



Youth Sailing Handbook

Encinal Yacht Club Youth Program

Updated

FEBRUARY 2024

This handbook is designed as a resource to answer questions about all aspects of our Youth 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.

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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 youth Sailing program for Bay Area youth – both EYC members and non-members alike.

Why Sailing?

Sailing offers us a unique medium to teach more than just the practical skills of how to sail. Sailing offers peace and tranquility, along with excitement and adventure. Along the way there are many opportunities for personal growth and teamwork. There are few things more liberating or empowering than being in control of a small boat skimming across the water using only the power of the wind and a few simple machines. Our hope is that youth sailors progress from our program with a lifelong love for the sport of sailing. Whether you are looking to cruise and have fun or are a serious racer, there are many ways to enjoy sailing and it starts right here.

Mission Statement

The mission of the EYC Youth Sailing Program is to instill a lifelong love and respect for the sport of sailing, while providing the fundamental skills necessary for participants to advance as far as they desire. 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. The program will focus on seamanship, sportsmanship, and sailing skills from learn-to-sail fundamentals to competitive racing. Through the sport of sailing, the Youth Sailing Program strives to build confidence through sailing achievement, instill respect for safety and rules, develop self-discipline and responsibility, encourage teamwork 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, confidence, cooperation and self-reliance.
- To teach youth how to sail to the best of their ability and interest, and to encourage mental and physical improvement through individual and team participation.
- Develop a respect for the maritime 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.

It is the intent of the Encinal Junior. Sailing Program to expose youth and their families to the enjoyment and uniqueness of sailing. This is accomplished under the supervision of certified US Sailing instructors, a full time year-round Program Director and Assistant Director, and the stewardship of volunteer adult leaders, including the youth sailing parent liaisons.

Parental Involvement

Parent volunteers and adult volunteers are critical to the success of the Encinal youth Sailing Program. Parents with sailors at all levels are highly encouraged to help out and get involved. Be aware that the level of involvement needed increases as sailors transition from basic sailing classes to racing teams. Areas to participate as a volunteer include: EYC youth Sailing regatta support, fundraising, boat transportation, work parties to repair and service 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 youth Sailing under the supervision of the Program Director/Head Coach. Specific instructors are assigned to each class . Youth 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/Program Manager

The youth Sailing Director is a full-time, salaried employee of the Encinal Yacht Club, responsible for the overall administration of the youth Sailing Program and year-round instructional activities for youth sailors. The Director is also the Head Coach among a staff of certified instructors and youth instructors. The Director reports to the EYC Youth Sailing Liaisons.

Jr Sailing Office Responsibilities:

- Overall management of the program
- In conjunction with the Jr. Sailing Liaisons, 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 youth 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
- Communications:
 - Meets regularly with Jr. Sailing Liaisons
 - 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 youth Sailing Web Page and Facebook page
 - Writes a monthly youth Sailing update for the club publication, Soundings

Instructors/ Head Coaches

EYC Youth Sailing Instructors are self-motivated, enthusiastic professionals. They are team players and possess strong communication, organizational and leadership skills. They are able to make competitive sailing both an enjoyable and rewarding experience for our youth sailors, while maintaining a fun and safe teaching environment.

Responsibilities:

- Proper care and handling of all motorboats and sailboats and equipment
- Developing lesson plans and preparing land and on-the-water activities
- Conducting classes appropriate for conditions and student ability level

- Supporting regattas, as needed
- Maintaining attendance records
- Maintaining a safe and fun environment
- Maintaining motorboat logs
- Report any problems or issues, especially behavioral issues to the Director
- EYC instructors are responsible for sailors during class time only
 - Instructors are NOT responsible for children when the class ends.
- Ensuring each class is **SAFE, FUN, and CONSTRUCTIVE**

Requirements & Information:

- Prior sailing experience
- US Sailing Small Boat Level 1 Certification
- Must be at least 16 years of age
- CPR & First Aid certified
- Certification fees are paid by the employee
- Satisfaction of all requirements does not guarantee employment

Junior Instructors

Youth Instructors assist our Lead Instructors in all capacities (e.g. launching/preparing coach boats, 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.

Requirements & Information:

- Must apply and be accepted by the youth Sailing Director.
- Must be an EYC family member or youth member.
- Must be 14 years of age or older
- Must be an active member of the EYC Race Team
- Must have a minimum of two years sailing experience, with at least one year at EYC.
- 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.
- Able to work effectively as a team member, and independently with little supervision.
- Must be able to demonstrate basic knots and seamanship (bowline, figure-8, square knot, and cleat hitch) and coil a line neatly.
- Must be reliable and punctual.

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 demonstrations
- Youth Instructors work closely with the coaching staff to provide participants with a fun and safe learning experience.
- Provide general help in many areas of the Youth Sailing Program.

Youth Sailing Parent Liaisons (Barb Grove, Mike Gorman, and Orsi Teodorovic (Board Liaison))

The EYC Youth Sailing Program is overseen by Youth Sailing Liaisons.

