

# THE BURGEE PROGRAM

By **Gowrie**Group



## JUNIOR SAILING SAFETY PROGRAM

*by Gowrie Group and Donna Santamaria, Safety & Loss Control Manager*

***“CONTENT EXCERPT”***



---

*The mission of the National Safety Council is to educate and influence people to prevent accidental injury and death.*

---



**Copyright, waiver of first sale doctrine:**

These materials are fully protected by United States copyright laws and are solely for the noncommercial, internal use of the purchaser. Without the prior written consent of the National Safety Council and Gowrie Group purchaser agrees that such materials shall not be rented, leased, loaned, sold, transferred, assigned, broadcast in any media form, publicly exhibited or used outside the organization of the purchaser, or reproduced, stored in a retrieval system or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise. Use of these materials for training for which compensation is received is prohibited, unless authorized by the National Safety Council and Gowrie Group in writing.

**Disclaimer:**

Although the information and recommendations contained in this publication have been compiled from sources believed to be reliable, the National Safety Council and Gowrie Group make no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances. Any reference to actual companies is unintentional and should be construed as fictional.

**All Rights Reserved**

# TABLE OF CONTENTS

---

● JUNIOR SAILING COMMITTEE	5
● COMMITTEE RESPONSIBILITIES	6
● ORIENTATION	7
● INSTRUCTORS	7
● INJURY	8
● RECORDKEEPING GUIDELINES	8
● SWIM CHECK	9
● LIFE JACKETS	9
● FOOTWEAR	9
● EYE AND SKIN PROTECTION	9
● STUDENTS MISSING CLASS	10
● REGATTAS	10
● PARENT ORIENTATION	10
● GENERAL SAFETY RULES	11
● WALK AROUND INSPECTION	12
● EQUIPMENT CHECK /MAINTENANCE	13
● RADIOS	13
● INCLEMENT WEATHER	13
● SAFETY BOAT OPERATION	14
● MISCELLANEOUS	15

## **TABLE OF CONTENTS- SAMPLE FORMS**

---

● DISCIPLINE POLICY	16
● RULES AND EXPECTED BEHAVIOR	17
● APPLICATION FOR JUNIOR SAILING PROGRAM	18
● WAIVER	19
● MEDICAL FORM	20
● PARENT/GUARDIAN EMERGENCY TREATMENT AUTHORIZATION	21
● PARTICIPATION AGREEMENT	22
● ACCIDENT REPORT	24
● MINOR ACCIDENT AND FIRST AID TREATMENT RECORD	26
● BOAT MAINTENANCE LOG	27
● SAFETY BOAT OPERATION SKILL TEST	28
● SAFETY BOAT CHECKLIST	29
● RADIO LOG	30
● RESPONSE KIT	31
● EMERGENCY PROCEDURE	32
● ACCIDENT/INCIDENT PROCEDURE FLOW CHART	34

(Name of Yacht Club)

## JUNIOR SAILING COMMITTEE

The Junior Sailing Program's mission of the (Name of Yacht Club) is to teach children how to sail in a fun and safe environment, to instill in them a love for the sport of sailing that will serve as a foundation for the future of our Club, and make every effort to ensure this happens. The Junior Sailing Program's responsibilities are to organize the structure of the program, hire the staff and oversee the program while it is in session. Each person in the group does have his/her own responsibilities, yet the group works as a team and is responsible for the program as a group. Any questions that you have that cannot be directed to the Sailing Program Manager can be addressed to any of the Junior Sailing Committee and will be handled as a group.

The Junior Sailing Program Director is the primary Safety Officer at **(Name of Yacht Club)**.

A chairperson shall be appointed by the **(Name of Yacht Club) (job title)**.

The membership of the Junior Sailing Committee shall be composed of the following members:

- 1.
- 2.
- 3.
- 4.
- 5.

The Junior Sailing Committee will meet **(frequency of meetings)**. A secretary shall be appointed to record important decisions and to send out notices of meetings. The Chairperson will form subcommittees when necessary to resolve specific issues.

