



Junior Sailing Handbook

Encinal Yacht Club Junior Program

Updated
2/20/2012

This handbook is designed as a resource to answer questions about all aspects of our Junior Sailing Program. While updates to this guide may not always keep pace with changes to the programs and policies described, we will do our best to keep the material as current as possible! Please let us know if you have any comments, suggestions or questions. We hope that the program will continue to benefit from a solid and growing volunteer spirit among EYC members and Jr. Sailing parents, and will provide a fun and memorable sailing experience for our youngsters.

Table of Contents

CHAPTER 1: PROGRAM OVERVIEW	4
Mission Statement.....	4
Program Goals	4
Parental Involvement	4
CHAPTER 2: PROGRAM PERSONNEL	5
Director/Head Coach	5
Instructors.....	6
Junior Instructors.....	6
Fleet Parent Coordinators	7
Parent Volunteers.....	7
CHAPTER 3: SAILING PROGRAMS	8
Fall, Winter, and Spring Sailing	8
Summer Sessions	8
Special Clinics.....	9
Drop-ins	9
Private Lessons	9
CHAPTER 4: CLASS DESCRIPTIONS	10
Beginning Sailing.....	10
Introduction/ Intermediate Racing.....	10
Teen Beginning	10
Advanced Racing Team.....	10
High School Sailing Team.....	10
CHAPTER 5: HELPFUL INFORMATION	11
Selecting the right class for your child.....	11
Questionable Weather	11
What happens on rainy/stormy days?	11
Clothing.....	11
Sailing Clothes For Sale	11
Boat Ownership and Charter Fees.....	11
Fee Payments/Refund Policy.....	11
Financial Aid.....	11
Required Forms	12
Charter Boats Assignments	12

Lunchtime Supervision	12
What to bring to class?	12
Swim Check.....	13
Special Requests from Instructors.....	13
Pick-Up/Drop-Off Instructions.....	14
FAQs.....	14
CHAPTER 6: REGATTAS	15
CHAPTER 7: CLUB TRAILERS	16
CHAPTER 8: FUNDRAISING & DONATIONS.....	17
Junior Sailing Clothing	17
Annual Crab Feed	17
Annual Fund Raiser.....	17
Junior Sailing Sponsor.....	17
Cash Donations	17
Monthly EYC Bill.....	17
Other Donations	17
CHAPTER 9: AWARDS AND TROPHIES	17
CHAPTER 10: CODE OF CONDUCT	18
Attire.....	18
General Safety	18
Behavior	18
Attendance	19
Discipline.....	19
Parent Guidelines	19
CHAPTER 11: CONTACTS.....	20
Encinal Yacht Club.....	20
EYC Junior Sailing Director.....	20

CHAPTER 1: PROGRAM OVERVIEW

Established in 1890, Encinal Yacht Club is one of the oldest sailing clubs in the Bay Area, and has long offered and supported an active and successful Junior Sailing program for Bay Area youth – both EYC members and non-members alike.

Mission Statement

The mission of the EYC Junior Sailing Program is to instill a lifelong love and respect of sailing while providing the fundamental skills necessary for participants to advance in the sport as far as their desire, skill and hard work may take them. The program will provide a current and effective curriculum, developing skilled and self-reliant sailors who will respect others, care for their equipment and the marine environment and will help fellow sailors on and off the water. The program will focus on seamanship, sportsmanship, and sailing skills from learn to sail fundamentals to competitive racing. Through the sport of sailing, the Junior Program strives to build confidence through achievement; instill respect for safety and rules; develop self-discipline and responsibility; encourage team work and camaraderie; promote coastal and marine environmental awareness; and awaken interest in other maritime activities.

Program Goals

- To teach seamanship, sailing and racing skills, in a safe and fun environment.
- To enable students to acquire life-long values such as sportsmanship, integrity, teamwork, cooperation, and self-reliance.
- To teach youth how to sail to the best of their ability and interest, and to encourage growth in skill and competence through both individual and team participation.
- Develop a respect for the marine environment, the ocean, and the elements.
- To encourage the acquisition of competitive sailing skills in regattas and in races at EYC and other Bay Area events.
- To promote sailing as a lifelong activity.
- To instill responsibility for themselves, boats, and equipment.

To accomplish these goals we need the help and active cooperation of the sailors, parents, staff, committee, and friends. The EYC Junior Program's signature attribute is a balanced combination of fun and skill development. EYC Junior Sailing is a year-round program, offering a variety of classes for ages 8 to 18, targeting beginners, intermediates and advanced sailors/racers. Our Jr. Sailing program is intended to expose youngsters and their families to the enjoyment and uniqueness of sailing. This is accomplished under the supervision of competent, involved instructors, administered by the sailing committee, and assisted by the stewardship of volunteer adult leaders.

