fleet.

Parents expressly agree that this Agreement, Waiver and Release shall be governed by and construed in accordance with the laws of the State of Maryland, that it is intended to be broad and as inclusive as permitted by the laws of the State of Maryland, and that if any portion of it is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Parents acknowledge that they understand and have been fully informed of the contents of this Agreement, Waiver and Release by reading it before signing below. In witness whereof, Parents have executed this Agreement, Waiver and Release the day and year written below:

Parent(s)/Legal Guardian(s) Print Name(s):

Relationship(s) to Minor:

Date:

Address:

Telephone Number:

Signature:



## CHECKLIST FOR POWERBOATS

### Pre-trip Checklist

- Weather forecast
- Tide and current predictions
- USCG Required Gear/AYC Recommended Gear
  - Maryland State Registration Sticker & Numbers
  - USCG Approved Personal Flotation Devices – worn by each person aboard
  - Visual Distress Signals in a case - Flares (3), Whistle
  - Fire Extinguisher Type B-1
  - Anchor with appropriate rode
  - Throwable Type IV - Personal Flotation Device
  - First Aid Kit
  - Bowline
- Fuel
  - appropriate amount
  - secure fuel line connections
  - vent open
  - bulb primed
- Drain plugs in
- Dry bilge
- Check propeller and lower unit for dings
- Battery connections – clean and secure
- Lower the engine
- Check engine oil – if low fill to appropriate level, report it immediately
- Click in safety lanyard (if provided)
- Insert key into ignition, turn slightly wait one second and turn completely until engine starts
- Check water discharge from indicator nozzle – if no flow, turn off engine immediately
- Allow engine to warm up for 1-2 minutes
- Perform Radio Check
- Arrange passengers, gear and other weight in boat appropriately

### Post-trip Checklist

- Secure to dock with bowline
- Turn off engine
- Time permitting:
  - Connect water hose (if equipped)
  - Restart engine
  - Freshwater flush to engine running it for 3-5 minutes
  - Turn off engine
  - Disconnect hose
- Raise engine, check propeller and lower unit for any damage, report immediately
- Drain plugs in/out
- Close fuel vent
- Remove key but leave safety lanyard (if equipped)
- Remove gear and garbage
- Clean boat
- Report any problems immediately to Sailing Director and Dock staff.
- Return key and safety box to dock box



## 10 CRISIS STEPS

1. *Act as quickly, responsibly, humanely, and openly as you can.*
2. ***Form** a small management committee but speak with **one** voice (the commodore or other titular leader). Have one or two friends or outside advisors on call for reality checks and to help with statements. People in a crisis need help looking at it objectively.*
3. ***Immediately contact** all people with a connection to the crisis by telephone.*
4. ***Call for an independent review** by a respected authority and promise to abide by it. Do not point fingers or cast blame.*
5. ***Send no emails** unless absolute security is guaranteed.*
6. ***Listen** to your insurance agent and lawyer, but don't talk like one. Show sympathy and caring while respecting their concerns.*
7. ***Respect the public's need to know**, while also respecting victims' privacy.*
8. ***Be accurate.** Say nothing unless you're **certain** it's true. "I don't know, but I'll get back to you" will be respected.*
9. ***Take ritual seriously.** Set aside time for your community to reflect by (for example) honoring rescuers, calling on victims' families. Consult clergy, psychologists, and other experienced specialists.*
10. ***Respect PTSD.** It affects everybody – victims, rescuers, and anybody else who breathes the air of a disaster (including you). Grief counseling is extremely valuable. Be as kind to yourself as you are trying to be to others. Once a day, take a brief vacation.*

These steps were developed as a general guideline for how to respond in the aftermath of a crisis or emergency situation.



ACCIDENT REPORT

ANNAPOLIS YACHT CLUB

INFORMATION ON PERSON INJURED: (Please TYPE)

Name:	Date of Report:
Address:	Date of Accident:
	Time of Accident:
Phone-Home	Social Sec #:
Phone-Business	Age: Sex:

Please state exactly where the injured person says the accident happened.

