

Barnegat Light Yacht Club Youth Program Sailing & Safety Manual





TABLE OF CONTENTS

Youth Sailing Mission Statement	3
Youth Committee	3
Staff Certifications	4
Ratios for Students - Instructors	4
Facility & Safety Orientation	5
Powerboat Assessments	5
Walk Around Inspections	5
Recordkeeping Guidelines	6
Logs	6
Injury	7
Equipment Check & Maintenance	7
Swim Check Guidelines	7
Emergency Action/Response Plan	8
General Youth Program Safety Rules	9
Discipline Policy	10
Signature Form	11
Medical Form & Release	12
Accident/Incident Report	13-14
Boat Incident Log	15
Power Boat Checklist	16
Emergency Contact Guide	17
Emergency Response Plan	18
Safety Protocol Guide	19



YOUTH SAILING MISSION STATEMENT & COMMITTEE:

Mission Statement: The mission of the Youth Sailing Program is to teach children how to sail in a fun and safe environment and to instill in them a love for the sport. Respect for boats, each other, and the water, along with sportsmanship and safety, are the guiding principles of the program.

Youth Sailing Committee: The Youth Sailing Committee is responsible for structuring the program, hiring staff, and overseeing the program while it is in session. Each person on the committee has specific responsibilities, yet the group works as a team to direct and manage the program. Names are listed below:

Youth Sailing Program Chair: [Steve Kunz](#)

Youth Sailing Program Co-Chair: [Kelley Kunz](#)

The Youth Committee shall be composed of the Chair, Co-Chair, and the following members:

[Julie Achtau](#)
[John Depenbrock](#)
[Justin Monnig](#)
[Anne Schiff](#)
[Meg Conrad](#)

[Wendy Cornell](#)
[Mike Fitzpatrick](#)
[Laura Okupski](#)
[Jen Wright](#)

Youth Sailing Committee Responsibilities: The Youth Sailing Committee will be responsible for the following items. The committee will meet a minimum of 4 times a year.

- Adhering to national standards for safety, instructor training, and curriculum.
- Developing site-specific policies for day-to-day administration and emergency situations.
- Collecting continual feedback from staff, children, and parents.
- Recruiting and hiring the best instructors possible.
- Enforcing zero tolerance for drugs, alcohol, and sexual harassment.
- Enforcing anti-bullying policies.
- Reviewing and revising the program curriculum to meet the sailors' needs.
- Attending regularly scheduled meetings.
- Reviewing "Accident Reports" and "Discipline Reports."
- Reviewing the Youth Program Sailing and Safety Manual annually.
- Striving to continually improve the program.



SAILING STAFF CERTIFICATIONS:

All sailing instructors should be certified US Sailing Small Boat Level I instructors. For their certification to be valid, an instructor must hold current First Aid and CPR certifications, along with a safe boating certificate recognized by the National Association of State Boating Law Administrators, Safe Sport Class, and other requirements as specified by US Sailing.

Powerboat certifications: All instructors should have a state boating license in New Jersey or other approved motor boat license. The certificate should be recognized by the National Association of State Boating Law Administrators.

RATIOS FOR STUDENTS - INSTRUCTORS - SAFETY BOATS:

Ratios, as recommended by US Sailing, are listed below. US Sailing also recommends having two people per safety boat. The second person can be an additional instructor, coach, Youth instructor, or older sailor.

	Student to Instructor	Sailboat to Safety Boat
Youth Introduction (under 8 yrs)	3:1 to 6:1	1:1 to 3:1
Youth Learn to Sail (8-16 yrs)	6:1 to 8:1	3:1 to 8:1
Youth Racers (8-16 yrs)	6:1 to 10:1	3:1 to 10:1
Adult Learn to Sail	3:1 to 6:1	1:1 to 6:1



FACILITY & SAFETY ORIENTATION:

Prior to the start of the sailing season, all policies, procedures, facilities and equipment will be reviewed with the Youth Sailing staff. Additionally, emergency procedures will be reviewed and practiced.

POWERBOAT ASSESSMENTS:

The Program Director (or Head Instructor) will conduct an in-service orientation and equipment survey of each safety boat prior to the beginning of the sailing season, and again at the conclusion of each season. The orientation and survey will identify the use and specific condition of each safety boat with respect to hull, alarms, batteries, engines, fuel tanks, engines, bilge pumps, VHF radios, bumpers, anchors, boat hooks, lines, and racing marks. Any damage will be recorded in writing.