Parental Involvement

Parent volunteers and adult volunteers are vitally important to the success of the Encinal Junior Sailing Program. Parents with sailors at all levels are highly encouraged to help. However, the level of involvement needed increases as sailors transition from basic sailing classes to racing teams. Areas to participate as a volunteer include: EYC Junior Sailing regatta support, fundraising, boat transportation, work parties to repair and maintenance boats and equipment, event coordinators, etc. Volunteering is a great way to get involved, meet other sailing parents, and participate in your child's activities outside the home.

CHAPTER 2: PROGRAM PERSONNEL

A team of carefully selected instructors will lead every class offered by EYC Junior Sailing under the supervision of the Program Director/Head Coach. Specific instructors are assigned to each class (see “Class Descriptions, Fees and Schedules”). Junior Instructors are often assigned to assist the Sailing Instructors with classes. In addition, special guest instructors are also welcomed on occasion to augment the EYC instructor staff and enhance our students’ sailing experience.

Director/Head Coach

The Junior Sailing Director is a full-time, salaried employee of the Encinal Yacht Club, responsible for the overall administration of the Junior Sailing Program and year-round instructional activities for youth sailors. The Director is also considered the Head Coach among a staff of certified instructors and junior instructors. The Director reports to the EYC Board, and takes functional guidance from the EYC Junior Sailing Committee.

Responsibilities:

- Overall management of the program
- In conjunction with the Jr Sailing Committee, manages the program, class schedules, and regatta participation:
 - Ongoing review of curriculum for each class
 - Blending in of Fun Days and other unique program experiences
 - For Regattas:
 - Posting of complete regatta schedules for all fleets
 - Notifies sailors and parents of registration information for individual regattas
 - Coordinates sailor and coach/instructor attendance
 - Coordinates trailer and coach boat logistics
- Recruits and oversees coaches, instructors, and junior instructors:
 - Assigns appropriate instructors to each class
 - Communicates expectations to instructors
 - Implements instructors clinics to improve teaching skills as necessary
 - Provides oversight for specific objectives and lesson plans for each class
- Coaches and teaches classes; fills in for other instructors as necessary
- Boat Yard and Equipment Maintenance
 - Ensures all Junior Sailing assets (dinghies, motor boats, docks, class room) are maintained in proper working order with the necessary equipment, and that boatyard facilities and dock areas are cleaned up and neat each day
- Communications:
 - Meets regularly with Jr. Sailing Committee Chairs
 - Participates in EYC Flag meetings as part of interaction with EYC governance
 - Represents EYC to Bay Area Youth Sailing (BAYS) board
 - Communicates with parents as necessary (outside of class time)
 - Responds to email and voice mail promptly
 - Participates in promotion of the program, and new sailor recruitment
- Enforces program policies to maintain a safe and productive environment
 - Assures appropriate discipline and conduct of students
- Administrative:
 - Maintains enrollment and payment spreadsheets for all classes
 - Maintains and submits categorized expense/income spreadsheets
 - Maintains and submits payroll spreadsheets for all instructors
 - Updates Junior Sailing Web Page
 - Writes a monthly Junior Sailing update for the club publication, Soundings

Instructors

EYC Junior Sailing Instructors are self motivated, enthusiastic professionals who take teaching sailing seriously. They possess strong communication skills, organizational and leadership skills, and are team players. They are able to make competitive sailing both an enjoyable and rewarding experience for our junior sailors, while maintain a fun and safe teaching environment.

Responsibilities:

- Proper care and handling of all motorboats and sailboats
- Developing lesson plans and preparing class activities
- Conducting classes with adjustments made for weather variables and students progress
- Supporting regattas, as needed
- Maintaining attendance records
- Maintaining a safe and fun environment
- Appropriately handling behavior issues that disrupt/interfere with class
- Maintaining motorboat logs
- Report any problems, issues, especially behavioral issues to the Director
- All other activities associated with teaching sailing
- EYC instructors are responsible for sailors during class time only.
- Instructors are NOT responsible for children when the class ends.

Qualifications & Certifications:

- Prior sailing experience
- US Sailing Small Boat Level 1 Certification
- CPR & First Aid certified
- Certification fees are paid by the employee

Junior Instructors

Junior Instructors assist our full-time Lead Instructors in all capacities (e.g. launching/preparing whalers, supervising/assisting students, making sure equipment is cared for and put away properly at the end of class). They work under the supervision of the Lead Instructors and are expected to be responsible role models. Only those who officially apply and are accepted for the job will be expected to be at the club helping out.

Requirements & Information:

- Must apply and be invited by the Junior Sailing Director.
- Must be an EYC family member or junior member.
- Must be 13 years of age or older.
- Must have previous participation in EYC Junior Sailing Program.
- Must have a minimum of two years sailing experience
- Must be CPR and First Aid certified
- Must be a good role model and demonstrate a responsible and enthusiastic attitude.
- Must have a willingness to help younger and/or newer sailors and the staff.
- Ability to work effectively as a team member, and independently with little supervision.
- Must be able to demonstrate that you can tie basic knots (bowline, figure-8, square knot, and cleat hitch) and coil a line neatly.
- Must be reliable and punctual.
- For each summer week worked, Junior Instructors will receive a discount off their summer fees (50% of the weekly cost of their class) as a credit to their club account.