Please state exactly what the injured person says caused the accident including a description of how the accident happened.

How does the injured person describe the injury?

Did you observe a noticeable injury?

Did you inspect the area where the accident happened?

Was an ambulance called:

Was medical assistance given?

Name and Telephone Number:

			OTHER? Name:
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Physician's Name Where Treated      Address, City, State, Zip      Telephone#

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Names of Witnesses

Address, City, State, Zip, Telephone#


Preparer of Report - Name      Address, City, State, Zip      Telephone#

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## JUNIOR SAILING PROGRAM SAFETY PROCEEDURE

### ASSUMPTIONS

- Once on the water, coach(es) should assume they will not be supported by AYC shore-side assets. This is the worst-case scenario, and is not atypical (e.g., Sunday practice sessions).
- All personnel participating in AYC-sanctioned events have been trained on and are familiar with the Safety Procedure defined below.
- All coaches are certified in First Aid and CPR, and will serve as on-the-water First Responders.
- All coach/safety boats are properly equipped, and all coach(es) are properly outfitted.
- Coaches are within 3 miles of AYC – outside of this range, hailing Coast Guard channel 16 may be most appropriate course of action.

### PROCEDURE

#### **Injured Sailor(s) Signals For Help**

- Any sailor who experiences an accident or injury that requires assistance from the coaching staff will signal for help using a whistle and/or by lowering sails and/or by slowly and repeatedly raising and lowering both arms (if able to do so).

#### **Coach(es) Assist Injured Sailor(s)**

- The coach closest to those in need will proceed to the scene and render assistance.
- While enroute to the scene, communicate with other coaches (if available) via VHF radio and inform them of the nature of the emergency. Have them prepare to call for shore-side assistance.

#### **If Required, Call 911 To Obtain Assistance From Shore-Side Emergency Personnel**

- If it becomes obvious that assistance will be required from shore-side emergency personnel, direct another coach to CALL 911. If alone, direct an available sailor to board the safety boat and task them to CALL 911. Continue to render assistance to the injured sailor(s)!
- The person making the 911 call shall inform the operator of the nature of the emergency and what assistance is required. For example:

I am currently rendering assistance to an injured sailor. (*See Chartlet On The Reverse*)

I require the support of emergency medical personnel. I am/will transport the injured sailor to the Annapolis Yacht Club Sailing Center at 300 5<sup>th</sup> Street, Annapolis, MD.

My contact information is: \_\_\_\_\_ (*Give Cell Phone Number*) or *Sailing Director cell 843-640-5263*

#### **If Required, Transport Injured Sailor(S) To The AYC Sailing Center**

- Dock Master cell phone number 410-320-4304
- Using techniques appropriate to the injury, bring the injured sailor(s) aboard the safety boat.
- Proceed at maximum safe speed (traffic dependent) to the AYC Sailing Center. (Speeding authorized)
- Continue to render assistance to the injured sailor(s).