Their responsibilities include:

- Acting as liaisons and managing all communications between the Youth Sailing staff (the director and instructors) and the Encinal Yacht Club, its officers, members and professional staff
- Recruitment and oversight of the Youth Sailing Director and all Coaches, and assistance in hiring overall instructor staff

- Maintaining, documenting, communicating and constantly improving EYC Youth Sailing policies and procedures for the betterment of the Encinal youth Sailing program
 - Enabling program policies to maintain a fun, safe and productive environment
 - Supporting the Director and Instructor staff in assuring appropriate discipline and conduct of students participating in the program
- Management of Program budgets for equipment, instructor staff, etc.
- Coordination of parent volunteers for all committee activities, including: Fundraising events, Crab Feed, Open House, Regatta participation, Clothing sales, Thursday Barbecue Races, Communications, etc.

Parent Volunteers

As our Youth Program depends on support from our community, 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 fundraising. A list of committees and open jobs will be available at the beginning of each class session and at Thursday Summer 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. We're always in need of parents with specialized skills, like outboard repair, welding, rigging, woodworking, fiberglass repair etc. Those skills are in high demand, so if you are handy at any of those things we can certainly put you to work!

CHAPTER 3: SAILING PROGRAMS

EYC youth Sailing has various classes for students of different ages, skill levels and interests. Aside from summer classes, we also offer a variety of sailing courses during the school year. Registration and other important forms for all classes can be found online at www.encinal.org. All class registrations are online only.

Overview:

Fall, Winter, and Spring Sailing

- EYC Youth Sailing offers a Fall, Winter, and Spring Session (in addition to Summer), with various class options per session.
- We are proud to support several high school sailing teams
- We also have a dedicated group of year round Opti, and C420 sailors
- Please check online on the EYC Youth Sailing website, at www.encinal.org for class schedules and offerings.

Summer Sessions

- Three separate 3 week sessions are offered each summer
- Multiple class options are available during each session
- Classes are held Monday through Thursday
- Wednesday Twilight Barbeque Races - Every Wednesday 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! COVID may change this.
- Please check the EYC youth Sailing website for any schedule changes.

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 advance or unique instruction in a specific boat class (i.e. Opti, Laser, C420). 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 youth sailing office, as this is the primary form of communication.

Drop-ins

Weekday “Drop-In” sailing practices are available during the Fall and Spring. Specific days are reserved for active Opti sailors, Race Team and High School Sailors. Drop-ins are a great way to get extra time on the water and a great value too! Drop-ins are \$20 per practice.

Private Lessons

Private lessons are available and can be used to get personalized attention and work on specifics. Private lessons are open to all. Price varies per instructor, as does the lesson length. If your child is interested in getting some one on one attention. **Private lessons are also available to adults and groups of adults using keelboats.**

Please email eycjrsoffice@gmail.com to schedule a lesson.



ENCINAL YACHT CLUB

SUMMER SAILING 2024

SUMMER DATES

SESSION I:
JUNE 10-JUNE 27

SESSION II:
JULY 1-JULY 18

SESSION III:
JULY 22-AUGUST 8

ALL CLASSES
MON-THURS

4TH OF JULY WEEK
MON-WED, FRIDAY

For specific details on
classes please refer to our
summer brochure

A M CLASSES

8:30AM-
12:00PM

Green
Guppies

(5-7yrs)

Adventure
Sail I

Racing
oriented

Beginner
Sailing

Opti (7-13yrs)

Intermediate
Sailing

Opti (9-13yrs)

A L L D A Y

8:30AM-
4:30PM

Lunch
Supervision
Included

Green
Guppies

(5-7yrs)

Beginner
Sailing

Opti (7-13yrs)

CFJ (13-18yrs)

Intermediate
Sailing

Opti (9-13yrs)

P M CLASSES

1:00PM-
4:30PM

Beginner
Sailing

CFJ (13-18yrs)

Teen Racing

CFJ (13-18yrs)

Race Team
separate application

C420
Opti Green
Opti Champ

EYCJRSOFFICE@GMAIL.COM

ENCINAL.ORG

OFFICE: 510-769-0221

Class Descriptions:

Green Guppies Program

Availability: Summer Only

Ages: 5-7

Prerequisites: None!

Description: This is a class for young prospective sailors who are looking to have fun on and around the water. This is NOT a “learn to sail” class, but rather a program designed to improve a child’s comfort and confidence around water, as well as develop respect for our marine environment. Students will be introduced to everything the water has to offer through a variety of sailing related activities each day, including games, arts & crafts, boat rides and swim time. Upon director approval, graduates of the Green Guppy program may enroll in our beginning sailing program a year early at the age of seven.