Duties:

- Help sailing participants rig and de-rig boats
- Help ensure equipment is put away and cleaned properly
- Help maintain boats and equipment
- Assist the Instructor with sailing instruction
- Junior Instructors work closely with the Junior Sailing staff to provide participants with a fun and safe learning experience.
- Provide general help in many areas of the Junior Sailing Program.

Fleet Parent Coordinators

Each Junior Sailing Fleet (Optimists, Lasers, CFJs & C420s) will be assigned a Fleet Parent Coordinator, whose responsibilities include:

- In conjunction with the Director and Junior Sailing Committee co-Chairs, management of regatta participation and logistics for their assigned fleet:
 - Email reminders to fleet sailors concerning regatta schedules and registration information for upcoming regattas
 - Assisting with trailer and coach boat arrangements
- Overseeing and promoting fleet specific participation in the EYC Jr. Program
- Recruiting parent volunteers
- Support at regattas
- Support Director & Coaches as needed
- Communication within fleet
- Positive, enthusiastic, and helpful
- Plan/organize work days as needed (with Director's approval)
- Help maintain inventory records
- Bringing ideas and suggestions to the Jr. Sailing co-Chairs and the Director

Parent Volunteers

As our Junior Program depends on support from parents, all parents are asked to help with some aspect of the program over the course of the year, especially during the summer classes and the off-season fund raising. A list of committees and open jobs will be available at the beginning of each class session and at Summer Thursday Barbeques. Please give generously of your time so that the workload can be divided and everyone involved can have an enjoyable summer.

If you have a vocation or avocation that involves a sailing/boating skill or an expertise that would be of interest to our students (guest lecturer, demonstration, etc), we would love to hear from you – please contact the Director.

CHAPTER 3: SAILING PROGRAMS

EYC Junior Sailing has various classes for students of different ages, skill levels and interests. All classes are offered during the three Summer Sessions, and most are also offered in Spring, Fall and Winter Sessions. Registration and other important forms can be found online at encinal.org. All class registration is online only.

Fall, Winter, and Spring Sailing

- EYC Junior Sailing offers a Fall, Winter, and a Spring Session (in addition to Summer), offering various class options per session. These sessions capitalize on the year-round sailing opportunities we are fortunate to have in the Bay Area, and represent a great way to keep the kids' sailing interest and skill levels growing!
- Since Schools and after-school sports are in session, Fall/Spring Sailing classes are scheduled on six consecutive Saturdays *or* six consecutive Sunday, depending on the class assignment.
- Please check online on the EYC Junior Sailing website, at www.encinal.org for class schedules.

Summer Sessions

- Three separate 3 week "Sessions" are conducted each summer
- Multiple class options are offered during each session
- Classes are held Monday through Thursday each week of the session
- Thursday Twilight Barbeque Races
 - Every Thursday evening during the summer sessions, family and friends are encouraged to watch their kids from the EYC docks as they show their skills during fun races in the estuary. A fun family BBQ at the EYC poolside follows – please join us!
- Please check the EYC Junior Sailing website, at www.encinal.org for any schedule changes.

EYC 2012 Summer Sailing Program			
<i>All classes meet Monday to Thursday</i>			
<i>4th of July week, classes are Mon,Tues, Thurs,Fri (no class on July 4)</i>			
TIME/ DATE	Session #1 June 18 – July 6	Session #2 July 9 – July 26	Session #3 Aug 30 – Aug 16
8:30am - 12:00pm	Beginning Sailing <i>(ages 8-13)</i>	Beginning Sailing <i>(ages 8-13)</i>	Beginning Sailing <i>(ages 8-13)</i>
	Teen Beginning <i>(ages 13-18)</i>	Teen Beginning <i>(ages 13-18)</i>	Teen Beginning <i>(ages 13-18)</i>
	Intro to Race <i>(ages 8-13)</i>	Intro to Race <i>(ages 8-13)</i>	Intro to Race <i>(ages 8-13)</i>
12:00pm - 1:00pm	Lunchtime Supervision	Lunchtime Supervision	Lunchtime Supervision
1:00pm - 4:30pm	Beginning Sailing <i>(ages 8-13)</i>	Beginning Sailing <i>(ages 8-13)</i>	Beginning Sailing <i>(ages 8-13)</i>
	Intro to Race <i>(ages 8-13)</i>	Intro to Race <i>(ages 8-13)</i>	Intro to Race <i>(ages 8-13)</i>
	Teen Intro to Race <i>(ages 13-18)</i>	Teen Intro to Race <i>(ages 13-18)</i>	Teen Intro to Race <i>(ages 13-18)</i>
	Advanced Race Team	Advanced Race Team	Advanced Race Team
5:00pm - 7:00pm	Adult Sailing (Mon & Wed)	Adult Sailing (Mon & Wed)	Adult Sailing (Mon & Wed)

*****Mark down August 16, 2012!***** All kids from any Session participate in a Final Summer Fun Day beginning at 11AM; family members are encouraged to join for the Summer Awards Ceremony at the Club at 6:00PM

(Note: A number of weekend youth regattas are held each summer by EYC and other Bay Area yacht clubs, and these will be posted to the web site as scheduled. Participation is optional for EYC junior sailors, but encouraged for those interested in developing racing skills.)