Any damage to a club safety boat or club boats, or other property or equipment, will be reported in writing on the appropriate **Incident Report Form**. The form will be completed by the instructor involved in the incident. Copies will be filed in the club on the day of the occurrence, and a copy of the report will be retained by the instructors involved. Depending upon the severity of the accident or incident, the Head Instructor will be immediately contacted at the time of the occurrence. The **Incident Report Form** will establish the facts as occurred and the actions taken by the staff while dealing with the accident.

WALK AROUND INSPECTION:

Prior to the start of the formal program (during prep-week or staff orientation), the grounds, buildings, equipment, and sailing area should be inspected to determine if there are any hazards or off-limit areas that need to be identified. All staff associated with the Sailing Program should know where these hazards are located.

Hazards

- *Rocks*
- *Power lines*
- *Ramps*
- *Hoists*
- *Construction areas*

Off-limit Areas

- *Club House, Bathrooms may be accessed via the back door only*
- *Attic*
- *Kitchen*
- *Roof*

Limited Access Area (Immediately before, during and after class time)

- *Docks with coach approval*
- *Boat storage area*
- *Sail locker*
- *Restrooms*
- *Porch*
- *Grounds in front of the porch*



RECORDKEEPING GUIDELINES:

Instructors and administrators have a responsibility to keep accurate written records.

- Medical Forms – must follow HIPPA guidelines
- Emergency Contact Information
- Permission Slips/Waivers
- Participation Agreements
- Registration Forms
- Swim Check Records
- Attendance Records
- Daily Log
- Weather Log
- Unusual Items
- Lesson Plans & Course Syllabus
- Class/Program Schedules
- Student Rosters
- Student Performance
- Certification/Awards
- Course Evaluations (Student, Parent, Staff)
- Equipment List & Boat Maintenance Log
- Equipment Order Forms
- Accident Report Forms (Medical & Equipment)
- Job Descriptions
- Employee Discipline
- Time Sheets

LOGS:

All instructors should keep a log of happenings including attendance (both children and instructors), equipment check, damage/breakdown to boats, first aid kits, life jackets, injuries, and rules. The Head Instructor or Program Director will review the logs weekly or as required by the program.



INJURY:

Procedures are in place to deal with injuries. Staff members are trained to react to different situations and know who to contact. A Medical Form for every student and staff member is kept on file with appropriate emergency phone numbers.

Staff members that are certified in First Aid and CPR (cardiopulmonary resuscitation) can administer care for minor cuts and bruises. All US Sailing Certified Instructors hold current CPR and First Aid certifications.

If the injury is serious, emergency responders will be contacted, and the individual may be brought to the local emergency department. A staff member will accompany the student and bring their Medical Form. Emergency numbers are posted on the bulletin board. Student Medical Forms are on file in the Sailing Office.

Any injury to a sailor or instructor will be reported in writing on the appropriate **Accident/Incident Report Form**. The form will be completed by the instructor involved in the incident and the Program Director. Copies will be filed in the club on the day of the occurrence, and a copy of the report will be retained by the instructors involved. The **Accident/Incident Report** will establish the facts as they occurred, and the actions taken by the staff while dealing with the accident. Procedures for reporting any accident, minor or major, are strictly enforced.

Depending upon the severity of the accident or incident, the club's **Emergency Action/Response Plan** may be activated.

EQUIPMENT CHECK & MAINTENANCE:

A daily check of all equipment and procedures is in place to fix anything that is broken. Equipment such as club-owned boats and safety boats will be checked after each class, and again at the end of the day. The **Boat Maintenance & Incident Log** will be used to track the condition of each item, along with its maintenance schedule, and the type of work that was done. Daily status reports are part of the master log. If a boat is determined to be unsafe, it will be immediately taken out of service and fixed before it is returned to service. Any repairs made to the equipment will be entered in a logbook. If a piece of equipment is broken, it will be immediately repaired, and a maintenance report will be maintained.

SWIM CHECK GUIDELINES:

All students, regardless of age or number of years in a program, are required to take a swimming check on the first day of class. The purpose of the swim check is for students to become accustomed to being in the water with their life jackets on and for instructors to get an idea of the individual's swimming ability.

The guidelines below are used by US Sailing for the Swim Check of Small Boat Level I instructors. A similar check is suitable for most sailors 8 years or older. **Students should NOT remove life jackets at any time on the water.**

- Students should be in sailing clothes, including shoes (but not dry/wet suits).
- All lifejackets must be U.S. Coast Guard approved.
- At most, only three students at a time should do the swim check.
- A Certified Instructor should be in the water with the students.
- The test will be conducted in Barnegat Bay where students will be sailing (not a pool). Swim test area should be carefully chosen for safety and safe swimming conditions. Swim test should not be conducted near or off a powered dock.

