

Sodus Bay Junior Sailing Association

Sodus Point, NY

PARENT HANDBOOK

-2020-



(includes applicable SBJSA camp operating policies & procedures)

FINAL - 3/16/20, SBJSA/EstG

SBJSA Parent Handbook

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Welcome to Sailing & Boating on Sodus Bay!

These pages are intended to be a guide for new parents and juniors to navigate their way through the great sport of junior sailing and boating at SBJSA. Hopefully this handbook serves as a roadmap to fun for new parents and sailors, and also as a quick guide for those “veterans” of past summers with us.

Inside, you’ll find information on all sorts of subjects, from expectations of parents to what happens if/when the weather starts to deteriorate. Hopefully it covers most of the subjects that parents are interested in or simply need to know while their kid(s) attend a Sodus Bay Junior Sailing Association summer camp program.

Each year, the SBJSA Board of Directors aims to create a fun, learning environment so your child maximizes their camp experience, both on and off the water. Our mission and goals, described on the next page, are top priority in everything we do so that we can build life-long sailors that respect the water, and each other, as they enjoy all sorts of boats and recreational swimming.

If you have any questions this Parent Handbook doesn’t answer, or you have a suggestion to improve this document, please talk with our Program Director in person, or call 315-483-8883 (summer phone number for SBJSA), or SBJSA President Ed St. George at 585-298-0112; edstg@rochester.rr.com. *Thanks.*

Once again, WELCOME to Sodus Bay and the SBJSA family!



SBJSA Overview

(rev 2/10/20)

Sodus Bay Junior Sailing Association is an independent, charitable, 501c(3) educational institution, formed by a small group of visionary leaders from neighboring Sodus Bay Yacht Club (SBYC) in 1956, and chartered by the New York State Department of Education in 1959. Since its founding, our mission is to provide quality sailing and boating instruction for youth, ages 8-18, with the goal of developing lifelong sailors that have a strong skill set of teamwork, sportsmanship, responsibility, leadership and environmental awareness.

Our dedicated instructional staff of young people (many of whom are former students of the SBJSA program), is focused daily on achieving the goal of growing lifelong sailors, with a heavy dose of FUN in the process! Our program will also encourage, inspire and teach junior sailors who choose to pursue sailing at the competitive racing level.

In 2016, our 60th consecutive year of operation, we completed a significant 4-year upgrade and expansion of our property, curriculum, facilities, fleet and equipment that will serve us well over the next 10-20 years. For the first time in 2017, we had school children from the nearby towns of Ontario, Sodus and Walworth (via a Recreation Dept offering that we listed in their publication), experience a special 2-day "Intro to Sailing" program during our newly added "Session 4" week in mid August, along with students from Lyons and North Rose/Wolcott that were able to attend via a 21st Century Grant. In 2019, we significantly increased the number of children that can attend camp via a scholarship to 16, up from what had been an annual average of 5 students! In the fall of 2019, for the first time, we started a Fall Middle & High School Sailing program that was conducted over 4 Saturdays in September and early October, with 11 students participating! Finally, as part of our Community Boating (CB) membership program and availability of our fleet for use by students, adults and families, in 2019 we began our first ever Learn-to-Sail program for adults, with other classes coming in 2020! Stay tuned to our website (www.sbjisa.org) and our e-newsletters for more about CB membership and instructional offerings.

In order to fund our regular operations, beyond the income from camp tuition fees, we rely on generous financial support from an ever-growing donor base and key annual fundraising events, including the Max Buzzell Memorial Golf Tournament, Pancake Breakfast and our Family BBQ. Without donors and regular fundraising events, our tuition fees would be significantly higher and perhaps unaffordable for many families. We're grateful to all who make the fulfillment of our mission a reality, including scholarships for area children in need. We welcome your support. Please see our website, www.sbjisa.org, under the "Support Us" menu header, for details. Thankyou!

2020 SBJSA Calendar of Events

(rev 3/16/20)

Mar 21 - May 2.....	RIT Collegiate Spring Practice Season
May 17 - 20.....	USSA Level 1 Instructor Course @ RYC
June 1 - Aug 15.....	Adult Community Boating (CB) Sailing Classes (Mon, Tues, Wed evenings)
June 5 - 7.....	USSA Level 1 Instructor Course @ SBJSA
June 13.....	Community Open House (11am - 2pm)
June 13.....	Friends & Supporters Reception (3:30pm - 5pm)
June 15.....	Max Buzzell Memorial Golf Tournament Fundraiser
June 20.....	NYS Safe Boating Certificate Course @ SBJSA
June 22 - 27.....	Camp Prep Week & Staff Training (incl. 1 st Responder Live Drill)
June 24 - Aug 15.....	Community Membership Open Boating (weekly, Wed-Fri 6-8:30 pm, + Sat 10-4)
June 26.....	Powerboat Handling Refresher Training for SBJSA Staff
June 28.....	Annual Pancake Breakfast Fundraiser #1
June 28.....	Parent Orientation, Camp Session #1 & TRT Session A (1 pm)
June 29 - July 10.....	LTS/PS/AS Camp Session #1
June 29 - July 17.....	Travel Race Team, Camp Session A
July 2, 9, 15 (Wed), 23 & 30....	Thursday Night Racing Series in July
July 3.....	Camp closed for Holiday weekend
July 3.....	Annual SBJSA Alumni Regatta
July 10.....	Interclub Regatta at SBJSA
July 11 - 12.....	Centrals on Sodus Regatta
July 12.....	Parent Orientation, Camp Session #2 (6 pm)
July 13 - 24.....	LTS/PS/AS Camp Session #2
July 16.....	Annual Family BBQ Fundraiser & Big Boat Day
July 18 - 19.....	Adult CB Powerboat Handling Course at SBJSA
July 19.....	Parent Orientation, TRT Session B (6 pm)
July 20 - Aug 7.....	Travel Race Team, Camp Session B
July 26.....	Parent Orientation, Camp Session #3 (6 pm)
July 27 - Aug 7.....	LTS/PS/AS Camp Session #3
Aug 1.....	Pancake Breakfast Fundraiser #2 (8am - 11am)
Aug 1 - 2.....	Junior Olympics Regatta, RYC
Aug 6.....	Thursday Night Racing Series (continued in August)
Aug 10 - 14.....	Camp Session #4 (for School District & Town Rec Programs) & Camp Closing
Sept 12, 19, 26 & Oct 3.....	SBJSA Middle & High School Fall Sailing Program
Sept 12 – Oct 31.....	RIT Collegiate Fall Practice Season

Key SBJSA Resource Contacts for Parents:

Camp Program Director: Alec Bertelli, 315-483-8883 (camp), alec.bertelli@gmail.com

President: Ed St. George, 585-298-0112 (cell), edstg@rochester.rr.com

Director of Staffing: Matt Sydor, 585-305-6717 (cell), matthew@sydor.com

Director of Racing: Dave Lindsey, 585-314-5665 (cell), dave_lindsey@urmc.rochester.edu

Director of Curriculum: Lee Ann Zaretsky, 585-455-7897 (cell). leeannzaretsky@gmail.com

Director of Fleet: Mike Foley, 585-748-7006 (cell), mfoley@rochester.rr.com

Vice President: Hank Stuart, 585-414-6105 (cell), hstuart8m@gmail.com

Urgent Care (Newark): Thompson Health 315-226-8900, 800 W. Miller St #11 (Wegmans Plaza)

Scholarships

(rev 3/3/20)

SBJSA provides an opportunity for children from families with financial hardships to attend camp via scholarships provided by specific private donations for that purpose, as well as via annual funds that may be utilized from SBJSA's endowment account held at the Rochester Area Community Foundation. Following receipt of completed on-line applications from our website (by the specified deadline), SBJSA's Scholarship Committee coordinates the evaluation and selection of eligible children and, together with the Board Director of Giving, the pursuit of cash scholarship donations. Once scholarship students have been selected, their families will be notified so that a full camp registration package can be submitted on-line shortly thereafter. The Scholarship Committee will provide the names of children that have been selected directly to the Program Director, as well as which session they will be attending.