Special Clinics

On occasion throughout the year, the Director may arrange special sailing clinics, typically around the availability of a guest coach who might be available to offer special instruction in a specific boat class (i.e. Opti, Laser, etc). The Director will use email to ascertain interest in such a clinic, so please make sure your most current email address is on hand at the junior sailing office!

Drop-ins

Weekday "Drop-In" sailing practices are available during the Fall and Spring. One afternoon is reserved for Optis and a different afternoon for Lasers, 420s, and FJs. Drop-ins are a great way to get extra time on the water and a great value too! Please call or send a quick email so we know how many sailors to expect. Pricing and schedule info can be found on the EYC Jr Sailing website.

Private Lessons

We encourage your children to develop their sailing skills and confidence with one-on-one private lessons. Conducted on the weekends or evenings around your schedule, private lessons are a great way to work on specific skills or develop confidence on the water. Lessons are also available to visiting nieces, nephews, and friends. Private sailing lessons may be arranged with one of our qualified instructors. No more than 6 students per instructor and all private lessons must be approved by the director. Contact the Jr. Sailing Director to arrange a private lesson.

CHAPTER 4: CLASS DESCRIPTIONS

Beginning Sailing

Availability: Offered during Summer and Spring

Ages: 8-13 (JYs or Optis)

Prerequisites: Students must be able to pass the swim test.

Description: Open to sailors with little or no previous sailing experience. This class offers instruction in basic skills, enabling a child to feel confident sailing a single handed dinghy. Concepts include: capsizing recovery, sail trim, boat terminology, points of sail, upwind sailing, tacking, jibing, and safety, with an overall emphasis on FUN and becoming comfortable on the water.

Introduction/ Intermediate Racing

Availability: Offered during Summer, Fall and Spring

Ages: 8-13 (Opti), 13-18 (FJ)

Prerequisites: Students must be able to pass the swim test. Sailors must have completed the Beginner Sailing Class or have similar training of beginning sailing skills to be approved for this class. Attendance in this class must be approved by the director.

Description: Open to sailors who have successfully completed beginning sailing or similar training and want to expand their skills and learn to race. This class offers instruction in rigging, boat handling, sail trim, safety and an introduction to basic racing, including rules, tactics and race strategy. The goal of the class is to prepare the students for regattas.

Teen Beginning

Availability: Offered during Summer Sessions only

Ages: 13-18 (FJ)

Prerequisites: students must be able to pass the swim check

Description: this is a camp-like class where teens learn the basics of sailing and also experience the fun of being on the water in a safe environment. Students are exposed to pleasure sailing and basic racing. The class is fun and social– perfect for teens!

Advanced Racing Team

Availability: Offered during Summer, Fall, Winter and Spring Sessions

Ages: 9-18

Prerequisites: Students must apply and be accepted by the Director.

Description: The Race Team attends several regattas throughout the summer and classes are used as training sessions, focusing on advanced boat handling skills, race strategy, tactics, and rules. Coaching is targeted specifically to each student and is aimed at taking his/her sailing to the next level. Training is in either the Opti's, FJ's, 420, Laser Full, Radial or 4.7. In order to be on the 2012 Summer Race Team and participate in the Advanced Race Team class, you must fill out an application and agreement form and submit to Andrew, by May 1st.

High School Sailing Team

Availability: Offered September - April

Ages: 8th grade through high school

Prerequisites: Students capability/skill level must be approved by the director/head coach to be a member of the Advanced Racing Team.

Description: The EYC Jr Sailing Program works in partnership with a number of East Bay High Schools who have teams or clubs that participate in the Interscholastic Sailing Association (ISSA). For more information, please see the junior sailing website and contact the Director.

CHAPTER 5: HELPFUL INFORMATION

Selecting the right class for your child

Students are assigned to the appropriate class based on their interests and skill level (and parental input). They may be reassigned at the discretion of the instructors and Director. Students are encouraged return to later sessions, either at the same level, or progressing through more advanced classes if skill levels and student interests dictate!

Questionable Weather

Although we're blessed with great California weather and fresh breezes most of the time, fog or light breeze conditions can occur at any time. The Jr. Sailing Program will begin at the scheduled time for each class regardless of the weather conditions. All classes will be held rain or shine. If weather prevents sailing, alternative sailing related activities will be conducted.

What happens on rainy/stormy days?

EYC classes are held rain or shine. Classes sail in the rain if the wind is not too strong, so students must bring appropriate rain gear and be prepared to sail. In the case of bad sailing conditions, appropriate on-shore instruction and activities will be conducted. Junior Sailing classes will **not** be cancelled because of weather.