EMERGENCY ACTION/RESPONSE PLAN ELEMENTS:

Determine, Declare and Map Location Specific Information:

- Physical address of club
- Physical addresses of appropriate alternative locations that may be used depending on factors such as the tide, weather, or location of emergency
- Map that visually shows emergency locations, addresses, and contact numbers

Determine and Declare Communication Information:

- Primary emergency phone number and VHF channel for contacting the club or facility
- Primary phone number for the program director and/or waterfront director
- Non-911 numbers for additional first responders (e.g. local harbormaster's cell phone)

Define Instructor Requirements:

- Instructors to understand and practice the emergency procedure plan
- Coach boats to have both a working cell phone and a VHF
- Instructors to be First Aid and CPR certified
- Request a copy of host facility's emergency procedures (e.g. at off-site regattas)

Review & Practice the Plan:

- Review the plan annually with key personnel
- Meet with local first responders each season; ensure they know where you are located and how to get to your primary and alternative locations
- Practice the plan with all instructors prior to the start of the season

Outline the Emergency Procedure Plan:

- The coach closest to an injured sailor proceeds to scene to render assistance.
- Coach communicates to other coaches while in route.
- Other coaches prepare to call for shore-side assistance.
- If alone on the water, direct an available sailor to board the safety boat and call 911, while the coach continues to render assistance.
- The person placing call to 911 informs the first responder of exact physical meeting location.
- Contact the Youth Program Director and inform them of incoming emergency personnel.
- Using techniques appropriate to the injury, if possible and safe, coach to bring injured sailor aboard the safety boat and transport to meeting location.
- Coach to debrief incident with Sailing or Program Director as soon as possible.



GENERAL YOUTH PROGRAM SAFETY RULES:

The following are general safety rules that are to be followed by everyone in the Sailing Program. Youth Sailors will be asked to sign a copy of the rules and discipline policy, prior to the start of the program.

1. No students on docks without supervision and a life jacket
2. Life jackets must be worn and always secured properly on docks, piers, boats, or in the water (by students, instructors, and coaches)
3. Closed-toe footwear to be worn at all times
4. No running
5. No swimming (except with the permission of the instructors)
6. No jumping off boats (except with the permission of the instructors)
7. Respect one another – no hitting, pushing, roughhousing
8. Use respectful language – no swearing, foul, or rude language
9. No littering on land or water
10. Stay with the class unless you have permission from an instructor to leave
11. All sailors must make an effort to sail out and return to docks together or with a buddy
12. Prior to drills, all boats must stay within hailing distance of the safety/coach boat
13. All coach boats and Youth sailboats must return to the dock prior to sunset
14. No destruction of club or private property
15. No smoking, drugs or alcohol
16. No playing on or near ramps and hoists
17. No playing with boom, hoist or crane
18. Watch fingers and feet between boats, docks, and moving parts
19. Check for overhead wires in boat storage and launching areas
20. Club owned boats must be properly returned and put away after use
21. Sailors must make every effort to avoid collisions

DISCIPLINE POLICY:

The rules and discipline policy apply to all children and staff involved in the Youth programs. Violations include, but are not limited to, breaking program rules, breaking club rules, inappropriate language, destruction of property, physical/verbal abuse of another student or instructor, and bullying.

The discipline policy maintains that each sailor will have three chances to correct any violations. Under no circumstances will an instructor leave the water for a discipline problem and leave the rest of the class unsupervised.

- **First Strike:** The student will be warned by a senior level instructor. The strike will be recorded in the student's file and the Youth Program Director will be notified.
- **Second Strike:** The student will be warned by a senior level instructor. The student may be asked to sit out for the rest of the class/day. Parent/guardian will be informed and asked to meet with the Program Director to discuss the first and second transgressions and to document a plan to avoid any future misbehavior. The strike and meeting notes will be documented in the students' file.
- **Third Strike:** The student will be asked to sit out for the rest of the day or for the rest of the week. Parent/guardian will be informed and asked to meet with the Program Director. Commodore will also be informed. The strike will be documented in the student's file.

Continued Abuse: Continued abuse of the rules by a student participant will result in expulsion from the program. Parent/guardian and the Commodore will be informed. The strike will be documented in the student's file. No fee will be refunded.