Age vs. Skill Level

(rev 2/25/20)

For an 8 yr old, getting into a sailboat for the first time, or, for tweens or teens, being on the starting line of a sailboat race for the first time, will likely be a humbling experience (and therefore potentially discouraging or intimidating) for some children. If your child loves sailing but doesn't like racing, please talk to the SBJSA Program Director, other parents or older teenage sailors who may have been in their situation. If racing is something that your kid just can't get into, be sure to talk with the SBJSA Head Coach and Program Director about other avenues in the sport and in our program, like Adventure Trak and Learn to Sail (talked about on pg 7 of this Handbook).

There is absolutely nothing wrong with a kid who wants to sail on a keelboat or a Hobie catamaran with friends on a weekend, or loves to do some kayak fishing, or enjoys stand-up paddleboarding or canoeing with a few buddies, versus the intensity of racing 420s with spinnakers at the Junior Olympics in Rochester. In sailing and in boating, there's something for everyone and at SBJSA, we strive to offer a full basket of boating opportunities, with equal emphasis on all aspects.

The goal for any sailor or boater is to master the skills for a given ability group. It is of the utmost importance that parents bear this in mind when considering placement of their child in any program. Ensuring that a participant is in a program with their peer group is just as important as the skills they'll be working on. Moving a child up in a program too quickly can often lay the foundation for burn out. With our juniors, we have an opportunity to grow an appreciation and enjoyment of sailing and boating that leads to a lifetime of enjoyment in the sport. At SBJSA, that's our overarching goal. Keeping our program FUN for all is equally important so that burnout doesn't happen!

Our Program Director and staff will work with parents to place kids in the right program at SBJSA, as well as the right skill level within that program. Please trust their experience and judgement about what is best for your child at any particular age. A year of growth can make a huge difference in who they want to be with at camp, and in what boats and program too. See the next page for additional information about boat selection.

For many years SBJSA has offered sailing and watercraft instruction in a variety of boats. The instructional aspects of the SBJSA program are divided into several elements, determined by the following criteria:

- Age of the camper.
 - Approximate weight requirements of the watercraft.
 - Level of sailing experience (from SBJSA or elsewhere).
 - Level of experience in a particular boat or watercraft.
 - Achievement or qualification at various “SBJSA Levels”
 - Desire to compete in sanctioned sailing events
1. Age of Camper:
 - a. SBJSA accepts campers into our summer program at the age of 8, usually following the completion of 3rd grade.
 - b. Eligibility to compete in USSA sanctioned regatta events is regulated by US Sailing.
 2. Approximate weight requirements of various watercraft:
 - a. Each program boat at SBJSA has a “suggested” sailor weight which is provided by the manufacturer for the optimal success of the sailor.
 - b. The Table below indicates the optimal weights for the boats we use and compete with.

Boat	Age Range	# of Sailors	Total Crew Weight	Optimal Height
Optimist	8-15	1	Less than 140 lbs	5'7" or less
Laser (Full Rig)	14 (minimum)	1	130lbs +	No limits
Laser Radial	14 (minimum)	1	120 –154Lbs	No Limits
Laser 4.7 Rig	14 (minimum)	1	75- 120lbs	No limits
Club 420	14 (minimum)	2	260Lbs	No Limits

These recommendations above are for racing competition, but are generally used as guidelines for all SBJSA campers in average wind and wave conditions.

3. Level of sailing experience.
 - a. Campers/sailors are admitted into the Learn to Sail (LTS) program and placed in to an instructional group based upon age and experience.
 - b. Campers/sailors advance through our curriculum and programs, whether it’s Performance Sailing (PS), ages 11-18, or Adventure Sailing (AS), ages 13-18. See the SBJSA Curriculum Guide and Levels on our website.
4. Campers/Sailors have the option to join the Travel Race Team (TRT) after completion of a portion of the Performance Sailing (PS) curriculum, along with their instructor’s recommendation.
5. Please note that campers/sailors are under no obligation to compete/race in order to attend SBJSA. Campers may continue through the various Learn to Sail (LTS) levels and if racing is not your thing, register & move into the Adventure Sailing (AS) program. First and foremost, regardless of the program, the primary emphasis is on FUN!

SBJSA Camp Programs

(rev 3/11/20)

Opti-Boomers is designed to meet the needs of new sailors who are anxious or otherwise uncomfortable getting started. It is a week of half days, 9:30 am-noon, for an introduction to sailing. Students may sign up for as many weeks as they like. If a new camper quickly finds, like most kids do, that sailing is fun and SBJSA is their camp, then after a day or two, we allow parents/guardians to sign-up their kid(s) for a whole session or more of regular, all-day LTS camp (see below). Either way, we want campers to get started and enjoy camp at a pace that fits them best.

The overall SBJSA Curriculum is now made up of 3 program choices for our 2-week, all-day camp: “**Learn to Sail**”, “**Performance Sailing**” and “**Adventure Sailing**”. Our sailing school is open to any kids 8-18. *The Program Director and instructional staff need to ensure that campers are placed in the most age and skill appropriate program with their peers, and in appropriate boats.*

Learn to Sail (LTS) is the camp foundation to sailing and being comfortable in the water, **ages 8-18**. All campers will be instructed in the Optimist Pram, the Laser and the 2- person Club 420 sailboat depending on their age, weight and progression through our curriculum (see previous page). All campers will also participate in our paddlecraft program, which includes instruction in the care and safe use of canoes, stand-up paddleboards and kayaks. There are 4 skill levels within LTS. A camper may spend several seasons to complete the entire LTS program through level 4, or choose to move on to *Performance Sailing or Adventure Sailing* after Level 3 completion, depending on age and experience. Weight and height restrictions apply to specific sailboats.

Performance Sailing (PS) is the camp program designed for sailors who want to build upon their overall sailing skills and also explore their potential interest in racing. Sailors in this program are ages **11-18**, who have successfully completed Level 3 of the LTS program above. Within the PS program’s curriculum, using our Optimist Prams, Lasers and 420 sailboats, there is instruction in tactics, sail trim, boat handling, mark rounding, the Rules of Racing and practice races. Performance Sailing will also include some of the topics covered in Adventure Sailing (described below) and time spent in other boats for fun, like our Hobie Cats, O’Day 19 and Lightning. The PS program also includes our established paddlecraft program. Weight and height restrictions apply to specific boats.

Adventure Sailing (AS) is the camp program that introduces sailors to a diversity of non-competitive sailing and paddlecraft activities, **ages 13-18**, and also the opportunity to further build skills and experience in a wide variety of boats. Sailing in waves in the

Lake, proper anchoring techniques, how to correctly secure a boat to a dock, basic navigation and other skills are taught in a variety of boats in our fleet, including Lasers, 420s, Hobie Cats, an O'Day 19, Lightning and SBYC Ideal 18s. The AS program also includes the paddlecraft program. On a daily basis, AS instructors are able to balance wind/weather conditions, type of sailing, boats to be sailed and the interests of enrolled campers to determine what activity within our curriculum will be pursued that day. The goal is increased skill and knowledge across a range of subjects to grow/maintain interest in our sport and have plenty of fun in the process! Weight and height restrictions apply to specific sailboats.

SBJSA's summer camp curriculum and a dedicated instructional staff of young people (many of whom went through the SBJS summer camp experience themselves), is focused on achieving the goal of growing lifelong sailors and boaters, with a combination of well-rounded instruction that's suited to students' pace of learning and a heavy dose of FUN so that kids don't suffer "burn-out" in our sport.