## COMMITTEE RESPONSIBILITIES

The Junior Sailing Committee will be responsible for the following:

- Adherent to national standards for safety, instructor training and curriculum.
- Develop site-specific policies which will handle day-to-day administration needs and emergency situations.
- Continual feedback from staff, children and parents.
- To recruit and hire the best and brightest staff.
- To own state-of-the-art equipment.
- To strive to continually improve the program.
- Zero tolerance to drugs and alcohol.
- Review the program curriculum.
- Attend regularly scheduled meetings
- Review Accident Reports

Reviewed and approved:

\_\_\_\_\_  
Commodore

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

## ORIENTATION

The Junior Sailing Program Manager will conduct an in-service orientation and a safety boat and equipment survey PRIOR to the beginning and at the conclusion of each sailing season. The orientation and survey will identify the use and specific condition of each safety boat with respect to hull, alarms, batteries, engines, fuel tanks, engines, bilge pumps, VHF radios, bumpers, anchors, boat hooks, lines, and racing marks. Any damage will be recorded in writing on the **Safety Boat Checklist** form. Those attending the survey will certify the condition of each boat in the fleet.

All policies, procedures, facilities and equipment will be reviewed at the time of orientation. All Emergency Procedures will be reviewed and practiced. All insurance policies will be reviewed to ensure they are current and up to date.

## INSTRUCTORS

One on-duty instructor must be US SAILING Association certified, Level I. All instructors must be certified in First Aid and CPR, and have passed a swim test. Each instructor will wear an ID for security purposes. MVR checks will be performed on all drivers yearly to ensure valid licenses. Assistant (Junior?) instructors will receive certification in the Sailing Counselor Program.

All instructors will keep a daily log of happenings, i.e. attendance (both children and instructors), pick up/drop off of children, daily equipment check, damage/breakdown to boats, first aid kits, life jackets, and daily rules. The Head Instructor reviews the log weekly.

All instructors must pass the **Safety Boat Operation Skills Test** and be knowledgeable in capsize rescue before they are allowed to operate the safety boat for instructional purposes. Additionally, every instructor is checked out on any of the safety boats they will use during their term of employment. Instructors need to exercise precision powerboat skills and have a thorough knowledge of how to assist sailors and sailboats. The US SAILING Association offers a Powerboat Program that teaches safety and powerboat skills so instructors can become proficient in powerboat operation and rescue.

The Average Student/Instructor ratio for each class, as recommended by the (*US SAILING Association*) is the following:

	Student/Instructor	Student/Safety Boat
Youth Learn to Sail	3:1 - 14:1 (Avg 6:1)	2:1 - 18:1 (Avg 8:1)
Youth Racers	2:1 - 8:1 (Avg 6:1)	4:1 - 18:1 (Avg 6:1)
Adult Learn to Sail	3:1 - 8:1 (Avg 4:1)	1:1 - 12:1 (Avg 4:1)
Adult Racers	3:1 - 15:1 (Avg 8:1)	1:1 - 15:1 (Avg 4:1)

## INJURY

Procedures are in place to deal with any injury. Staff should be trained to react to different situations and who to contact. A **Medical Form** for every student and staff member is kept on file with appropriate emergency phone numbers. Staff certified in First Aid and CPR (cardiopulmonary resuscitation) is able to administer to minor cuts and bruises. If the injury is serious, the individual will be brought to the local emergency room. The staff member must remember to bring the student's Medical Form, as this will help the hospital staff. Emergency numbers are posted next to all phones. Student medical forms are on file in (**location of forms**).

Any injury to a sailor or instructor and any damage to the (**Name of Yacht Club**) safety boats/sailboats and other property or equipment is reported in writing on the appropriate **Accident Report** Form. This Form is completed by the instructor involved in the incident and the Head Instructor. Copies are filed in the Head Instructor's office on the day of the occurrence, and a copy of the report is retained by the instructors involved. Depending upon the severity of the accident or incident, the Head Instructor will be immediately contacted at the time of the occurrence. The **Accident Report** will establish the facts as they occurred and the actions taken by the staff while dealing with the accident.

Procedures for reporting any accident, minor or major, are strictly enforced.