YOUTH PROGRAM RULES & DISCIPLINE POLICY: SIGNATURE FORM

1. No students on docks without supervision and a life jacket
2. Life jackets must be worn and secured properly at all times on docks, piers, boats, or in the water (by students, instructors, and coaches)
3. Closed toed footwear to be worn at all times
4. No running
5. No swimming (except with the permission of the instructors)
6. No jumping off boats (except with the permission of the instructors)
7. Respect one another – no hitting, pushing, or roughhousing
8. Use respectful language – no swearing, foul, or rude language
9. No littering on land or water
10. Stay with the class unless you have permission from an instructor to leave
11. All sailors must make an effort to sail out and return to docks together or with a buddy
12. Prior to drills, all boats must stay within hailing distance of the safety/coach boat
13. All coach boats and Youth sailboats must return to the dock prior to sunset
14. No destruction of club or private property
15. No smoking, drugs or alcohol
16. No playing on or near ramps and hoists
17. No playing with boom, hoist or crane
18. Watch fingers and feet between boats, docks, and moving parts
19. Check for overhead wires in boat storage and launching areas
20. Club owned boats must be properly returned and put away after use
21. Sailors must make every effort to avoid collisions

Discipline Policy:

1. **First Strike:** Student will be warned, and offense noted in student's file.
2. **Second Strike:** Student will be warned, and parent/guardian will be informed and asked to meet with the Program Director. The strike and meeting notes will be noted in the student's file.
3. **Third Strike:** The student will be asked to sit out for the rest of the day. Parent/guardian will be informed and asked to meet with the Program Director. The Commodore will also be informed. Strike will be documented in the student's file.
4. **Continued Abuse:** Continued abuse of the rules will result in expulsion from the program. Parent/guardian and the Commodore will be informed. No fee will be refunded.

Date	Signature of Parent/Guardian	Name of Parent/Guardian
Signature of Student		Name of Student



YOUTH PROGRAM SAILING PROGRAM MEDICAL FORM & RELEASE

Club Name _____

Student Name _____

Date of Birth _____ Gender ____ Height _____ Weight _____

Please list any past medical problems _____

Surgical history _____

Allergies: Medications _____

Foods _____

Other (including Bees, Wasps, Jelly Fish) _____

Current Medication Taken _____

Date of Last Tetanus shot _____

Physician's Name _____ Physician's Telephone _____

Attach recent physical examination (within 24 months of program start date).

Emergency Contacts (at least one should be local):

1. _____
Parent/Guardian Relationship Phone

2. _____
Parent/Guardian Relationship Phone

3. _____
Other Contact Relationship Phone

4. _____
Other Contact Relationship Phone

I, _____, (Parent/Guardian) authorize the program organizers or their employees to sanction emergency treatment if none of the student's emergency contacts or Parent/Guardians can be reached at the time of an emergency.

Parent/Guardian Signature

Date



YOUTH PROGRAM ACCIDENT/INCIDENT REPORT

Injured Person's Name:	Date of Report:
Age of Injured:	Date of Accident:
Parent/Guardian Name:	Time of Accident:
Phone:	Location of Accident:

In what activity was person participating when accident occurred (class, lunch time, free play, etc.)?

What piece of equipment or boat, if any, was involved in the accident?

Was there supervision at time of accident? Yes No By whom: _____

Names of Witnesses: _____

What part of body was injured? _____

Describe the type of injury (e.g. bruise, laceration, fracture, etc.)?

Was first aid administered? Yes No By whom: _____

Was injured party referred to medical assistance? Yes No By whom: _____

Was an ambulance called? Yes No By whom: _____

Exactly how did accident occur? Describe what happened:

Date person returned to program: _____

Restrictions on activities: _____

Name of Person Filing Report: _____

Signature: _____ Date: _____

Draw diagram on back of this sheet, if a collision was involved. List weather conditions, water conditions, water temperature, air temperature, tide conditions, boat and equipment particulars.



BOAT INCIDENT & MAINTENANCE LOG

This form/log can be used to track maintenance to sailboats, safety boats, or other club owned equipment. It can also be used as a record for an incident or damage to club owned property.