Our Program Director and staff work closely with parents to place kids in the right program at SBJS, as well as the right skill level within that program. We consider age, approximate weight (so that the appropriate sailboat is used), level of sailing experience, demonstrated skill level, desire to compete or not, etc., all aimed at ensuring that we help kids reach the sailing goals they're both interested in and capable of.

Parents are asked to talk to our Program Director if there are any questions. See the following pages 9-10 for a description of our 3-week Travel Race Team Program for more experienced sailors interested in competitive racing.

Travel Race Team (rev 2/17/20)

The SBJSA Travel Racing Program has 4 focus areas:

- “Best practices” instruction on land and water
- Race training and intramural competition on Sodus Bay
- Limited inter-club travel competition in the Finger Lakes area of NYS
- Major Regional Regatta participation including:
The Centrals on Sodus Regatta (SBJSA/SBYC) & the US Sailing Junior Olympics (RYC)

Travel Racing Program

The Travel Racing Team program is comprised of two 3-week sessions, known as “A” & “B”. Racing campers can register for one or both of the sessions in a typical summer, *as long as they have qualified to do so, based on demonstrated ability in any of the boats in our racing fleet, through the Head Race Coach. Minimum age to join the TRT is age 12.* During each session, the SBJSA Travel Race Team (TRT) will compete in a minimum of one major junior regatta in the region. During Session A, racers will prepare and compete in the *Centrals On Sodus Regatta* (“the Centrals”) at SBJSA. During Session B, the TRT will compete in the *US Sailing Junior Olympics* (“JOs”) at Rochester YC.

The TRT Program at SBJSA is unique because we provide the boats for certain away regattas as part of the 3-week camp registration fee. Many other programs, in both our region and nationally, require participants to provide their own personal boat for interclub and area regatta competition. The SBJSA 3-week TRT camp registration fee, when paid in full, includes: team coaching, trailers for boat transport to Interclubs and the JOs, the use of an SBJSA boat and sails at Interclubs, Centrals, JOs and our SBJSA Thursday Night Racing series (when they occur during a camper’s 3 week session). Please note that participants will no longer be able to join the team *after* the 3-week program has begun and still enjoy the benefits of a provided boat at no additional charge. If a participant joins the team after the 3-week session has started (and does not pay the full 3-week Race Team tuition fee), payment of the \$325 boat charter fee (Opti & Laser) or \$500 (420) will be required, in advance, to use an SBJSA boat as mentioned above, no exceptions. Talk to our Head Race Coach to understand the boat charter process & user responsibilities, as well as the required form to fill out (included this manual’s Appendix section).

In preparation for the two major regional regattas, the TRT will train with the Performance Sailing (PS) program campers on select weekdays, as part of normal camp activities. The TRT will then travel to select area interclub regattas in the Finger Lakes area on either Tuesdays (Laser/420s) and/or Wednesdays (Optis) in most weeks.

Interclub and Regatta Travel

Racers can only travel to away events (defined as those when we have to transport our boats on a trailer) with the help and supervision of parent volunteers. The online racing schedule is posted on our website. When registering, parents will receive volunteer sign up information through the Head Race Coach and “Sign-Up Genius” (found on our website, www.sbjisa.org).

We almost always need a volunteer parent willing to tow a boat trailer to an away regatta with their vehicle. All but the smallest cars can tow one of our boat trailers, if equipped with the proper hitch. Please pitch in and help lighten the load for those parents that usually have to tow more than once. If you do tow, take extra time to ensure that the trailer is hitched up correctly (ball size, safety chains, coupler latch pin, etc) and that the trailer lights work before departing. Remember to drive more slowly, take wider turns so the trailer doesn't jump a curb (or worse!), use turn signals and in general, stay in the right hand (“slow”) lane while on an expressway.

Parent/Guardian Volunteering at Regattas

In general, the SBJSA program hosts one or more inter-club events plus a major regatta (the Centrals) on Sodus Bay. Hosting regattas represents a significant effort and parent volunteers are essential. The *Centrals on Sodus Regatta* is once again estimated to bring over 120 junior sailors to SBJSA. Volunteering is a great way to participate alongside your child and to get a feel for what your child will encounter as he/she progresses in sailing and racing. Several volunteers for key Race Committee assignments are selected prior to the summer season, but many opportunities are made available during the summer through “Sign-Up Genius” on our website, www.sbjisa.org. We will urge you to volunteer.



Expectations of Travel Race Team (TRT) Members:

Philosophy: The travel race team exemplifies a team approach to sailing. As a member of the Travel Race Team, all members will train in all aspects of racing Opti's, 420s, and Lasers as both crew and skipper. Members are expected to support all others on the team and in their boat and reflect the Corinthian spirit in all that is done.

1. Respect the Race Coach's instructions and follow them. Focus on learning and improving the necessary skills to that end.
2. Take an active interest in becoming a better sailor and racer.
3. Take initiative and be a contributing member of the team (e.g., load/unload transport trailers, prepare gear for travel, take care of all equipment and ensure that all items are returned to their proper storage place each day, tie up boats correctly, take time to teach those with less experience, etc).
4. Behave like a team and support each person on the Travel Race Team.
5. Take ownership of all equipment and its condition, including maintenance needs that should be communicated to the Head Race Coach and the Board Director of Fleet. You are responsible for the whereabouts and care of the rudder, tiller, tiller extension, centerboard and all running rigging and blocks for the boat assigned to you, as well as the boat. **Any equipment lost or damaged, or damage to the boat itself (beyond normal wear and tear, or assigned responsibility to someone else following a reported collision with another boat and a formal review) is the financial responsibility of the TRT member and his/her family.**
6. Display good sportsmanship on and off the race course with all members of the sailing community.
7. Communicate in a respectful way at all times (e.g., use of inappropriate language is unacceptable).
8. Be a role model to all other campers and an ambassador representing SBJS and SBYC at all times. **Alcoholic beverage consumption, use of illegal drugs and all forms of inappropriate behavior are not permitted on a 24/7 basis during your 3 week camp session. Violations of this policy will be handled using SBJS's Disciplinary Action Process and may be grounds for a reduction in participation in team activities or expulsion from the team.**
9. Embody the Corinthian spirit – display a high level of ethics in all behavior & actions.
10. Have fun!

Camper Orientation (rev 2/10/20)

During the first and second day of every camp session, each instructor and coach is responsible to conduct an orientation meeting for all campers in their assigned class. The following topics will be covered and will also be reinforced throughout the camp session as needed:

- Progress levels within LTS, PS and AS and how we track what's learned.
- Explanation of the overall lesson plan for the session, including chalk talks, land drills, water drills, opportunities to sail in an Ideal 18, kayak, standup paddleboard, etc.
- Importance of being on time each morning, how lunch fits into the day's schedule, games played, etc.
- Review of safety gear and clothing, including required lifejacket and close toed shoes, and also recommended rain gear, sunscreen, sunglasses, hat, extra change of clothes, etc. Be sure lifejackets for all students have been properly adjusted to fit correctly.
- Review lunch storage and use of SBJSA refrigerator, restrooms, changing rooms/showers, what to do with wet clothing/towels, off limit areas in the C.H. Stuart Foundation building.
- What to do in case of fire or other site emergency.
- What to do if camper feels sick or uncomfortable for any reason during the day.
- Importance of staying with the instructor and group at all times, whether on the water or on land. What to do if camper becomes lost. Emphasize that the SBYC clubhouse is off limits to all campers unless permission has been provided.
- Our SBJSA policy on discipline.
- Procedure when bad weather is approaching, including lightning..
- How our boats are stored and arranged, launch/haul instructions, beach area, importance of putting everything away in its proper place at the end of each day, including spars, sails, foils, tillers, paddles, etc.
- Emphasis on learning and having fun; no losers, only winners in our camp!