Beginning Sailing

Availability: Summer Only

Ages: 8-12 (Oppis)

Prerequisites: Students must be able to pass the swim and capsize 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. Students will learn about safety, boat parts, rigging, knots, basic sailing terminology, and points of sail. Teaching is provided through a combination of classroom and on-the-water drills. Other concepts include: capsize recovery, upwind sailing, tacking and jibing (steering), launching and docking with an overall emphasis on FUN and becoming comfortable on the water.

Teen Beginning

Availability: Summer only

Ages: 13-18 (FJ)

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

Description: This class offers instruction in basic skills, enabling a child to feel confident sailing a single handed dinghy. Concepts include: capsize 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.

Adventure Sail I

Availability: Summer AM Only

Ages: 9-18

Prerequisites: Students must be able to pass the swim and capsize test. Sailors must have completed the Intermediate Sailing Class or have similar training of intermediate sailing skills to be approved for this class.

Description: For sailors who want to expand their skills with an emphasis on racing. This class offers instruction and learning in different types of boats, safety, navigation, as well as the exploration of the science behind sailing. Students in this class are interested in learning how to safely navigate our waterways, learn about different aspects of the physics of sailing, and successfully and confidently cruise.

Intermediate Sailing:

Availability: Spring (depending coaching availability), Summer

Ages: 8-12 (Opti), 13-18 (FJ)

Prerequisites: Students must be able to pass the swim and capsize test. Sailors must have completed the Beginner Sailing Class or have passed the skills inventory checklist to be approved for this class. Attendance in this class must be approved by the director.

Description: Open to sailors who have successfully completed and passed beginning sailing or similar training and want to expand their skills and begin to learn to race. This class offers more in depth instruction on proper rigging, sail shape, boat balance, sail trim, and safety. Instruction also focuses primarily on tactical skills, as well as an introduction to basic racing, including rules, tactics and race strategy. The goal of the class is to prepare the sailors who either want to learn to race for the first time, or are continuing their training with the goal of racing.

Development Race Team:

Availability: Spring

Ages: 8-13 (Opti), 13-18 (C420)

Prerequisites: Students must be able to pass the swim and capsized test. Sailors must have completed the Beginner Sailing Class or have passed the skills inventory checklist 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 begin to 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.

EYC Race Team:

Availability: Offered Year Round (Including Summer)

Ages: 8-15 (Opti), 13-18 (C420)

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

Description: The Race Team is for those who have mastered basic sailing skills, have foundational knowledge of sailing theory, and are interested in pursuing the sport at a higher level. The focus is on advanced boat handling, rules, tactics, and strategy through racing drills and simulations. Sailors who are a part of the Race Team attend local and national regattas throughout the year. Practices focus on training for upcoming events in the Laser, Club 420, and CFJ. Applications for the 2022 Race Team must be received by April 4.

High School Sailing Team

Availability: Offered September - April

Ages: 8th-12th Grade (7th grade with Director approval)

Prerequisites: Sailors must pass a swim test and capsized test. Must also bring an attitude conducive to competitive racing and must be at an intermediate competence level on the water.

Description: The EYC youth 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). Be prepared to do a lot of sailing, as we have a practice or regatta nearly every weekend during the season, including many travel regattas beyond the Bay Area. Please contact the Director for more information or ideas on how to start your own team!

Adult Sailing

Adult Sailing lessons can be arranged anytime with our Youth Sailing Office.

We offer several classes in the summer early evening.

Prerequisites: Must be able to swim.

Description: The adult sailing program was started several years ago at the request of parents who saw how much fun their kids were having. Lessons are given on the program's J-22. Through on-the-water instruction, you will learn how to helm a keelboat (tacking & gybing), points of sail, proper trimming technique for upwind and downwind, docking, as well as boat and water safety. We're also allowing children to enroll with their parents, so that families can foster a love of sailing together.

CHAPTER 4: SCOPE AND SEQUENCE

One of the biggest questions we get is “What comes next?” This explains the typical student progression and addresses the skills needed to move to the next level.

The Beginning

The age at which a child is first exposed to sailing varies greatly. Typically most students begin to actually learn to sail at age 8. There is a lot of evidence to suggest that the earlier a child starts the more of a natural feel they’ll develop. Research has shown that young children are “hard-wired” to learn. However, it’s not always a good idea to try to teach five year olds how to race. There are also plenty of successful sailors who come to the sport later in life, such as in high school, or even as adults. Sailing is a lifelong sport, but those who start early certainly have a leg up. Most young sailors worldwide start out sailing the Optimist Pram (Opti) between the ages of 8-15. It’s a safe and stable single person dinghy. It is simple and offers a non-threatening learning platform, but can also be raced quite competitively. Combined there are nearly 50 Oppis (crash proof Optis) and Optimists in the EYC fleet. They are the mainstay of any youth sailing program and have taught many Olympic gold medalists the fundamentals of sailing.

