

**Sausalito Yacht Club  
Youth Sailing Program  
Parent and Student Handbook**

**Who We Are:**

Our goal at the Sausalito Yacht Club Youth Sailing Program is to promote the enjoyment of sailing through an educational system that uses quality coaching, proven techniques, and teamwork to teach our students how to love boating. We work to raise the level of ethical behavior and decision-making in young people, instructors, coaches, and youth sailors while teaching sailing skills in a fun, safe, and educational environment. We offer many pathways to learn this exciting sport starting from Learn to Sail and Adventure Sailing to Competitive Racing and High School Sailing Teams.

**Mission Statement:**

Provide enjoyable, safe and affordable access to sailing through our exceptional sailing programs designed for all skill levels. Support and grow passion in the art of sailing. Promote the sport of sailing through good sportsmanship, nationally recognized racing programs and regattas. Actively encourage all members of our community, to experience and discover sailing and boating. Help create lifelong boaters in a safe and fun environment.

**Contacts:**

Temp Youth Director/Head Coach  
Hanna Tuson-Turner  
[coach@sausaitoyachtclub.org](mailto:coach@sausaitoyachtclub.org)

SYC General Manager  
Pam Andres  
[gm@sausalitoyachtclub.org](mailto:gm@sausalitoyachtclub.org)

Sail Training Chair  
Al Groh  
[sailtraining@sausalitoyachtclub.org](mailto:sailtraining@sausalitoyachtclub.org)

**Answers to Common Questions**

*Location:*

*100 Humboldt Ave, Sausalito, CA 94965  
-located next to the Sausalito Ferry Pier*

*Program Hours:*

- Program hours vary per class
  - Beginning Sailing 9am-3pm
  - Intermediate Sailing 9:30-3:30
  - Intro to Racing 12:30-3:45
  - CFJ Double Handed Monday-Thursday 9:45-3:45
  - Advanced Racing Team
    - 12:30-3:30

- Sailors must check in with their specific coach for their boat and pairing assignments for each day of classes before rigging.
  - Sailors' pairings are chosen carefully and thoughtfully by the SYC coaching staff for both the overall and individual benefit of the sailors. If sailors would like to make a request, they may certainly do so, but final decisions are left to the instructor's discretion.
- Bring weather appropriate clothing *every day* and US Coast Guard Approved Type III.
- No clothing storage is available on SYC property. All gear must be taken home at the end of every day.
- Daily sessions will generally include a chalk talk at the beginning and a debrief at the end of the day.
- Transportation to and from SYC will not be provided.

*Financial Aid/Scholarships*

- There are scholarship opportunities available by application through the SYC Youth Sailing Foundation. Visit our website for more information or speak with the SYC Youth Sailing Director staff.

**Summer 2021 Schedule:**

Session 1: July 14-June 24

Session 2: June 28-July 8

Race Team Session 1: July 12-22

Race Team Session 2: July 26-Aug 5

**Angel Island & Beach Days**

These activities will not be happening this summer. Classes/Groups may visit beaches individually if they are open.

**Family Nights**

Due to Marin County Health Orders we will not be able to host family nights for Summer 2021.

**Boats/Equipment We Use**

RS Tera – Adventure/Intermediate Sailing ages 8-15

10 ft plastic single sail two person boat

CFJ- Beginning High School Sailing thru Advanced ages 15-18

12 ft fiberglass double sail two person sailboat

420- Advanced Racing Team ages 14-18

13 ft fiberglass double sail two person sailboat

**Class Placement**

Students are placed in classes based on the following criteria...

- Previous sailing experience
- Participation in past Sausalito Yacht Club sailing programs.
- Age, weight, and height can determine what type of boat a child sails

## **SYC Youth Program Policies**

### **COVID-19 Procedures & Protocol**

Please make sure you read the additional information regarding our Covid-19 Procedures. These are available via web links on the yacht club's website under the 'Resources' page.

### **Communication:**

The coaching staff is committed to keeping an open line of communication with the student/athletes and their parents or legal guardian. We will do our best to address any concern or questions promptly through the correct means of communication. Please note that different types of communication are best for different situations. Mass communications and group information will most often be disseminated via email. Individual concerns and questions (even if they may concern the group) are best discussed over the phone or in person.