Daily Schedule

(rev 2/11/20)

Our daily camp programming schedule ***begins promptly at 9:30 a.m*** at the C.H. Stuart Foundation Sailing Center building. Late arrivals are very disruptive and unfair to instructors, coaches and other sailors. It is within the Instructor's discretion to leave the beach or dock when the group is ready and leave any seriously tardy sailors behind with the Parent of the Day.

We therefore ask that children be at SBJSA beginning at 9:00 a.m. (no later than 9:15 a.m.) in order to prepare for the day's activities. Parents are asked to NOT drop off their child(ren) earlier than this, unless you've signed up and paid for Early-Bird Drop-off in advance, as there will likely be no one at SBJSA to supervise him/her. All children must be checked in with the Program Director or Parent of the Day by 9:15 a.m. We also offer an "early drop-off" service for parents/guardians that wish to drop off their child(ren) between 8 and 9:00 a.m. during the camp session. Parents may ask the Program Director for details and cost for this service and it will also be shown as an option on the regular camp registration form. If families are interested in this service and sign-up, the Director needs to schedule 2 staff members to be on duty for early arrivals beginning at 8 a.m.

The Program Director needs to remind parents to please call and leave a message before 9:15 a.m. if their child will be absent from class unexpectedly. If there will be a planned absence, the parent/guardian should also let the Program Director know in advance, or the Head Race Coach know (if the child is part of the Travel Race Team).

Our lunch break generally occurs between noon and 1 p.m., with actual start and finish time determined by the instructor or coach. Camp ends by approx. 4:00 pm each day, including cleanup after instruction has concluded, so parents/guardians need to pick up their child by no later than 4:30 p.m. Remind parents that if their child becomes sick or needs to go home for any other reason, he/she will only be released from camp to the person identified as the responsible adult on the camp registration form. If someone else is picking up their child, that person's name must be provided in a note, signed by the parent/guardian, to the Program Director. Our care and safety of children is our top priority!

Swim Test

At the beginning of each camp 2 or 3 week session, each child will be required to pass a swim test, including all members of the Travel Race Team. It will be conducted in the water right in front of our CH Stuart Foundation Sailing Center facility. Sailors jump into the water, wearing their lifejackets, and swim to a mark about 25 yards away and then swim back, all while still wearing their lifejacket. They are then asked to take off their lifejacket in deep water (on their own) and tread water for 2 full minutes. After 2 minutes, they must put their lifejacket back on while still in the water. Failure to pass the swim test means the child is ineligible to participate in our camp program. If a child fails to pass the test, a full refund of camp tuition will be made within 30 days. The Program Director needs to inform the SBJSA Treasurer that a tuition refund is needed, with the necessary contact details. The Program Director must also speak to the child's parent(s)/guardian(s) to discuss what swimming skills need work.

During Parent Orientation, the Program Director should remind parents to pack a spare change of clothing and towel with their child each day when they come to camp, especially Swim Test day.

Thursday Night Racing (rev 1/25/20)

During the 6 primary weeks of our summer camp program, we conduct an open racing series each Thursday evening (except on the Thursday night of our annual Family BBQ Fundraiser event, when we race on Wednesday that week). Thursday Night Racing is available to anyone in the SBJSA community, including, but not limited to, all students enrolled in a previous, current, or future session that season, TRT members, student and staff alumni, any current staff members not working that night (including CITs), TRT members, student and staff, SBJSA Community Boating Members qualified to sail, and SBYC members.

Participants can race in one or multiple Thursday Night Race events, based on personal availability and interest. SBJSA sailboat classes include Opti, Laser (usually radial or 4.7 rigs) and . If 3 or more boats of another one-design class are present (ie - (e.g., Ideal 18s and/or Lightnings),, they may also race and may receive their own start.

For current year campers wishing to race on Thursdays during the weeks they're attending camp or during weeks after they've attended camp in that year, there is no boat charter or usage fee to use an SBJSA boat. For any SBJSA "alumni" (have attended camp or worked on the SBJSA staff in previous years), there is an annual, small boat use fee of \$20 to use an SBJSA boat, whether for one Thursday night race, or for multiple Thursdays in a calendar year. If a person brings their own boat to race, there is no \$20 boat use fee. Any current staff members (both paid and CITs) wishing to race may do so using an SBJSA boat and are exempt from paying the \$20 use fee for Thursday Night racing (only). In addition, all SBJSA community boating members, whether adult or family, are also exempt from paying the \$20 use fee and are welcome and encouraged to race on Thursday nights.

The **entry fee for all sailors each Thursday evening is \$5 per person, no exception**, regardless of what boat is being sailed. Each participant is required to fill out an entry form and pay the Program Director, or his/her designee, on each Thursday evening before racing begins. Each and every boat user of an SBJSA boat and, if under 21, also their parent or legal guardian, must sign the *SBJSA Camp Boat Use & Release Agreement* document which, among other things, spells out responsibility for boat repair costs in the event that damage or loss of equipment occurs during the series.

Racing commences just to the south of our waterfront area on Sodus Bay at approximately 6 p.m. and concludes by 8:30 p.m. Participants using SBJSA boats are expected to rig, de-rig and properly store all boats, masts, sails and related equipment.

Expectations of Parents (rev 2/17/20)

Parent Orientation:

We strongly urge parent(s) or guardian(s) to attend the informative Parent Orientation meeting on the evening prior to the beginning of each camp session. See the Calendar on pg 3 for dates and times. If your child is a member of the Travel Race Team, attendance at the Orientation session **is mandatory** for parents or guardians.

The following topics will be reviewed by the Program Director and/or Head Race Coach at our orientation sessions:

- Overview of Curriculum & Tour of Facilities
- Camper Safety Gear & Clothing
- Water Safety & Weather Precautions
- Reporting Illnesses/Injuries
- Boat Damage & Repair Responsibility
- Lost Camper Response Plan (whether on water or on land)
- Camper Discipline Policy (highlights only)
- Fire Drill/Evacuation Plan & EAP
- Thursday Night Racing (the schedule, who can race, etc)
- Camp Fun Days scheduled for that session, with dates
- Away-from-Camp Trips (for Race Team Parent Meeting only)
 1. Driving protocol & "Interclub/Regatta Attendance & Itinerary Form"
 2. Medical cards
 3. Anticipated Interclub/Regatta Schedule
 4. Volunteer Support needed and/or required from parents

Parental Expectations:

1. Teaching and coaching is the job of our instructors and race coaches. If you have thoughts or constructive observations, please talk with our Program Director.
2. If you have a specific teaching idea or coaching suggestion, please share it with the instructor and/or coach *privately*, after the group lesson. Let the instructor and/or coach follow through with the campers.
3. Parental coaching from a boat or from shore (whether verbally or with hand signals), especially during racing, is prohibited by the USSA Racing Rules of Sailing and therefore strongly discouraged.

4. Respect everyone around you. Please keep in mind that any comment made may be heard and repeated by someone else close by.
5. Involvement – just like in school, the more a parent is involved, the more he or she will get out of the experience. Do you know your child’s instructor’s name? Have you asked him or her for a progress report on your child or how you can help your child get more out of the program?
6. Volunteer – it’s part of being involved. Please volunteer to help out at camp, either in support of our Program Director during the week as “Parent of the Day” (especially at the beginning of each day), assist the Head Race Coach with trailer towing, etc, for the Travel Race Team, work at fundraising events or during the Centrals Regatta, etc. Click on the “SignUp Genius” button on our website’s homepage for volunteer needs and how you can get more involved. Thanks.

Narcotics/Alcohol/Tobacco Policy Statement

The SBJSA Board of Directors stipulates that no person, staff, camper, parent, or visitor may use, possess or be under the influence of any illegal narcotic or any beverage containing alcohol before, during or after camp hours on SBJSA grounds or at a SBJSA sanctioned event held outside of Sodus Bay.