Students typically age out of the Opti when they turn 15, reach 115lbs, or are over 5’3”. For older sailors who are already teenagers or over 100lbs, the FJ serves as an ideal learning platform into the next step. The FJ is sailed with two people, so it provides the opportunity for teamwork and communication within the boat. It is a safe and fun boat, but is also raced by high school and college teams across the country.

Whether a sailor starts in an Opti or an FJ, there are certain aspects of sailing that they are expected to know before continuing on to the next level. Seamanship, safety, rigging, boat handling, and a basic understanding of right of way rules are expected of all sailors. There is no magic number as to how many sessions it takes before someone is ready to move up to Intermediate/Intro to Racing. Sailors learn at different rates, so parents shouldn’t be concerned if it takes a few tries to “get it.” Some sailors have a special knack and are ready to move up after one session. Most sailors, especially our younger ones, do several sessions of beginning sailing before advancing. It’s perfectly normal to repeat the beginning class rather than rush prematurely into a more advanced class. The skills taught in beginning sailing are the foundation and stepping stones that everything else is built upon, so it doesn’t hurt to make sure those skills are firmly reinforced.

For each beginner class there are skills sheets, which the instructors fill out. Once a student progresses through the list of objectives they are given permission to move up. Those who complete the skills inventory checklist will receive a “Completion Award,” while those that still need more time with the basics will receive a “Participation Award.” Hint: Parents- Please save those completion awards! That’s your ticket to enrolling your child in the next class. An example of the checklist of “EYC Beginning and Intermediate Skills Inventory” is on the following page. Notice that most beginning skills are focused on safety/seamanship and boat handling. As sailors mature and start racing they’ll learn more about strategy and tactics, which are higher up on the “Sailing Pyramid of Success.” (See “Sailing Pyramid of Success”)