Clothing

Please come to class prepared to sail in any weather conditions (hot, cold, sun, cloudy, rainy, windy, etc). Sailors must dress appropriately for the conditions. (Rash guards, thermal layers, spray gear, wet suits, sailing boots, beanies, gloves, etc are strongly recommended. Stay away from cotton!) Bring your own towel, water bottle, sunglasses, sunscreen, etc. and a complete change of clothes. Bring shoes that can get wet! You must have a US Coast Guard Approved PFD (life jacket). EYC Jr Program has life jackets and sailing clothing for sale.

Sailing Clothes For Sale

EYC Jr. Sailing sells lifejackets and sailing apparel at very reasonable prices. If you need to get any sailing apparel before class and would like to have it ready by the first day, please contact the Director.

Boat Ownership and Charter Fees

Students do not need to provide their own boats to participate. The small charter fee for boat use during class and regattas is included in the class fee. Sailors who bring their own boat will get a rate reduction from their summer fee.

Fee Payments/Refund Policy

The fees associated with EYC Junior Sailing represent a remarkable value for the dollar, especially compared to the costs of most sports alternatives. The following terms apply to the class fees:

- Class fees are due upon registration
- No refunds unless cancellation is made 10 days prior to first class
- No prorated payments for partial class attendance
- Limited scholarships are available for financial need situations – contact the junior sailing director

Financial Aid

Our goal is to never turn a student away for financial reasons. A limited amount of financial aid, made possible through tax-deductible contributions, is available to help with Program tuition costs and/or regatta fees. For further information contact the Director.

Required Forms

Three (3) release forms must accompany the registration:

- Medical Form
 - No child will be allowed to sail without a current medical form on file.
- Liability Waiver
- Boat Charter Form

Charter Boats Assignments

- **(Not applicable to boat owners)**
- Each student will be assigned a specific boat, sail, spars and rack storage location at the beginning of a class (unless that student owns their own boat). Assigned boats and related equipment are the responsibility of that student for the duration of the class and must be treated with care and respect.
- Some boats may be assigned to one student in a morning class and another student during an afternoon class during the same session. In this event, students share responsibility for care of the boat and equipment.
- Assigned boats, sails, and spars must be returned undamaged at the conclusion of the class, as verified by the Director. Repairs beyond normal wear and tear are the responsibility of the student and/or the parents.

Lunchtime Supervision

Lunchtime Supervision is available during the Summer Program between the AM and PM classes (12:00pm-1:00pm). Sailors must be enrolled for Lunchtime Supervision. During the Summer Sailing Program, Junior sailors are NOT permitted at the Club without parental supervision between 12:00pm-1:00pm. Any junior sailors who are not picked up on time, will be charged for lunchtime supervision.

What to bring to class?

Be sure to LABEL **EVERYTHING** really well with your name and phone number! We have a lost & found bin in the junior shed that is usually full of unmarked items. EYC and our Instructors/Director are not responsible for loss or damage to personal property or equipment of the student. Contact the Director with any questions regarding what to bring to class or what to wear during sailing.

Sailors are REQUIRED to bring and use the following:

- Properly fitting, US Coast Guard approved life jacket (PFD) with whistle tied on it (water skiing jackets are not permitted).
- Closed-toed shoes or sneakers. Preferably sailing booties or the less expensive water-sock type footwear.
- Sunscreen
- Clothing appropriate for weather conditions (Rashguards, fleece, thermal layers, spray gear, wind breaker, wet suits, sailing boots, beanies, gloves, are strongly recommended. Stay away from cotton!)
- Shorts over swimsuits for girls
- Water bottle

Sailors are STRONGLY RECOMMENDED to bring and use the following:

- Sunglasses
- Towel
- Change of dry clothes
- Hat or visor
- Watch with countdown timer (Necessary for racing)
- Sailing gloves (Race Team and Advanced Sailors)

Swim Check

Safety is first and foremost in the minds of the instructors. All students are required to pass the swim check in order to participate in the Junior Sailing Program. Be aware of your child's swimming ability and get lessons ahead of time if he/she is not a strong swimmer. A practice session in the bay prior to class can also be helpful! Swim check is intended to acclimate children to the cold, dark water and observe their comfort level in the water. Swimming in the bay presents new circumstances and is not like swimming in a pool. The swim check will be given on the first day of class and will include:

1. Student puts on lifejacket.
2. Instructor inspects lifejacket and ensures proper fit.
3. Student jumps in the water with lifejacket on and floats for a few seconds.
4. Instructor inspects lifejacket to ensure safe floatation and fit.
5. Student demonstrates they can swim a short distance.
6. Student gets out of the water.
7. Student jumps back into water without lifejacket and demonstrates they can swim 20 yards and tread water for 2 minute.
8. Student demonstrates they can put on their life jacket while in the water.

NOTE: No one shall swim under docks or near docked boats.

What if student won't do swim check or cannot pass swim check?

- Student cannot participate in any activities on the water.