The SBJSA Board of Directors also requires that no parent, staff or board member shall use any tobacco product on the SBJSA grounds during camp hours.

No parent, staff member or board member participating in an official SBJSA function may use or be under the influence of illegal narcotics, alcohol or tobacco in the presence of a camper.



Safety Gear & Clothing

The following are recommendations for personal clothing and other gear necessary to maximize the daily camp experience. Some are optional, while others are mandatory (as noted):

1. **Label everything** your child brings with him/her to camp. Label everything. Label EVERYTHING!
2. **Lifejacket** – they are **mandatory** for everyone while out in or on the water in a boat or while swimming, including camp staff. Our local marine stores in Sodus Point - Krenzer Marine, Katlynn Marine and Arney's Marina - can offer suggestions about the type and style of Type III lifejacket that may suit your child best. A wider selection of choices may be available at West Marine stores in Rochester and Cicero, NY. Of course, there are on-line catalog resources as well. Key considerations are comfort and functionality, as your child will wear it for up to 6 hrs per day. If you're not able to afford a life jacket for your child, or he/she forgets to bring theirs on a given day, SBJSA has a collection of lifejackets that can be borrowed by campers if necessary. See the Program Director for details.
3. **Sunscreen**, preferably SPF 30 or higher.
4. **Closed Toe Shoes** – they are **mandatory** for everyone while in a boat or engaged in a shore side activity, including camp staff....no exceptions. They must have a rubberized sole and be tolerant of water immersion. Sneakers, water shoes, boat shoes, etc. all work well. Ask the Program Director or an Instructor if you're not sure about a particular style or material.
5. **Sunglasses** – some kids sail with them, others without. We believe that most of the time, your child will be happier wearing them. You do not need to buy special sailing sunglasses. It helps if they're polarized to reduce reflective glare off the water, but they cost more and kids, after all, are famous for accidentally sitting on them or forgetting where they left them!
6. **Helmet** – accidents and injury can happen while sailing, including bumps on the head (or worse) as a result of accidental contact with the boom or other parts of a sailboat, usually during maneuvers. The national sailing community is recommending (not requiring) helmets for consideration and use, especially for new sailors. We want to be sure everyone is aware of this new safety equipment, so we have sample watersport helmets on display in the Stuart Sailing Center, specifically designed for youth sailors. Campers can try them on if they wish, determine what size fits them best (S, M, L) and then with their parents, decide

whether they'd like to purchase and wear one. While SBJSA doesn't yet require their use or provide them for our campers, we feel it's important to present options as best we know them. In addition to the sample sizes, the SBJSA Program Director will provide parents and campers with a list of local and internet vendors for purchase of various helmets currently on the market. We do not endorse any specific brand or style. Again, at this time, it's each parent's responsibility to draw their own conclusions with regard to personal safety risk and whether to purchase a helmet for their child's use.

7. **Clothing** – breathable fabrics are best and also those that tend to dry out more quickly. Be sure your child brings an extra pair of pants/shorts, underwear, shirt and light jacket or sweatshirt to camp everyday; a bathing suit and large towel is also a good idea, especially when a special swim day is scheduled.
8. **Hats** – wearing a hat out on the water is recommended. It keeps the sun off your child's forehead and nose, cuts down on visual glare and also help keep longer hair from getting caught in the mainsheet!
9. **Wristwatch** – for more experienced racers, a digital watch with a countdown timer, adjustable to 3 minute increments, is highly recommended. There are many options available on the market from Timex and Nike, for example, in the \$15-25 range.



Boat Damage & Repair/Replacement (rev 3/1/20)

Collisions that Cause Damage:

Sailors should avoid collision at all costs, even if they are the official Right of Way boat. If a collision should occur, SBJSA utilizes the following procedure:

1. Sailors must notify their instructor as soon as possible that a collision occurred.
2. Sailors and instructors or coaches must fill out a **Boat Incident Form** together and submit it to the Program Director within 30 minutes of landing.
3. A meeting will be held by the Program Director to determine the facts of the incident and a determination of what happened. A representative from the SBJSA Board will also attend. The USSA Racing Rules of Sailing 2017-2020 shall be used to evaluate the facts and reach a conclusion about fault. The decision by SBJSA is final.
4. The party at fault is expected to take financial responsibility for 100% of the repair of all damages and/or replacement of lost equipment, unless the damage is considered minor and/or the cause was due to lack of knowledge and/or an attempt was made to avoid the damage. SBJSA will arrange for the repairs by a mechanic or marine professional of its choice and, when completed, will submit a bill to the participant's family.
5. SBJSA or its employees are not liable for damages/lost equipment caused by others.

Payment for Damage or Loss of Equipment:

Our tuition fee structure does not include provision for coverage of damage to or loss of boats and equipment because of major collision or carelessness. While SBJSA does expect routine wear and tear to occur to our boats and equipment and recognizes that true accidents do happen, it will make such repairs and/or replace parts accordingly at its own cost. Parents are ultimately responsible for any damage to a boat and/or loss of equipment that is caused by consistent misuse, abuse or negligence by their junior sailor. Payment for such damages or loss will be strictly enforced. The Program Director or the SBJSA Director of Fleet will contact the parent(s) or guardian(s) to secure payment. If repairs or replacement of lost/damaged equipment is needed, a **Boat Repair Request** form shall be filled out by the instructor involved and submitted to the Board Director of Fleet for action.

If a parent/guardian is chartering an SBJSA-owned boat for their child to take to a regatta beyond those regularly attended by our Travel Race Team, they need to be cautioned to read the *SBJSA Boat Charter Agreement* carefully, as it contains provisions regarding similar responsibility for damages.

Weather

(rev 3/1/20)

The Camp Program Director and staff are responsible for knowing the daily forecast and keeping an eye on the weather throughout the day, both visually and via available weather information on the internet.

If the weather begins to deteriorate, either by increasing wind speed, severe rain, reduced visibility, the threat of lightning or a combination of these, the Program Director will evaluate available information and make a prudent decision about whether boats and sailors should remain out on the water..

It is SBJSA policy that if the true wind speed is 20 knots or higher during any 1 minute time period, sailing is discontinued for the day for all campers, or until such time as the true wind speed over a 10 minute period of time is sustained below that 20 knot velocity. The SBJSA Program Director and staff are required to bring all boats in, no exceptions.

In the event of either visible lightning in the sky, or a clear lightning threat being forecasted by local weather channels, the SBJSA Program Director will, via radio to all staff members, put in motion a documented process for staff to round up boats and sailors on Sodus Bay and either return with them to the SBJSA property in orderly fashion, or move with them to our pre-established “safe haven” location in Briscoe Cove, until the lightning threat passes.

When the weather is inclement, alternate programming will take place on SBJSA grounds and/or in our facilities for the remainder of the day.



Frequently Asked Questions

(rev 2/28/20)

Can I go along in SBJSA powerboats to watch instruction?

No. It is not permitted by our insurance. Carrying anyone other than instructional staff in the powerboats constitutes carrying passengers “for hire” under the law, which our instructors and coaches are not licensed to do.

What happens if something breaks on my child’s boat?

Compared to most other junior sailing programs across the country, SBJSA is unique, in that we provide all boats and equipment for sailing and boating. If something on the boat breaks while your son or daughter is using that boat, SBJSA will repair it at no charge, as long as the damage was not caused by gross misuse or negligence. No repair cost for normal use “wear and tear” or innocent, accidental damage is passed to the family.

What happens if my child is involved in an incident that results in required repairs to another boat (or other property)?

If your child was at fault in the incident and the repair cost for the SBJSA boat is greater than \$200, you are liable for expenses associated with any damage or for replacement of any lost or damaged boat equipment. If your child was at fault in an incident resulting in damage to privately owned boats or property (ie – SBYC member boats or SBYC property), you are liable for 100% of the repair and/or replacement costs.