Name: _____

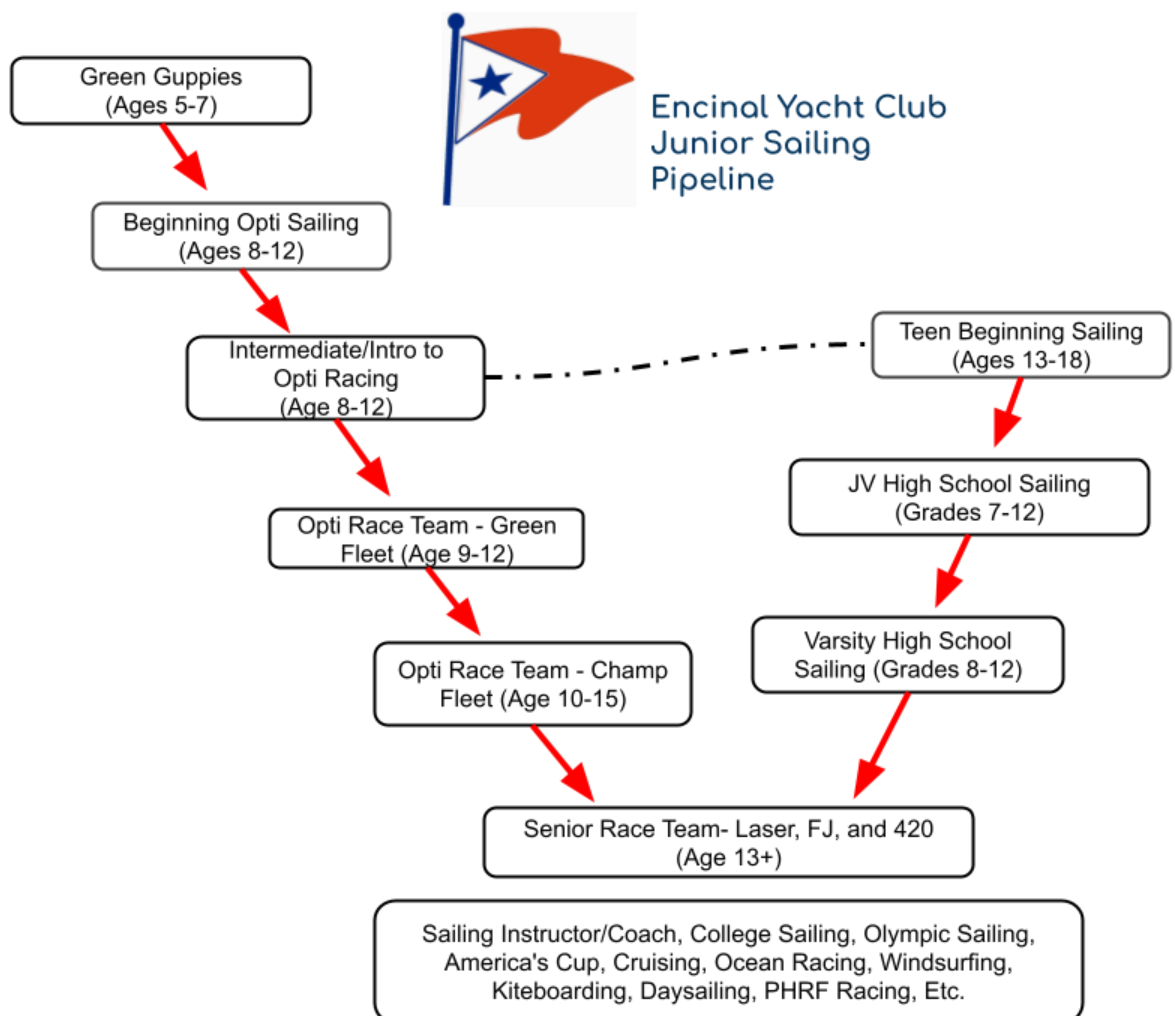
EYC Junior. Sailing Skills Checklist

Beginning Sailing
Swim and capsize
Can tie Figure 8, Bowline, Square Knot and Cleat Hitch
Knows basic boat terminology
Knows how to tell where the wind is coming from
Can rig independently
Demonstrates Good Docking
Can Sail Upwind with sail trimmed in
Can sail on a beam reach, broad reach, and a run.
Demonstrates how to get boat out of irons
Uses the "Tiller Hand Exchange" when tacking
Can stop their boat using "safety position"
Treats the equipment with care
Intermediate/Intro to Race
Can rig promptly in under 20 minutes
Understands and uses sail controls
Good Posture/Form when Sailing (including Hiking)
Can sail in 15+ Knots of wind and IN CONTROL
Uses the tiller extension
Can cross boat on Feet
Can stop and accelerate
Uses tell tales to optimize sail trim and boat speed
Downwind heel to weather
Complete 360 circle without stopping
Understands the starting sequence and race courses
Understands basic racing strategy and tactics
Can complete right of way test with 80% score

Beyond Beginning Sailing

After your child completes beginning sailing they are introduced to racing in our intermediate classes. The intermediate class is an extension of the concepts learned in beginning sailing. The first day or two is often devoted to a review of earlier material, but by the second week sailors are learning about the basics of racing. A similar list of skills is required to graduate from intermediate class, at which point sailors are ready to move up to the race team.

Admission to the race team is by invitation and application only. Sailors on the race team practice and compete year round, with practices and regattas during the school year too. The Advanced Race Team members mostly sail Optis and C420's. Being on the race team is tons of fun! There is lots of traveling and it's a great way to make new friends from other clubs too. The goal is for every sailor to eventually reach the race team. However that is not a reasonable assumption, and realistically the race team can only accommodate a handful of new sailors each year. However, don't be discouraged! Many sailors like to take a more recreational approach to sailing, which is fine too. With the addition of a couple of keel boats we're looking for more ways to keep our recreational sailors on the water and having fun, which is what it's really all about.



After youth Sailing

The Race Team is not the end of the line! Sailing is a lifelong sport and there is plenty that awaits you after youth sailing. Many race team members go on to get their US Sailing Level One Certification, which allows them to become sailing instructors. At EYC we're also proud to have nearly 75 alumni who've gone on to race in college, with 27 having gone on to be captains of their college sailing team. They've represented schools like Cal Berkeley, Cal Maritime, Cal Poly , Cal State Monterey Bay, Middlebury, Navy, Oregon , Portland State, Princeton, Santa Clara, Stanford, U Colorado, UC Santa Barbara, UC Irvine, UCLA, UC Davis, UC Santa Cruz, U Penn, and Yale to name a few. College sailing is the same format as high school sailing and is also sailed in FJs, so it's easy to make the transition AND when you go to college you instantly have a group of friends!

There are other avenues of sailing to explore after your youth sailing career. Match racing, PHRF (Handicap Racing/Distance Racing), One Design Racing, Offshore Ocean Racing, Dinghy Racing, Team Racing (3 on 3), cruising, day sailing, windsurfing, kiteboarding, and multihull sailing are all different variations on the same principles learned in an Opti. It's also true that it's much easier to learn in a small boat and transfer those skills to a larger boat, and indeed the best sailors are those that started in dinghies. Our own Jack London once famously wrote, "...The small-boat sailor is the real sailor."



CHAPTER 5: HELPFUL INFORMATION AND FAQs

Selecting the right class for your child

Start by looking at the Youth Sailing Pipeline chart. Find the class that best suits your sailor by their age. If you are still unsure about the exact class, inquire at eycjrsoffice@gmail.com. Students may be assigned to the appropriate class based on their interests and skill level after the sign up process. They may be reassigned at the discretion of the instructors and Director.

Questionable Weather (What happens on rainy/stormy days?)

Although we're blessed with great California weather and fresh breeze most of the time, fog or light breeze can occur at any time. Come to class prepared to sail in any weather conditions (hot, cold, sun, cloudy, rainy, windy, etc). The Program will begin at the scheduled time for each class regardless of the weather conditions. All classes are held, rain or shine. If weather prevents sailing, alternative sailing related activities will be conducted. Classes sail in the rain, so students must bring appropriate rain gear and be prepared to sail. In the case of extreme sailing conditions, appropriate on-shore instruction and activities will be conducted. Classes generally will **not** be canceled due to weather.