Special Requests from Instructors

- We ask that you do not help rig your child's boat on a regular basis. Knowledge, confidence, and ability all come from your child being responsible for the routine tasks of sailing. It is also important that the sailors learn to help each other with what they cannot do themselves. Parental coaching during scheduled classes is most likely disruptive to the curriculum and lesson plan.
- We ask that, while you are on club property or at a regatta site, you do not discuss topics near sailing students that may be a distraction or that do not help make the sailors' experience more fun or more enjoyable. "Politics" and or other issues not directly related to the ongoing class or regatta should be taken off property or another far away location.
- Communications between parents and the Instructors & Director is expected and encouraged, but in order to enable maximum instruction time for student sailors, the Instructors & Director are available for parent questions **only outside of class hours** – your cooperation in this regard is critical and much appreciated.
- Questions concerning Jr. Program ***policies, fees, etc***, should be directed to the Jr. Sailing Committee, and **not** to the Junior Sailing Director.

Pick-Up/Drop-Off Instructions

Summer morning classes start promptly at 8:30AM and are dismissed at 12 PM. Instructors have only one hour between morning and afternoon classes, so parents are encouraged to arrive on time for dismissal. Instructors will stay with children until parents arrive. Afternoon classes start promptly at 1 PM, and are finished at 4:30PM.

- For safety reasons, parents must check out their sailors with their head instructor each day.
- Please be on time for drop off to allow the class to start on time and get to all the fun the staff has planned!
- The sailing staff cannot be responsible for babysitting so please pick up your child on time. The time between morning and afternoon classes is reserved for instructors' lunch, weather checks, and getting boats and lesson plans ready for the next class.
- For the safety of your young children, the staff will not release your child to anyone other than you or a regular alternate. There will be a daily sign-out sheet where you can note different arrangements.

FAQs

What if we are going on vacation and will miss class?

If you know your child will miss a class, please tell the instructor ahead of time. If your child will be missing several classes, please tell the Director. If your child misses a significant number of classes, you might want to consider private lessons if you want your child to keep up with the class. Classes are not pro-rated for missed classes.

May I bring a friend to class?

Unfortunately, due to liability, EYC cannot allow guests in sailing classes. Medical reports, swim tests, enrollment fees, life jackets, knowledge of the water, and boat availability all prevent guests from attending classes.

What happens on rainy days?

EYC classes are held rain or shine. Classes sail in the rain if the wind is not too strong, so students must bring appropriate rain gear and be prepared to sail. In the case of bad sailing conditions, appropriate on-shore instruction and activities will be conducted. Junior Sailing classes will not be cancelled because of weather.

CHAPTER 6: REGATTAS

In addition to the instructional program and Championship races, junior sailors will have the opportunity to participate in a number of regattas throughout the summer. If they feel ready, sailors are encouraged to participate in local, regional and even national regattas. Complete regatta calendars for Optimis, Lasers, FJs and 420s will be posted on the Junior Sailing Website.

Participating in regattas has many benefits. Regattas are a chance to make new friends, travel to new places, and enjoy cookouts, prizes and parties. Regattas also help improve skills. By racing with new sailors in larger fleets, our sailors will learn skills and lessons that cannot be developed by racing only at EYC. Throughout the summer there are regattas to accommodate all ages and levels from Green Fleet to Red Fleet Optimis, to 420s, CFJs and Lasers. Not all fleets will be attending all regattas.

Parental support is critical for regattas. Parents and sailors are responsible for loading and unloading their child's boat for each regatta. At least one parent also needs to be at regattas to assist and supervise their child in the event he or she leaves the water early due to heavy wind, boat breakdown, etc. If you cannot be present, you MUST make arrangements with another parent to fulfill these responsibilities for you. It is **NOT** the coaches' responsibility to be the supervisor for the children!

Parents are encouraged to be spectators at Bay Area regattas. If you are available to take your own boat to a regatta as a spectator boat and can accommodate other parents, please notify the Director in advance.

FAQ: I am an experienced racer. Can I coach my child at regattas? If your sailor is participating in an event with a EYC provided coach, we highly recommended that you leave the coaching to them. Let them do their job without undue influences. If a coach is not present and you desire to coach, you must follow the coaching rules as stipulated in the NOR. Be cognizant that your experience level will be very different than that of a young sailor. Keep it positive regardless of race outcomes and limit your input to a few things at a time to avoid information overload. With the exception of the Optimist Green Fleet, coaching for all junior sailing is only permissible before and after races, but not during individual races. Coaches can observe the racing from designated areas and provide feedback to the sailors at the completion of the race(s) observed.

CHAPTER 7: CLUB TRAILERS

The EYC Junior Sailing trailers will be available for transporting boats to and from regattas. Availability of the trailers depends upon parent participation. As part of the registration process each parent must sign a release and indemnification for use of a Club trailer. Only EYC member parents may tow club trailers. Parent volunteers are asked to sign up to haul trailer to and from regattas on a rotating basis. Each sailor, with the assistance parents as needed, is responsible for all loading and off-loading of his/her boat. Instructors are busy assisting our sailors with rigging, strategy, & tactics at these events. They are not responsible to load and unload the boats.