Are there opportunities for my child to compete outside the program?

Yes. Please contact our Head Coach or Program Director to understand what regatta opportunities exist outside of our SBJSA Travel Race Team program and the 2 regional regattas we participate in annually. There are several youth regattas in the Lake Ontario, St. Lawrence River and Finger Lakes region, along with many on the east coast and across the US. If you do not own a boat to compete in these events, SBJSA has Optimists, Lasers and 420s available for charter at a very reasonable rate. Note that sails and a trailer are not included in the boat charter fee and must be provided by the family.

How do I know if my child is ready to compete in regattas?

The Head Coach can advise you as to whether your child is ready to go to away regattas and/or compete in our own *Centrals on Sodus* regatta. If he/she is, they’re eligible to be a member of the SBJSA Travel Race Team and are also, by definition, able to compete on their own at home and away regattas.

Can my son or daughter enroll in SBJSA’s Learn to Sail camp program at age 7?

Generally, our experience suggests that 8 is a more suitable starting age. However, if your child is mature enough and is comfortable on boats and in the water, then we’re willing to enroll your child at age 7. However, we reserve the right to discontinue teaching if/when it becomes clear to us that he/she is not ready. If that occurs within the first 2 days of camp, we will refund 100% of the camp tuition cost.

FAQs (continued):

How can I volunteer?

There are many opportunities to volunteer and support SBJSA. They range from helping the Program Director at various times during the day to help kids get ready in the morning, talk to other parents, to helping register boats at our Centrals on Sodus regatta, cleanup, help at one of our fundraising events, or transporting boats and kids to an area interclub regatta, etc. Look on our website for a link to "Signup Genius" (where you can see volunteer opportunities and sign up on-line), or talk with the Program Director.

Is my child permitted to use a cell phone while at SBJSA?

Yes, but ONLY during the lunch break or before and after the regular camp day has concluded. During camp operational hours of 9:30 – 4 pm, cell phone use is NOT permitted.

On weekends or weekday nights during the regular camp season, can my child or a family member use a SBJSA boat?

No, with two exceptions: (1) During specific weekday evenings and Saturday daytime hours during our camp season, boats are available for family use for a nominal fee by families that are SBJSA Community Boating Members. See our website for details about membership, boat usage fees and Community Boating hours of operation. SBJSA instructors will be on hand to manage boat usage and check to be sure family members are adequately checked out for qualified use of our boats, whether they be a sailboat, kayak, standup paddleboard, canoe or other watercraft. (2) On Thursday evenings during our camp season, informal racing will be conducted by SBJSA staff. Only qualified, enrolled SBJSA students and pre-qualified Community Boating members are permitted to use SBJSA sailboats and equipment for Thursday Night Racing (for no usage fee), but a small entry fee is required.

Must I enroll my child for a consecutive 2-week session, or is there some scheduling flexibility?

We're flexible. If your child wishes to come for a week, then miss a week and return afterwards for another week of camp, no problem. He/she can also start or remain for extra days (a partial week). In a nutshell, we can accommodate almost any schedule arrangement you need during the 7 summer weeks our camp operates. See our Program Director for specific scheduling needs you may have.

Fire Safety & Evacuation Plan

(rev 6/20/17)

The fire safety plan for the Sodus Bay Junior Sailing Association is the responsibility of the Board of Directors. It is based on the safe exit of all campers, staff and visitors from the premises. The plan uses the recommendations of the Sodus Point Fire Marshall, based on his/her annual inspection.

It is the responsibility of the Camp Program Director to conduct a minimum of one practice fire evacuation drill during each camp session, with (2) preferred. The Board of Directors & the Camp Program Director understand that the most important component of this plan is the safety of the children & staff. Removing and accounting for all persons is top priority.

Fire Alarm and Evacuation Location

In the event of a fire or natural disaster that necessitates evacuation, a fire alarm (repetitive horn blasts) will be sounded by the Program Director or other staff member that detects a fire, or can confirm the occurrence of a natural disaster in the area that may affect SBJSA personnel safety. Verbal commands will also be made to order the evacuation. All campers, staff and any visitors on SBJSA premises shall immediately and orderly evacuate and assemble at the Sodus Bay Yacht Club's west patio/lawn area, located immediately west of the SBJSA property and SBYC clubhouse. Following evacuation and arrival at the assembly location in class groups, the Program Director, or his/her designee, shall take attendance from the daily camp attendance sheet. If this sheet is not available, then the class attendance sheets available from each instructor/coach are used to take and record attendance. The Camp Director will notify instructors on the water via VHF radio so they can take attendance there as well.

C.H. Stuart Foundation Sailing Center Building - Exits & Exit Signs

There are five existing doors from the C.H. Stuart Foundation Sailing Center building: (2) overhead garage doors [1 on east and 1 on south side], plus (4) man-doors [1 on each of all 4 sides of the building]. The Camp is operated during late spring, summer and early fall months only, and all doors are operable from the inside, open out and are usually open during camp operation. The staff room on the west side has numerous windows at grade level, so they provide egress as well. There are no dead ends in the building. Occupancy type is "C-1". Occupied rooms have a door leading directly outside. Exit signs are not required. No exit signs or emergency lighting is required, per SP Fire Marshall.

Fire Prevention

1. Fire Extinguishers [total 3 appropriately rated units are required] are located in the kitchen (1), main activity room (1), and the rear of the building (1).

SBJSA Parent Handbook, - pg 24 -

2. Smoke Alarms (min. 2 hardwired units required) are installed in each of the main rooms.
3. Storage of Flammables – A red box trailer is located outside in the SBJSA parking lot, to the east of the C.H. Stuart Foundation Sailing Center building. All flammable liquids shall be stored exclusively in this red trailer at all times.

Electrical Safety

Ground Fault Receptacles – GFI outlets are installed in bathroom and kitchen convenience outlets within six (6) feet of any water source. Outside convenience outlets are also ground fault devices. Extension cords are for temporary use only.

In early June, the SBJSA Director of Facilities shall request the Town Building Inspector/Fire Marshall to conduct an annual inspection of the C.H. Stuart Foundation Sailing Center building. Findings are reported at the next scheduled SBJSA Board meeting.

Fuel Safety

All fuel for safety boats and any other highly flammable liquids are to be stored at all times in SBJSA's red, enclosed and lockable box trailer, located in the SBJSA parking lot. Fuel tanks for the outboard engines in the aluminum safety boats must be removed from the boats at the end of each day and stored/locked in the red box trailer.

Fire Drills & Log

Two fire drills are to be conducted during each camp session. The first is to be announced and the second shall be unannounced. During the first hour of the first day of each camp session, the Program Director shall review fire drill procedures with all campers and staff in attendance. Each instructor and coach is to also review the fire evacuation process with his/her class during lunch break on that first day of each camp session.

The first camp fire drill must occur within the first 48 hours of each program session. Each drill is logged by the Program Director in the Fire Safety Plan Log, specifically noting how long it took the building and area to clear, along with any problems that occurred during the evacuation and assembly process. Issues are reviewed with staff

members for improvement, then a second drill is conducted early in the second week of each camp session.

SBJSA Parent Handbook, - pg 25 -

Food Protection & Water Policy (rev 6/1/17)

SBJSA does not prepare food for campers on a daily basis. Campers must bring their own lunches and store the lunches in one of two full-sized refrigerators available in the Stuart Sailing Center building. Each camper must store his or her own lunch in the bag or container brought from home.

It is the responsibility of the Program Director to be certain that no camper is given any snack or beverage with which he or she may have a known allergic reaction. Medical forms must be consulted before any snack or beverage, not brought to camp by the camper, is given to any camper.