Often, concerns can be easily addressed via phone first. Should calling not solve the issue, pre-arranged meetings or conferences are often the best way to handle concerns. This allows parents and coaches to sit down, read the situation correctly, receive feedback, and to solve issues conclusively. Please schedule meetings or conferences ahead of time to avoid any conflicts with classes or other projects.

**Contentious issues are not allowed to be dealt with via e-mails. Contact the Youth Sail Director via phone to arrange for a face to face conference.**

As part of our communications policy, SYC emphasizes that we are here to build robust and well-rounded sailors and athletes that can voice their concerns themselves. Please help encourage your student to advocate for themselves directly with our coaching staff. We always welcome parent communication, but for the benefit of the athletes' growth, self-advocacy should be their first line of communication. If a student feels uncomfortable talking to a staff member directly, try suggesting that they communicate through another SYC Youth Sailing staff member. Student to coach communication is always welcomed and encouraged.

SYC Youth Sailing Program easy steps to good communication for the Student/Athlete:

- 1) Email, texting, Facebook messaging can be used to communicate straight forward issues like: travel planning or lost gear. These means of communication should not be used to discuss team selection and placement, absences, personality conflicts, bullying or other potentially contentious issues.
- 2) If there are potentially contentious issues, the Student/Athlete should seek the coach out in person. Nothing replaces an eye to eye conversation. If a person to person meeting is not possible, a phone call is the second best thing.
- 3) If a Student/Athlete is uncomfortable with a particular issue approaching the coach, they should discuss it with a team captain. Every effort will be made to solve the problem by using methods 2 and 3.

- 4) If the issue is severe, the Student/Athlete should discuss it with their parent, legal guardian or another adult they trust.

SYC Youth Sailing Program easy steps to good communication for the parent or legal guardian of a Student/Athlete:

- 1) Email or text messaging can be used to communicate straight forward issues like; my child is sick and cannot make practice, I would like to volunteer, can you please help me with registration, how much will the trip cost, etc. These means of communication should not be used to discuss team selection and placement, personality conflicts, bullying or other potentially contentious issues.
- 2) If there are potentially contentious issues, the parent/guardian should call the coach and/or the Youth Sailing Director and not use email or text messaging. However, we want to hear from the parent/guardian immediately if there are concerns of unfair treatment, personality conflicts, bullying, etc.
- 3) If a phone call is not sufficient, a person to person meeting should be arranged with the coach and/or Youth Sailing Director.
- 4) If an issue in number 2 or 3 cannot be resolved, the parent is encouraged to discuss it with the SYC Sailing Training Board Liaison or the SYC General Manager.

Please be respectful of the coaching staff while trying to reach them. No one is in the office on Saturday and Sunday. If you email or call on our off hours, please understand you might not get a response until we are back at work.

### **Chain of Command**

Coaches and Instructors report to the Youth Sailing Director.

Youth Sailing Director Reports to the SYC Club Manager.

SYC Club Manager reports to the Chairman of the Executive Board.

### **Code of Ethics**

- Treat other persons and their property as you know they should be treated, and as you wish them to treat you and your property.
- Regard the rules as agreements, the spirit or letter of which you should not evade or break.
- Be gracious in victory or defeat.
- Be cooperative and respectful. Remember that your actions on and off the water reflect you and the SYC Youth Sailing Program.

### **Ethical Behavior**

Our goal is to create an environment that supports ethical and sportsmanlike behavior at SYC. We want to stress being proactive rather than being retroactive as we strive to give our sailors the tools to make positive choices. We want SYC's sailors to be known for their friendly, hardworking, positive, and sportsmanlike attitudes above all else.

All of us, including program chairs, head coaches, assistant coaches, and parents should work together with our junior sailors to accomplish this goal. We hope the suggestions below will prove helpful:

1. Give your sailors the support that they need to help them make ethical choices.
2. Encourage a focus on performance rather than outcome; separate the performer from the performance; help sailors set realistic goals/expectations for themselves.
3. Use the SYC ethics guidelines as a centerpiece for the athlete's behavior.

#### Guideline #1

Exemplary sailors/students always know and abide by the Racing Rules of Sailing.

#### Guideline #2

Exemplary sailors/students always obey program rules and regulations on and off the water.