Sailors will be given berths on trailers on a first-come/first-served basis for each event, providing there are parent volunteers to drive. However, since we have limited capacity on the trailers, we ask that those parents who are able to transport the Optimists themselves (e.g., on car roofs) do so and allow other sailors the opportunity to sign up first for the trailers. Sign-up sheets will be posted several days ahead of the event, so that alternative or additional arrangements can be made, if necessary. Sailors on the list must have a ride to and from the regatta unless other arrangements are made and approved by instructors and/or parents.

If a sailor signs up for a trailer or trailer berth but will not use it, s/he must cross her/his name off the list & notify the Driver, who will be listed at the top of the sheet. Sailors who fail to do this will be denied future trailer privileges. Sailors whose boats are repeatedly not properly secured may be subject to non-eligibility for trailer transport.

You must remove your child's boat from the trailer immediately upon its return to EYC, since the trailer may be headed to another regatta as soon as the next morning.

In the event of an accident involving a club trailer, LIABILITY FOR THE DAMAGES TO THE TOW VEHICLE, OR THE TRAILER, AND FOR PERSONAL INJURY, RESTS WITH THE DRIVER TOWING THE TRAILER, NOT EYC. BOAT OWNERS ARE RESPONSIBLE FOR ANY DAMAGE TO THEIR BOATS. This means that insurance coverage for any personal injury or damage to the trailer or tow vehicle resulting from an accident is under the automobile policy of the drivers.

CHAPTER 8: FUNDRAISING & DONATIONS

In addition to class fees, our program relies on the generosity of parents, other EYC members, and friends of Junior Sailing. Donations help defray the significant costs of boats, sails, awards, repairs, instruction staff and more. During the course of the year, several programs are available for your consideration:

Junior Sailing Clothing

All profits from our great line-up of Jr Sailing clothing and accessories go to EYC Junior Sailing.

Annual Crab Feed

Every year, junior sailors wait on tables at the crab feed. All tip money that evening goes directly to the Junior Sailing Program.

Annual Fund Raiser

Our annual fundraiser is usually held in the summer, with profits going directly to Junior Sailing.

Junior Sailing Sponsor

You can advertise your business on our junior sailing tee shirts, worn by many sailors around the bay area. Just contact the Director or Junior Sailing Committee for more information about becoming a sponsor.

Cash Donations

Are accepted with many thanks. To be sure any such donations go to Junior Sailing; checks should be made out to the Encinal Yacht Club Junior Sailing, c/o Junior Sailing, and submitted directly to the Jr. Director or dropped off in the Director's mailbox in the EYC Office.

Monthly EYC Bill

Many EYC members make a monthly contribution to Junior Sailing via their monthly bill. Please contact the Director if you are interested.

Other Donations

The Junior Program is always in need of items such as duct tape, electrical tape, cleaning supplies, gently used sailing gear and lifejackets, sunscreen, sand paper, boat repair materials, pins, ring dings, line, white board markers, permanent markers, office supplies, hot chocolate, snacks, water bottles, etc. These types of donations help defray costs throughout the year.

CHAPTER 9: AWARDS AND TROPHIES

Competition is merely one dimension of the EYC Junior sailing program, but it can be a powerful motivator for many young sailors. To recognize sailors who have competitive success in designated races and race series, various certificates, flags and trophies are awarded at the conclusion of each season. There are also a number of special, non-racing award categories for which all sailors are eligible.

Be sure to mark your calendars for the Junior Sailing Awards Night, August 16, 2012. All children in the program are eligible for trophies; don't miss out on a great night!

CHAPTER 10: CODE OF CONDUCT

It is the responsibility of parents and juniors to read and abide by the rules of the Code of Conduct.

Attire

- US Coast Guard approved life jackets (PFD), with whistles tied on, must be worn and properly fastened at all times while on the water and at other times as directed. Anytime the students are on or near the water, docks and ramps, their lifejacket must be on and fastened.
- Come to class prepared to sail in any weather conditions. (Rain or shine, cold or hot.)
- Shoes, booties, or sneakers are to be worn at ALL times. No open toed shoes. No bare feet on docks.
- Towel, sunglasses, hats, and a change of clothes are strongly recommended.
- Rashguards, thermal layers, spray gear, wet suits, sailing boots, beanies, gloves, are strongly recommended for winter and race team. Stay away from cotton!
- Shorts over swimsuits are required for girls.

General Safety

- Whistles are to be used in case of emergency ONLY
- No glass containers are allowed anywhere on yacht club grounds or in the boats
- No bikes, roller blades or skateboards on the dock or yacht club premises
- No running on the docks, pushing into the bay or swimming pool or unauthorized swimming.
- No one shall swim under docks or near docked boats.
- No climbing or playing on or around boat hoists.
- No one shall jeopardize the safety of others, or themselves.
- No one shall board private boats without prior permission.
- Swim check must be passed.