Any snack or beverage served by SBJSA to campers must be prepared that day and be stored in the container in which it was purchased until consumption. No food requiring heating or refrigeration, other than those listed below, will be served to SBJSA campers.

Beverage coolers are to be sanitized with one capful of bleach to one gallon of water.

Acceptable snack foods that may be served by SBJSA from time to time: Chips, crackers, cookies, Popsicles, ice cream bars, juice, hot chocolate, watermelon, apples, popcorn, candy, pizza.

The Staff Person of the Day will oversee the condition of the kitchen and the equipment therein. The interiors of the refrigerators must be inspected daily and the necessary maintenance done for sanitary conditions. Campers are not allowed to help with cleaning or disinfecting.

The SBJSA camp program does not offer or sell food that is cooked and prepared on-site. Therefore, hot water is not required in the kitchen, although it is available.

Water

The Village of Sodus Point Water Department provides the public water supplied to the C.H. Stuart Foundation Sailing Center building.

In the event that this public water supply is interrupted by two (2) to eight (8) hours, the Program Director will instruct one of the staff members to purchase bottled water, with available petty cash, at a local nearby supermarket for that day. Water to flush toilets shall be provided from the bay using available camp buckets. If the public water supply

is interrupted for an extended period of time (more than 2 days), SBJSA will suspend camp until the village water supply is restored.

SBJSA Parent Handbook, - pg 26 -

Medical Incident or Emergency

(rev 6/5/19)

1. It is the responsibility of each instructor to attend to any injury of campers in his or her class and report these injuries to the Program Director or his or her designee immediately after the first aid has been administered.
2. Any medical emergency, which requires more than basic first aid, must be reported to the Program Director or his/her designee immediately. Staff shall communicate via their hand-held VHF radio on channel 72, or, as a backup, a cell phone. The Program Director will call 9-1-1 if needed. Our staff will utilize the *SBJSA Emergency Action Plan* document, kept onboard every safety boat and also posted in our staff room, for additional and important information in the event of an on-water emergency.
3. Each SBJSA powerboat carries an emergency first aid kit, prepared by the Program Director and inspected daily by each instructor. These first aid kits are stored on a dedicated rack in the Stuart Sailing Center building.
4. Medical history/emergency forms must be completed for each camper BEFORE the session begins. It is the responsibility of the Program Director to be certain these forms are on record. These forms are kept in the staff room in a portable file container.
5. The medical history/emergency form must accompany the camper to emergency care.
6. The Program Director will notify the child's parent(s) or guardian(s) at the end of the camp day about any medical non-emergency that occurred (ie – first aid). If a camper is involved in an emergency situation, parents or guardians will be notified at the earliest opportunity,
7. The Medical Log and Accident Reports are kept in the Program Director's file cabinet in the staff room. The Medical Log will be set up in a 3-ring binder and Incident reports will be kept there in chronologic order. It is the responsibility of the instructors to log each medical incident in the Medical Log and review each report first with the program Director for completeness.



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Medications

(rev 6/8/19)

1. All medications must be in their original containers and labeled correctly. It is the parent's/guardian's responsibility to provide the medication in a properly labeled container.
2. Prescription medication, including epi-pens, must have complete name of patient; date prescription was filled; expiration date; directions for use/precautions (if any); storage (if any); name and address of dispensing pharmacy; name of physician prescribing medication. This medication is kept in a locked drawer of the Program Director's file cabinet.
3. Non-prescription medication must include: complete name of patient, authorization and instructions for use from parent or guardian or physician.
4. Any medications required to be available for camper's use, i.e. medication for bee stings or asthma inhalers, may be kept in the area of the First Aid Cabinet or if refrigerated, in a separate box in the refrigerator where they are accessible to that camper with Staff supervision. No controlled substance (narcotics) can be administered at SBJSA, per Board of Directors' policy.
5. Medications must be self-administered by the recipient with self-administration witnessed and documented by the Program Director, or his or her designee. The camper is responsible to take the medication and be read, or read himself/herself, the name of the medication, dosage and other instructions for use.
6. Medications required by participants on an away trip are to be carried by the trip leader or designee described in the written plan, and administered according to instructions on the medication. Use of medication must be documented and reported to the Program Director when the group returns to camp.

7. All unused medications and/or empty containers of medication must be returned to the parent or guardian by the end of the camp session.

SBJSA Parent Handbook, - pg 28 -

Discipline

(rev 2/3/18)

All campers at SBJSA are expected to behave in a reasonable, socially responsible and appropriate manner at all times and in all areas of SBJSA facilities and grounds. Physical threats, intimidation, harassment, and profanity or verbal abuse are not tolerated at any time. SBJSA is a place where sailors grow together in a safe and orderly environment. We require that each person treats others with respect and tolerance. SBJSA encourages appropriate public behavior. Excessive displays of affection are not appropriate.

All campers are expected to report violations to an instructor, coach or to the Program Director.

Campers can expect consequences for inappropriate behavior. These consequences can range from “time-out” for a short period of time during a day, to expulsion from the remainder of the program. Discipline for inappropriate behavior will be discussed by the Program Director, the coach or instructor involved and a member of the Board of Directors. Parents will be notified by the Program Director following the second incident of serious, inappropriate behavior. Every attempt will be made to handle consequences on an individual basis, consistent with the expectations for discipline as discussed at Parents’ Orientation. If, after the parents have been informed, a third incident occurs (or any other unacceptable behavior), the child will be expelled from camp for the remainder of the session and no refund of tuition will be issued.

No camper will be allowed to possess or use any illegal substances, alcohol, and/or cigarettes/e-cigarettes or to possess any harmful devices which could be construed as a weapon. No guns or sheath knives are allowed on the premises, no exceptions. Any infraction will result in expulsion from the program. This is a “zero-tolerance” policy!

Also, for the safety of all, there can be no running on the premises at any time.

See our ***SBJSA Youth Protection Policy*** on the next page for details about the behavioral expectations of our entire instructional staff and Board of Directors’ responsibilities.

Child Abuse Recognition and Reporting

SBJSA staff members are trained to know, understand and recognize child abuse. This training takes place during their staff training prior to program start-up. Staff has the obligation to report any suspicious behavior or injury to the Program Director and to log this conversation in the daily medical log in the Director's office. The Program Director will notify the proper authorities (Child Protective Services).

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SBJSA Youth Protection Policy

rev 2/16/19 SBJSA

Staff Member Acknowledgement (paid staff & CITs):

I understand and accept the following:

- Staff members may NOT, under any circumstances, hit a child.
- Staff members may not use abusive or derogatory language with campers.
- Staff members need to ask for help when circumstances indicate a difficult situation is developing .
- A staff member who encounters a particularly difficult child will seek the assistance of the Program Director, a Parent Volunteer of the Day, or an SBJSA Board member that may be present.
- In all dealings with campers, staff members should strive to respond positively to children, as opposed to reacting negatively.
- I will hold a valid completion certificate for USSA's Safesport Training.

Physical Contact:

I understand and accept that when touching campers, the following shall be followed:

- on the hand, shoulder, or upper back is permissible.
- such contact shall be made only in the company of or in full view of other adult(s).
- never against a child's will (unless in the case of clear and present danger of the child).
- never against a child's discomfort, whether expressed verbally or non-verbally.
- never when it would have the effect of over-stimulating the child.
- never in a place on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision from the Program Director or another adult.

Other Requirements:

I understand and accept that I am a caretaker of children.

I understand that there is a clear power difference between myself and campers (money, mobility, authority, experience, knowledge, different set of rules).

I understand that inappropriate sexual contact with or physical abuse of a camper is strictly prohibited. Such contact can have severe emotional and psychological effects on a camper that can last a lifetime. These reactions can be so severe, they can require intensive professional intervention which can be disruptive to the victim's life as well as time-consuming and expensive.