What should I bring and wear to class?

Be sure to LABEL **EVERYTHING** with your name and phone number! We have a lost & found bin outside of the office that is always full of unmarked items. Encinal Yacht Club, the Instructors, Director or Assistant Director are not responsible for loss or damage to personal property or equipment of the student.

Sailors are REQUIRED to bring and use the following:

- Properly fitted, US Coast Guard approved Type III 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 (Rash Guards, fleece, thermal layers, spray gear, windbreaker, wetsuits, 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)

Contact the Director with any questions regarding what to bring to class or what to wear during sailing.

Where can I purchase sailing gear?

EYC youth Sailing sells lifejackets and sailing apparel at 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.

What if I don't own a boat?

Students do not need to provide their own boats to participate. The 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 youth Sailing represent a remarkable value for the dollar, especially compared to the costs of most sports alternatives. The following terms apply to the class fee. Unless otherwise noted on a seasonal flyer, the policies are as follows:

- Class fees are due upon registration
- Cancellations must be made 30 days or more before class starts in order to process a full refund.
- Cancellations made between 15 and 29 days will receive a 50% refund.
- Cancellations within 15 days will not receive a refund
- No prorated payments for partial class attendance
- Limited scholarships are available for financial need situations – contact the youth 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 registration:

- Medical Form- No child will be allowed to sail without a current medical form on file.
- Liability Waiver (included in your registration).
- Boat Charter Form (for race team or high school sailing)

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). During the Summer Sailing Program, youth sailors are NOT permitted at the Club without parental supervision between 12:00pm-1:00pm. Any youth sailors who are not picked up on time, will be charged for lunchtime supervision.

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 youth 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 a lifejacket.
2. Instructor inspects the lifejacket and ensures proper fit.
3. Student jumps in the water with a life jacket on and floats for a few seconds.
4. Instructor inspects the lifejacket to ensure safe floatation and fit.
5. Students demonstrate they can swim a short distance.
6. Student gets out of the water.

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

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

- Students cannot participate in any activities on the water.
- This may seem tough, but we've never had to turn anyone away. There's no time limit, and sailors can use any stroke they like, so long as they make it 20 yards.

Special Requests from Instructors

- We ask that you do not help rig your child's boat. 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 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 sailor's 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

location.

- Communication between parents and the Instructors, Director and Assistant Director is expected and encouraged, but in order to enable maximum instruction time for student sailors, the Instructors Director and Assistant 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 Parent Liaison, and **not** to the Coaches.

Pick-Up/Drop-Off Instructions

Summer morning classes start promptly at 8:30AM and are dismissed at 12 PM. Afternoon classes start promptly at 1 PM, and are finished at 4:30PM.

- For safety reasons, parents must check in and out their sailors each day, by the lawn gate. .
- Please be on time to allow the class to start on time and get to all the fun the staff has planned!
- The sailing staff is NOT 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.
- **Additional charges will apply if sailors are not picked up at the scheduled time!**

Other Common 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 cannot be prorated.**

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. Instead, encourage your friends to sign up!

What happens on rainy days?

EYC classes are held rain or shine. Classes sail in the rain, so students must bring appropriate rain gear and be prepared to sail. In the case of extreme sailing conditions, appropriate on-shore instruction and activities will be conducted. Youth Sailing generally will not be canceled in the case it rains.

My child turns 8 in August, can they sign up for the first session of Beginning Sailing?

We really encourage parents to wait until their child is at least 8 years old before putting them in a boat by themselves. There is a lot of mental and emotional maturity that needs to happen before sailors are ready to skipper their own boat. Luckily, we now have our Green Guppies Program for 5-7 year olds. We separate the 7 year olds and teach them the beginning sailing curriculum. The 5-6 year old. Green Guppies still get to go on the water and experience the joy of sailing, but in a manner that emphasizes fun and comfort rather than learning to sail.

Can I volunteer in return for a class discount?

Unfortunately not, we rely heavily on parent volunteers and can't afford to give discounts to everyone. Therefore we've adopted a strict policy that we don't offer class discounts for goods or services rendered.

CHAPTER 6: REGATTAS & TOWING

In addition to the instructional program and championship races, youth sailors will have the opportunity to participate in a number of regattas throughout the summer. Sailors are encouraged to participate in local, regional and even national regattas. Complete regatta calendars for Optimis, Lasers, FJs and 420s are posted on the youth 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 Champ Fleet Optimis, to 420s, CFJs and Lasers. Not all fleets will be attending all regattas.

Regatta Responsibilities:

Parental support is critical for regattas. But, it is ultimately the sailors responsibility for regatta logistics.