Behavior

- Sportsmanlike conduct is expected from all students at all times, on or off the water. Foul language, harassment, intimidation, and other disrespectful behavior will not be tolerated. Repeat offenses qualify as grounds for removal from the program.
- Borrowing anything without prior permission from the owner is stealing, and therefore prohibited.
- No littering, anywhere. Make a mess, clean it up!
- Any student unwilling to participate in the program activities will be sent home. Neither the instructors nor EYC can be responsible for students who are not participating in the available sailing program activities.
- Each student is responsible for his/her own belongings. All personal belongings should be labeled with your name (life jackets, gym bags, jackets, etc). EYC is not responsible for loss or damage to personal property or equipment of the student.
- Students will return boats and equipment to proper storage areas as soon as possible upon completion of the class. Boatyard and launch areas will be kept clear of obstructions.
- Students are required to remain at the club during scheduled program hours.
- EYC bathrooms should be kept neat and orderly
- As in our schools, there will be a zero tolerance policy regarding any student possessing and/or using any harmful weapon, alcohol, controlled substance, or any tobacco products.
- Charter boats and accompanying sails and spars must be returned, undamaged, at the conclusion of the class, as verified by the Director.
- Sailors are not allowed in the pool/pool area after class without parental supervision. Instructors are NOT responsible for sailors after class. Instructors are only responsible for sailors during class.
- During the Summer Program, juniors are NOT permitted at the Club without parental supervision between 12:00pm-1:00pm. Any juniors who are not picked up on time, will be charged for lunchtime supervision.

Attendance

- Sailors are expected to show up on time for all classes, rain or shine.
- If a sailor is unable to attend, or will be late, the Director MUST be notified.
- Policy REQUIRES parents to inform EYC Junior Program staff if their child is not attending a scheduled class.
- Please call or email the Junior Office at (510) 769-0221 or juniors@encinal.org before the class meets.

Discipline

Generally we have had very few problems with children running afoul of the code of conduct, and we hope your children will abide by these common-sense rules. But when infractions occur, it is unfair to all the kids if those infractions are not dealt with. Inappropriate behavior will not be tolerated. Behavior that is disrupting the learning environment or threatening the safety of others is considered inappropriate. If the code of conduct is violated or if inappropriate behavior continues after the child has been warned, the instructor will remove the student from the situation and refer the offender to the Director who will determine the necessary action. If necessary, the Program Director may ask the EYC office to contact the child's parent for immediate pick up. Upon infraction of the code of conduct, the student may be warned, suspended or dismissed from the program, depending on the discretion of the Director. Class fees will not be refunded in these situations.

Parent Guidelines

Parents / guardians are an important part of a successful Junior Sailing Program. Parents should be involved and supportive of their children as they pursue the sport of sailing. In addition to signing your child up for lessons we ask you to also:

- Encourage your child to play by the rules. Remember, children learn best by example.
- Make their participation fun. Support their desire to sail or play the sport of their choosing.
- Show a positive attitude toward the EYC program and all of its participants.
- Emphasize personal skill development and practices and how they benefit your young athlete.
- Applaud a good effort in victory and in defeat and enforce the positive points of the sport.
- Familiarize yourself with the materials required for your child's participation in the EYC program. (Parent Handbook, Course Descriptions, Calendars, Schedules, Policies, Duties, etc)
- On a special note, parents can assist with the movement of boats but are asked **not to rig boats** for sailors. Knowledge, confidence, and ability all come from your child being responsible for the routine tasks of sailing. It is also important that the sailors learn to help each other with what they cannot do themselves.
- Please do not interrupt classes while they are in session.
- Parental coaching during scheduled classes is most likely disruptive to the curriculum and lesson plan.
- Parents are welcome to watch from a distance. Our experience has shown that most young sailors learn best without the distraction of a parent. All of our coaches are trained to run safe and fun classes, and appreciate being able to do so without parental input during class.
- Communications between parents and the Director/Instructors is expected and encouraged, but in order to enable maximum instruction time for student sailors, the Director/Instructors are available for parent questions **only outside of class hours** – your cooperation in this regard is critical and appreciated.
- Get involved with volunteer opportunities.
- We ask that, while you are on club property or at a regatta site, you do not discuss topics near sailing students that may be a distraction or that do not help make the sailors' experience more fun or more enjoyable. "Politics" and or other issues not directly related to the ongoing class or regatta should be taken off property or another far away location.

It is the responsibility of parents and juniors to read and abide by the rules of the Code of Conduct.

CHAPTER 11: CONTACTS

Encinal Yacht Club

Address: 1251 Pacific Marina, Alameda, CA 94501
Office Ph: 510-522-3272
Office Fax: 510-865-8630
Dining: 510-865-1303
Website: www.encinal.org

EYC Junior Sailing Director

Director: Andrew Nelson
Email: juniors@encinal.org
Jr Office Ph: 510-769-0221
Jr Office Fax: 510-749-0668
Jr Website: www.encinal.org, then click on the “Junior Program” tab