I further understand and accept the following:

- “hazing” of campers by campers or staff members is prohibited.
- campers will not be subjected to “initiation” rites that are abusive in any manner.
- there shall be no bullying of campers or staff members, whether physical, verbal or via cyber means.
- campers cannot be alone with a staff member in rest rooms and/or changing rooms.
- staff members will set limits with children who “cling” or hang on to them.
- staff members will not give back rubs to campers unless another adult is present.
- tickling or teasing a camper to the point where that camper is out of control is unacceptable.
- wrestling matches and the like can become over-stimulating in short order and need to be stopped if/when they occur.
- overnight trips require a minimum of two adult leaders in attendance and there needs to be at least one staff member present of the same gender as the campers.
- affectionate displays and/or such physical contact between staff members is not permitted at any time during daily camp operation.
- staff members sleeping together on overnights is grounds for dismissal.
- romantic lives of staff members cannot, under any circumstances, be shared with campers.
- whatever is done with campers should be done in broad daylight, with adult company present!
- use of cell phones in restroom/shower facilities, by staff and/or campers, is not permitted
- physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, discrimination, harassment, bullying, theft, and verbal insults are all examples of unacceptable behaviors which SBJSA will not tolerate whatsoever.

I also agree to the following:

- to watch for signs of stress in myself and others as a way of maintaining a safe environment at camp.
- to help other staff members who seem at risk for hurting, overstimulating or abusing campers.
- to alert senior or supervisory personnel to the need for more careful supervision, intervention or support.
- to report any misconduct and/or inappropriate behavior (referenced in this policy) on the part of a fellow staff member, camper or adult, whether suspicious or based on actual observation, to the Program Director, or a member of the SBJSA Board of Directors, at the earliest opportunity.
- to seek help myself if I feel at risk for hurting, overstimulating or abusing a camper.

State Laws Concerning Child Abuse *(to be covered during Staff Orientation/Prep Week)*

I am aware of the following:

- definition of a “mandated reporter”
- purpose of child protection laws
- clarification that a report is based on suspicion of abuse, not proven abuse
- summary of the reporting procedures (time frame, reporting agency, information requested)
- penalty for not reporting

Furthurmore, I am attesting to the fact that I have read, understand and accept the rules and standards of youth protection and other conduct outlined in this document.

Staff Member Name & Signature

Date

Responsibilities of the SBJSA Program Director and Board of Directors:

- *Hold a valid completion certificate for USSA Safesport Training*

- *Stop the policy violation or abuse*
- *Protect the youth*
- *Separate alleged victim(s) from alleged perpetrator(s)*
- *Summon needed assistance (911, EMS, additional SBJSA leaders)*
- *If law enforcement gets involved, also contact NYS Child Protective Services (800-342-3720) and report the incident.*
- *Notify parents of victim(s) and alleged perpetrator(s)*
- *Notify the SBJSA President*

SBJSA Parent Handbook, - pg 31 -

Transportation Policy

(rev 5/15/17)

1. Any and all transportation of SBJSA **campers** is done in privately owned vehicles, exclusively by parents/guardians or responsible adults who are, at a minimum, 21 years of age.
2. Transportation of a person in the bed of a truck or on a trailer is strictly prohibited.
3. Authorized transportation by an SBJSA staff member (min 21 yrs of age) will only be provided when emergency medical treatment is required, or special/unusual circumstances arise that have advance approval from the Program Director.
4. In all cases of emergency or special pre-approved transportation of campers by staff members, it's the responsibility of the Program Director or the Head Race Coach or Assistant Race Coach is to oversee the condition of the vehicle, the validity of the driver's license, the emergency equipment in the vehicle, and age of the driver. Emergency equipment must include: tools, flares, fire extinguisher and first aid kit. These emergency items are available on loan from the C.H. Stuart Foundation Sailing Center building if the vehicle does not have these items already available.
5. The driver of the vehicle has the responsibility, under the laws of NYS and under the explicit guidelines of the SBJSA Board of Directors, to be certain that all campers are securely fastened with seatbelts before moving the vehicle.
6. It is the responsibility of the Program Director or Head Race Coach to be certain that no camper leaves the SBJSA premises (which includes the instructional sailing area of the bay and lake) without a copy of that camper's medical emergency form kept on file in the Program Director's staff room file cabinet.
7. When campers are transported in private cars to and from SBJSA sanctioned Interclubs or other regattas, a "SBJSA Interclub/Regatta Travel & Itinerary Form" must be filled out (see Appendix for a copy) and remain on file with the Program Director at the C.H. Stuart Foundation Sailing Center. The form includes the following information:

a. Date and time of event

- b. Destination and duration of event**
- c. Name and address and telephone number of parent transporting the students**
- d. Number of students being transported in that single vehicle**
- e. License number and description of transport vehicle**
- f. Name of campers being transported and in which vehicle they're traveling**
- g. Medical emergency form for campers being transported (kept on file at SBJSA)**

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SBJSA Program Fees Refund Policy (rev 2/25/20)

Youth Summer Camp:

A cancellation and refund request must be provided by email directly to the SBJSA Program Director in order for it to be considered valid. Before any camp refund is agreed to, efforts will be made to accommodate the camper in a different session. A valid cancellation and refund request that is received up to 7 days in advance of the start of the camp session will be eligible for a full refund, less a \$30 admin handling fee.

Absent extraordinary circumstances determined by SBJSA, a valid refund request made less than 7 days in advance of the start of the session will be eligible for a refund of 75% of the tuition paid. No refunds will be allowed under any circumstances for a refund request made after 5 pm on the first day of any session.

If eligible, the refund will be processed within 30 days of the refund request.

Community Boating (CB):

If requested, SBJSA will provide a full refund, less a 10% admin handling fee, to individual or family CB members for seasonal boat usage fees (only) up to the beginning of the first day of CB's operational schedule, which typically begins each year in late June, if the SBJSA Program Director is notified via email.. See the SBJSA website (www.sbjisa.org) for the Master Calendar of Events in the current year and the formal start date for our CB operational schedule.

Other than a full refund for the entire 8 week season, no partial refunds will be issued, nor will any refunds be issued for the annual CB membership fee. The requested refund will be processed within 30 days of the refund request.

Adult Instructional Courses:

SBJSA will provide a full refund to registrants, less a 10% admin handling fee, for an adult instructional course if the SBJSA Program Director is notified by email at least 48 hrs in advance of the start of that course. Before any adult class fee is processed for a refund, efforts will be made to schedule the registrant for a different course. The requested refund will be processed within 30 days of the request.

No partial refunds will be issued for a missed/no-show class by the registrant or as a result of SBJSA's inability to conduct a class due to weather conditions (no wind, high winds, lightning, heavy rain or fog), as judged by the SBJSA Program Director or the Instructor. If weather prevents a class from being held, a makeup class may be scheduled, if possible, at the mutual convenience of the student and instructor.

If the registrant contacts the SBJSA Program Director or the class Instructor by email or cellphone, no later than 4 hours prior to the start of a scheduled class, that he/she can't make it, then a makeup class may be scheduled, if possible, at the mutual convenience of both parties.

Fall Middle & High School Sailing Program:

SBJSA will provide a full refund to registrants, less a 10% admin handling fee, if the SBJSA Program Director is notified by email up to 1 week in advance of the 1st Saturday of the program's scheduled start (only). If the registrant wishes to cancel their participation within 7 days of the program's scheduled start, a requested refund will be 80% of the full program fee.

Once the program begins, no refunds will be issued for a student's inability to attend the balance of the program's schedule (in part or in full), or as a result of SBJSA's inability to conduct programming due to weather conditions (no wind, high winds, lightning, heavy rain or fog), as judged by the SBJSA Program Director. If a class is cancelled due to weather, the scheduled makeup date is one week *after* the originally scheduled last Saturday of the program. The refund will be processed within 30 days.