1. Sailors are responsible for loading and unloading their boat for each regatta.
2. Sailors must gather and check over their equipment for each regatta
3. At least one parent 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 coach's responsibility to be the supervisor for the children!
4. Sailors must have a ride to and from the regatta unless other arrangements are made and approved by instructors and/or parents.

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 coach provided by EYC, then parents are asked to provide emotional support only. 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 youth 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.

Towing:

Only EYC member parents may tow club trailers. Parent volunteers are asked to sign up to haul trailers to and from regattas on a rotating basis. The EYC youth 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.

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 there is limited capacity on the trailers, we ask that those parents who are able to transport the Optimis 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.

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 Director immediately. 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.

Please check with the director to see whether or not you will need to immediately unload your boat upon return to EYC.

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 7: FUNDRAISING & DONATIONS

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

Youth Sailing Clothing

Our program is a dealer of several major sailing brands, including Zhik, Gill, Patagonia, and Stohlquist. Not only will you save money by shopping with us, but all profits from our great line-up of youth Sailing clothing and accessories go to EYC youth Sailing. All prices are at least 10% off what you can get through a store. Annually we raise thousands of dollars through clothing sales, and our participants get quality gear at a reasonable price!

Annual Crab Feed

Every year, youth sailors wait tables at the crab feed. All tip money that evening goes directly to the youth Sailing Program. Typically held at the beginning of the year, this event is very popular! We need all jr. sailing families to help at this event.

Annual Fundraiser

Our annual fundraiser is usually held in the summer, with profits going directly to youth Sailing. In past years we've done auctions or giving campaigns. There won't be a major fundraiser every summer, as they take a huge amount of time and effort. By fundraising throughout the year we can reduce the intensity of focusing on one big event.

Youth Sailing Sponsor

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

Scrip Shopping Online

Similar to "Escrip" at our schools, for all purchases made with Scrip cards, EYC youth sailing will receive up to 8% of the sale directly. It's as simple as that! Find details on our webpage www.encinal.org and then click on the "youths" tab.

Cash Donations

Are accepted with many thanks. To be sure any such donations go to youth Sailing; checks should be made out to the Encinal Yacht Club youth Sailing, c/o youth 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 youth Sailing via their monthly bill. Please contact the Director if you are interested.

Other Donations

The youth 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 8: AWARDS AND TROPHIES

Competition is merely one dimension of the EYC youth 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 youth Sailing Awards Night and Luau, on the last Thursday of the third session. All children in the program are eligible for awards, so don't miss out on a great night!

CHAPTER 9: CODE OF CONDUCT

It is the responsibility of parents and sailors 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 students are on or near the water, docks and ramps, their life jacket must be on and fastened.
- Come to class prepared to sail in any weather conditions. (Rain or shine, cold or hot.)
- Closed toed shoes, booties, or sneakers are to be worn at ALL times. No open toed shoes and no bare feet.
- Towels, sunglasses, hats, and a change of clothes are strongly recommended.
- Rash Guards, thermal layers, spray gear, wetsuits, sailing boots, beanies, gloves, are strongly recommended for winter and race teams. NO cotton!

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
- Do not ride 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 permission.
- The Swimming test must be passed.

Behavior

- Sailors must exemplify sportsmanlike conduct at all times, on and off the water. Foul language, harassment, intimidation, and other disrespectful behavior will not be tolerated. Repeat offenses qualify as grounds for dismissal from the program.
- There is a zero tolerance policy regarding any student possessing and/or using any harmful weapon, alcohol, controlled substance, or any tobacco products. Any sailor caught with such, is grounds for dismissal.
- Borrowing anything without prior permission from the owner is stealing, and is 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 willing to participate 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.
- Boatyard and launch areas will be kept clear of obstructions.
- Students are required to remain at the club during scheduled program hours.
- EYC bathrooms are to be kept neat and orderly
- 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, youths are NOT permitted at the Club without parental supervision between 12:00pm-1:00pm. Any youths who are not picked up on time, will be charged for lunchtime supervision.

Discipline

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 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 circumstances.

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 youth Program staff if their child is not attending a scheduled class.
- Please call or email the youth Office at (510) 769-0221 or eycjrsoffice@gmail.com before the class meets.

Parent Guidelines

Parents / guardians are an important part of a successful youth 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 prohibited and disruptive to the curriculum and lesson plan.
- Parents are welcome to watch from a distance. Please be sure you are not located on the docks during class time. 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.
- Communication 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 sailors to read and abide by the rules of the Code of Conduct.

CHAPTER 10: JOINING ENCINAL YACHT CLUB

Joining

Joining is cheaper than you think, and we can help!

- EYC will discount the initiation fee (\$1500) for any family actively participating in youth sailing. All you need to do is request an initiation fee waiver from the youth sailing director.
- Don't have sponsors? We can help with that too. EYC youth sailing families are happy to sponsor new members, and instantly you have a network of people you know at the club!
- Monthly dues are about \$186 per month. The savings in class fees will almost pay for the membership itself, especially if you enroll in the Year Round Sailing program or have more than one active youth sailor.
- For more details or to request a membership application, please contact us at eycjrsoffice@gmail.com

Benefits of Joining

Members receive many perks and benefits, especially when they have one or more children sailing in our program! Here are some advantages to becoming a member...