#### Guideline #3

Exemplary sailors/students are organized, prepared, and always responsible for their own equipment.

#### Guideline #4

Sailors/students always show respect to fellow sailors/students and those helping to run regattas and programs.

### **Guidelines for Parents**

1. Please support the coaching staff's decisions. The coaches have the best interests of your student/athlete and their class at heart.
2. Place winning in the context of fun, good sportsmanship and fair play. Emphasize performance goals rather than outcome goals.
3. Promote the total sport of sailing and boating, not just racing.
4. As spectators, remain in designated areas specified by coaches and directors.
5. Remember that any coaching during a race is prohibited under the Racing Rules of Sailing.
6. Show respect for race officials and regatta rules.
7. Understand that they must uphold event regulations on and off the water
8. Assist all sailors/students to develop to their fullest potential.
9. Encourage sailors/students to be organized and responsible for their own equipment. Insist that sailors/students respect the property of others.

### **Discipline**

Sailors who are disruptive to the class are to be:

1. Verbally warned about their behavior and the consequence.
2. Isolated from the class. Talk with the student and explain why punishment was given. Brainstorm with the student possible consequences if they repeat the offense. Inform the Youth Sailing Director of the issue.
3. Inform the parents why their child was given a 2<sup>nd</sup> time out. If it comes to this, communicate with the Youth Sailing Director about the situation, the punishment and the sailor's behavior.

4. The Youth Sailing Director can dismiss the sailor from class with a phone call to the parents and a written notice of termination.

Swearing is not tolerated and should be dealt with immediately.

Situation of physical abuse, both parties should be brought immediately to the Youth Sailing Director.

## **Personal Gear**

**\*\*There is no sharing of any gear, equipment, or food. Students should have their own sunscreen, hand sanitizer, food, water, and sailing gear each day.**

SYC is not responsible for lost or stolen personal gear. Students are not allowed to leave personal gear at the sailing center, there is no storage available. Items left at SYC will be put into the lost and found. Items left in the lost and found for over 2 weeks will be donated to charity. Please put names and phone numbers on everything!

Sailors are required to have a US Coast Guard Approved Life Jacket that fits properly and snugly. When purchasing a life jacket keep the receipt until the product has been approved by your students coach. Wetsuits are strongly encouraged as conditions can be cold and students do get wet.

## **Parking**

**\*Parents/Guardians may not enter the yacht club unless given permission by the Youth Sailing Director**

While dropping off or picking up students, you may temporarily park in the main yacht club parking lot for 5-10 minutes. If you are a yacht club member you do not have any parking restrictions. Please note that Thursday afternoons and all day on Fridays the lot can be very full. Do not block in other cars in order to pick up or drop off your child. Please use the public lot across from the yacht club.

## **Boat Collision/Breakages**

All aspects of on the water sailing with SYC including: lessons, racing, drills, and free sailing, shall be governed by the racing rules of sailing. When two or more boats collide causing damage to any boats, all parties involved shall follow this policy:

Boats/Collisions continued:

An incident report shall be filed by the student's coach in writing and identify:

- Parties involved in the incident
- Incident, including where and when it occurred
- Rule a party believes was broken
- Name of a party's representative

The incident reports shall be given to the coaches on the day of the incident, at which point an informal hearing that mirrors the proceedings of a protest hearing, shall be held. The coaches of

that particular class will serve as the protest committee. They will render a decision based on the Racing Rules of Sailing and attempt to contact all interested parties, including the boat owners (if there are privately owned boats involved) either by phone or by sending a written summary of the incident home with the students. Parents who have chartered a boat or child is using a club provided boat from SYC shall act as boat owners and take full responsibility for any and all repairs, and will conclude in a reasonable amount of time how the damage will be repaired. The Youth Sailing Director shall represent SYC for boats owned by SYC but not boats being used at the time of the collision. Any appeals based on the decisions made by the coaches and directors shall be filed first with the Youth Sailing Director and if necessary with the SYC Board of Directors.

Our staff does its utmost to prepare our students to prevent the mistakes that cause equipment breakages. Our staff assumes responsibility for the regular portion of maintenance costs on equipment. Students will be asked to contribute to these costs if excessive or repeated damage occurs but only after instruction to prevent such incidents. These types of incidents may include, but are not limited to: Laser upper spars, spinnaker poles, frequent collisions, dolly fitting failures, etc. Parents will be issued a letter explaining the incident and an invoice for the damage. When possible, staff will err towards repairs over replacement to control costs. SYC reserves the right to withhold its own equipment or storage spaces from use by students/families that have outstanding damage invoices.