#### **Debrief incident with Sailing Director**

### OPTIONS

#### **If AYC Shore-Side Support Is Available**

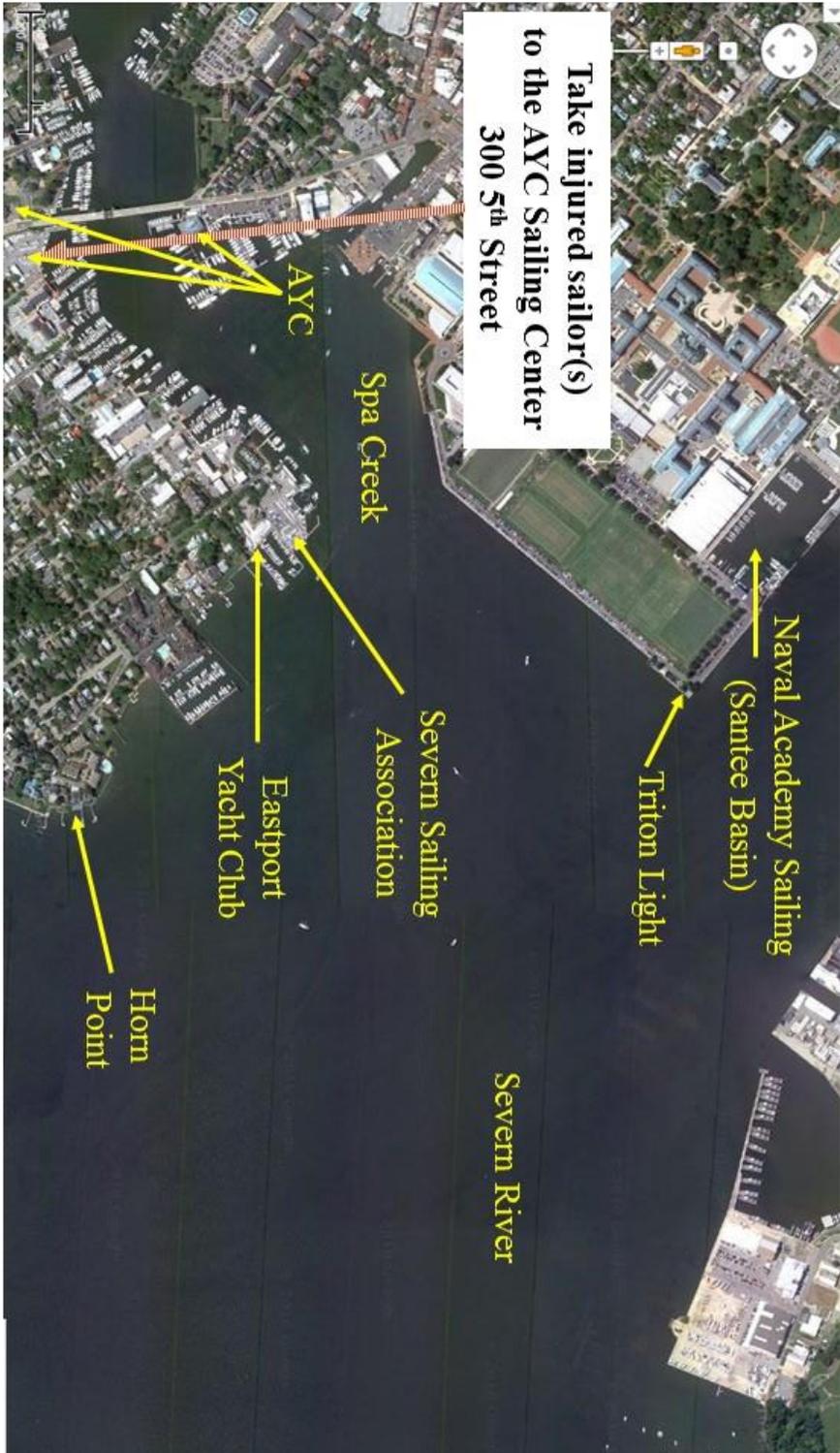
- Call for AYC shore-side support by cell phone or VHF radio.

#### **If Other Sailing Activity Is Occurring In The Vicinity Of The Accident**

- Call for support from others in the vicinity using the VHF channels and/or cell phones. (Contact information is provided on the reverse).



CHART OF AYC AND IMMEDIATE VICINITY



Organization	VHF Channel	Phone Number
International Hailing & Distress (USCG guards this channel)	16	N/A
AYC Junior Programs	66A	410-263-9267
AYC Race Committee	72	443-994-4235
SSA Junior Programs	65A	410-263-0071
Eastport Yacht Club	73	410-267-9549
Navy Sailing	82A	410-293-5614
Annapolis Harbor Master	09 / 17	410-263-7973