- Lower tuition and fees on nearly all the programs we offer! Members usually save between 25-40% on class fees.
- Members are also eligible for our Year Round Sailing program, which is a significant yearly savings.
- Sailors are eligible to work as youth instructors (must meet age requirements).
- Eligible to tow trailers and coach boats.
- Eligible to store privately owned boats at EYC (additional fees apply)
- Enjoy all the services here at EYC, including a great bar and dining room, along with a heated outdoor pool!
- When you travel, enjoy reciprocal privileges at most other yacht clubs (this is a huge perk!).

CHAPTER 11: EMERGENCY PROCEDURES

In the event of an on the water emergency...

1) Call 911

- If no cell phone, use emergency **Channel 16 on VHF Radio** to relay emergency distress message to Coast Guard. They can patch you through to EMS 911 dispatch.

2) Provide Care to Victim

- Stabilize victim and address immediate concerns.
- Prepare victim for extraction

3) Get victim to professional care ASAP

- Take the victim to chosen extraction point, where they can get professional treatment from paramedics.
- Continue to provide care (CPR/First Aid) until professional help arrives.

4) Notify the us once victim is stable

- Jr. Sailing Office phone (510) 769-0221
- Barb Grove's Cell Phone 925-366-6054
- EYC Main Office (510) 522-3272

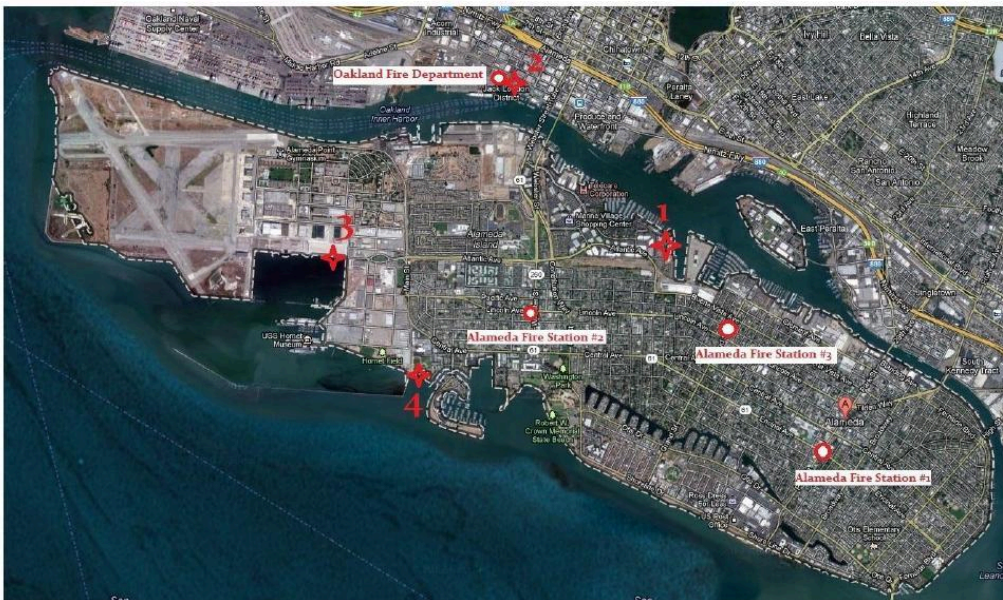
5) Youth Sailing Director Notifies Parent Liaison/Emergency Contact

- Barb Grove Parent Liaison
- Refer to Binder for Victim's Emergency Contact Info

6) Parent Liaison alerts higher chain of command.

- Parent Liaison serves as shore-side coordinator and representative

Emergency Extraction Points



1) Encinal Yacht Club- 1251 Pacific Marina, Alameda, CA 94501

2) Oakland Fire Department- 47 Clay Street, Oakland, CA (Dock next to Jack London Square and the red light ship "Relief")

3) Artemis Racing Headquarters- 1050 West Tower Avenue, Hangar 12, Alameda, CA 94501

4) Boat Launch next to Encinal High School Football Field

CHAPTER 12: CONTACTS

Encinal Yacht Club

Address: 1251 Pacific Marina, Alameda, CA 94501

Office Ph: 510-522-3272

Website: www.encinal.org

EYC Youth Sailing

JR Office: (eycjrsoffice@gmail.com)

Jr Office Ph: 510-769-0221

Jr Website: [JR WEBPAGE](#)

EYC Youth Sailing Liaisons

Liaison: Barb Grove
Email: eycjrsoffice@gmail.com
Phone: 925-366-6054

Liaison: Mike Gorman
Email: mrmike1230@gmail.com
Phone: 510-457-6552