BOAT TYPE: _____ DATE/TIME _____

BOAT NAME and/or SAIL NUMBER _____

BOAT PART	BROKEN	MISSING	REMARKS

STAFF REMARKS:

STAFF NAME: _____

ACTIONS TO BE TAKEN:

REPAIR COMPLETED: _____
By/Name Date



PRE/POST TRIP CHECKLIST* FOR POWERBOATS

**Checklist provided by and used with permission from US Powerboating.*

Pre-trip Checklist

- Weather forecast
- Tide and current predictions
- Float Plan/Sign-out - <http://www.floatplancentral.org/download/USCGFloatPlan.pdf>
- USCG Required Gear
 - State Registration Sticker & Numbers
 - USCG Approved PFD's – worn by each person aboard
 - Visual Distress Signals in a case – Flares (3), Flag, Whistle
 - Fire Extinguisher Type B-1
 - Anchor with 150' - 300' of line
 - Throwable Type IV - Personal Floatation
 - Device with buoyant heaving line attached
 - VHF Radio
 - First Aid Kit
 - Throttle cut off
- Optional Equipment
 - Manual Bilge Pump and/or Bucket
 - Tool Kit
 - Water Resistant Flashlight
 - Paddle/Oar
 - Boat Hook
- Fuel: Appropriate amount, secure fuel line connections, vent open, bulb primed
- Drain plugs in
- Pump-out bilge
- Check propeller and lower unit for dings
- Battery connections
- Lower engine
- Check engine oil – if low fill to appropriate level, report it immediately
- Click in safety lanyard (if provided)
- Insert key into ignition, turn slightly, wait for beep and turn completely until engine starts
- Check water discharge from indicator nozzle – if no water stream, turn off engine immediately
- Allow engine to warm up for 1-2 minutes
- Arrange passengers, gear and other weight in boat appropriately
- Remove dock lines and fenders, secure them neatly in boat

Post-trip Checklist

- Place fenders, secure to dock
- Turn off engine
- Raise engine, check propeller and lower unit for any damage
- Drain plugs in/out
- Close fuel vent
- Remove safety lanyard (if equipped) and key
- Clean boat, including removing gear, garbage, and empty gas cans
- Report any problems or damage immediately
- Return key and gear



EMERGENCY PROCEDURE CONTACT/COMMUNICATION GUIDE

In the event of an emergency or incident, the below contact procedures should serve as a guide for communication.

1. **Get Immediate Help to the Scene: Fire:**

- Get people and staff out of the area
- **Call 911**

Injury:

- Assess and clarify the situation
- Provide immediate first aid if appropriate
- **Call 911**
- Disperse onlookers

Other Serious Incident (*Robbery, obnoxious person, collision, stolen property/boat*):

- Call local police

2. **Next Call/Contact:**

- Parents of Injured Person
- Vice Commodore
- Commodore
- Youth Program Chair

3. **Those Above to Next Contact:**

- Rear Commodore
- Trustees

Accidents, injuries, and incidents MUST be reported in writing as soon as possible after their occurrence to the Commodore at barnegatlightyc@gmail.com. Reports should be submitted no later than the day after the shift following the incident.



Barnegat Light Yacht Club - Emergency Response Plan Summary

18 West 76th Street, Harvey Cedars, NJ 08008

Emergency or Life-Threatening Injury – Steps

1. **Render assistance**
2. **Make contact** with coaches or program staff for assistance
3. **Call for Help & Emergency Medical Attention:**
 - **9-1-1**
 - **Harvey Cedars Police (609) 361-6000**
- **Monitor and administer first-aid** (*AED is located in Club House on South Wall. First Aid kit is in the sailing locker*)
- **Send someone** to meet/direct Emergency vehicles
- **Transfer** injured to care of Emergency Team
- **Debrief and inform** key people: Commodore, Vice Commodore, Sailing Director, family of injured
- **Complete an incident report**

Be prepared to tell 9-1-1:

- **Current location** of injured person
- **Description of boats** (if requesting on-water help)
- **Where you plan to bring injured person ashore** (see below)
- **Age/gender/number** of injured people
- **Type of injury/situation**
- **Your name and call back**

Pick-Up Locations:

	Name	Description	Address	Cross	Lat/Long #s
A	75 th St and Bay	Bay Beach Parking	Harvey Cedars, NJ	Bay	
B	76 th St and Bay	North Side of Club	Harvey Cedars, NJ	Bay	

Emergency Numbers	Barnegat Light Yacht Club Numbers
911	Commodore 908-872-0454
Police 609-361-6000	Vice Commodore 917-502-0691
Fire: 911	Rear Commodore 904-234-8767
	Youth Chair 917-885-0137

YOUTH PROGRAM SAILING SAFETY PROTOCOL GUIDE