## **RECORDKEEPING GUIDELINES**

Instructors and administrators have a responsibility to keep accurate written records. A thorough program will include the following:

<ul style="list-style-type: none"><li>• Medical Forms/Emergency Contact Information</li><li>• Permission Slips/Waivers</li><li>• Participation Agreements</li><li>• Registration Forms</li><li>• Swim Test Records</li><li>• Attendance Records</li><li>• Daily Log (including weather, record of critical VHF transmissions)</li><li>• Unusual Items</li><li>• Lesson Plans/Course Syllabus</li><li>• Class/Program Schedules</li><li>• Student Rosters</li></ul>	<ul style="list-style-type: none"><li>• Student Performance and Certification/Awards</li><li>• Course Evaluations (student, parent, staff)</li><li>• Equipment List/Inventory/Boat Maintenance Log</li><li>• Equipment Order Forms</li><li>• Accident Report Forms (Medical and Equipment)</li><li>• Job Descriptions</li><li>• Employee Discipline</li><li>• Time Sheets</li><li>• Mailing Lists</li><li>• Publicity/Marketing Forms</li></ul>
--	---

## **SWIM CHECK**

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

## **LIFE JACKETS**

Personal flotation devices (PFD's or life jackets) **MUST** be worn and zipped **AT ALL TIMES** when the student is on the docks, in a boat, or near the water. PFD's must be U. S. Coast Guard approved Type III vests and must be properly fitted to an individual's size and weight. Life jackets must be worn by students and staff when participating in any activity that takes a person into a boat, on a dock, ramp, sea wall or launch area adjacent to, leads alongside of or over water.

The life jacket needs to be properly identified with the owner's name and should be inspected regularly to ensure that it is in good functioning condition (no missing straps, torn zippers, exposed or waterlogged flotation). A whistle on a lanyard (string) is required to be attached to the lifejacket. If a lifejacket is unsafe or of questionable value, it must be discarded and replaced immediately.

## **FOOTWEAR**

Shoes are required at all times and must cover the toes and encircle the feet. Shoes may be either boat shoes or regular sneakers that can get wet. This requirement includes land activities as well as on-the-water work and involves everyone – students, instructors, aides and program administration. Shoes should not have black soles since these leave marks on boats. Open-toe shoes are not acceptable for junior sailing programs.

## **EYE AND SKIN PROTECTION**

Exposure to the sun can cause skin cancer and eye damage. Protection from the sun is as important as a proper PFD. Students should have sun block (at least SPF 15), hat, and properly filtered sunglasses with a lanyard. It is also necessary to drink adequate water to prevent dehydration.

## **STUDENTS MISSING CLASS**

The Instructor should advise the Head Instructor if a child will be missing a certain number of days, will be away on vacation for part of a session or will be joining the class after the start of the program. It is the responsibility of the Instructor/Head Instructor to follow up if a child/student does not show for class.

## **REGATTAS**

For off site events, each coach shall carry a locked, waterproof file containing student and staff medical records, a first aid kit, and a portable phone. ONLY employed instructors or other personnel will transport children to all off site events.

Safety on and off the water is of paramount importance, and planning should include determining what procedures are necessary for the safe conduct of the racing events scheduled. Patrols should be set up and instructors should be positioned on the outer circumference of the course to ensure the safety of the sailors.

## **PARENT ORIENTATION**

Prior to the start of the program, organizers should call a parent orientation session to explain the details of the program. Items covered include:

- Review of how parents can be involved in the program, i.e. parent day, car pools, chaperones, race committee, social activity organizers.
- Attendance.
- Student drop-off and pick-up arrangements.
- Planning of the program.
- Training of instructors.
- Social events at end of program.
- Rules and Expected Behavior.
- Disciplinary Code.
- Participation Agreement.
- Who to see and when, if a problem arises.
- Items to bring to class.

## **GENERAL SAFETY RULES**

The following are some general safety rules that are to be followed by everyone in the program:

1. No student is allowed on docks without supervision.
2. PFD's worn and secured at all times.
3. Wear proper footwear at all times.
4. No running.
5. No swimming (except with the permission of the instructors).
6. No pushing, shoving, running, or hitting.
7. No smoking.
8. No drugs or alcohol.
9. No playing on or near ramps and hoists.
10. No glass jars or bottles.
11. No skateboards or roller blades.
12. No jumping off boats.
13. Avoid moving boom, hoist or crane.
14. Watch fingers and feet between boats, docks, and moving parts.
15. Check for overhead wires in boat storage and launching areas. Recognize potential shock hazard when operating electrical equipment around water, e.g. hoists and power tools.
16. Stay in the area where the instructors and other students are, unless you ask the instructor's permission to leave.
17. No foul or inappropriate language.
18. No roughhousing/horseplay/fighting.

Signs are posted to serve as a reminder of the most important regulations, such as wearing of PFD's, swimming regulations, hoist/ramp procedures, boat check-out procedures, free-sailing regulations access to storage/maintenance area and the number of occupants per boat.