### **Weather**

Sailing classes will not be cancelled due to bad weather. On days the weather is not conducive to sailing, coaches will plan for sailing related activities and participate or supervise those activities. When the safety of the student is threatened by weather, indoor sailing related activities will be implemented. When no-wind days or excessive wind days occur, outdoor sailing related activities will be complemented with fun games and age-appropriate activities. The only exception to sailing classes being canceled is on a Thursday or Friday when the club is open for members.

On a frequent basis, the weather will be monitored before class heads out to sail, to determine whether it is safe to sail. Decisions of whether it is safe to sail will be left up to the Head Instructor of each teaching pair. Instructors/coaches will consult with the Youth Sailing Director about decisions to stay in, the Youth Sailing Director may ultimately overrule the decision made earlier by the Head Instructor. In absence of the Youth Sailing Director, the Assistant Head Instructor or a yacht club individual will be appointed for such considerations and decisions.

### **Lunch and Food**

The SYC Youth Sailing Program does not provide lunch for students. Students are required to bring their own lunch and beverages. Refillable water bottles are strongly encouraged. If your student has particular food allergies or other food related issues you must inform the Youth Sailing Director on the required Medical Waiver and/or in writing.

### **Reimbursements/Deposit/Payment (adjusted for Summer 2020 only)**

100% of class payment is due upon registration.

All cancellation requests must be submitted by email to [coach@sausalitoyachtclub.org](mailto:coach@sausalitoyachtclub.org)

We have adjusted our cancelation policy in hopes of making the decision to join us easy and stress free. For Summer 2021 only, we will offer full refunds (minus credit card & processing fees) up to a week before your class starts. Within 7 days of your class starting you can receive a 50% refund (minus credit card & processing fees). Once you participate in a class refunds must be submitted in writing and are not guaranteed. Refunds for any participant affected by any closures will be assessed on a case-by-case basis under the circumstances, with the understanding that refunds may be appropriate for services cut short or cancelled.

Refunds/Reimbursements may be issued by check or online to the card used during registration. If your student is dismissed from the program due to disciplinary issues a refund will not be given.

### **Attendance/Absences**

Instructors will take attendance each day of class.

Parents/Guardians must remain in their vehicle with their sailor until they are checked in by an instructor and daily temperature is recorded.

If your student is absent from a day of classes you must notify the Youth Sailing Director by 9:30am the day of the absence via email or phone call.

If your student is absent and a phone call or e-mail has not been received the Youth Sailing Director will call the main contact phone number by 10:00 on that day.

If your child will be transporting themselves to camp they are still required to Sign In/Out each day.

### **Shower Policy**

**Showers are not allowed during Summer 2021**

### **Injury/Medical**

All parents are required to fill out the SYC Medical Waiver form before the first day of classes.

These forms must be submitted to the Youth Sailing Director via the Clubspot registration.

Minor injuries such as small cuts, stubbed toes, splinters, etc. will be treated by an instructor.

When a major injury occurs such as broken bones, concussions, heat exhaustion, etc. a parent and/or guardian will be called immediately followed by a call to 911 if necessary.

Incident report forms are filled out by all instructors when serious injuries occur.

### **Sunscreen**

Our instructors will remind students on multiple occasions during the day to re-apply sunscreen.

If your child has sensitive skin and can only use certain types of sunscreen please provide your preferred brand of sun lotion.

Spray can sunscreen is strongly discouraged!

### **Parent Involvement**

We completely understand a parent wanting to watch their student participate in such an exciting program. In an effort to help your student learn independence and focus on their class instructions we ask that you watch from Gabrielson Park (next door) and try not to do so every day.

**Proper Gear**

All students must wear a US Coast Guard approved life jacket that fits snugly. We encourage participants to own their own lifejacket. The club will not be lending out any gear during Summer 2021. Wetsuits are the easiest and most effective way for your child to stay warm while at class. Students should also bring a swimsuit (3mm), wetsuit, sun hat, sunscreen, water bottle, towel, and change of clothes.