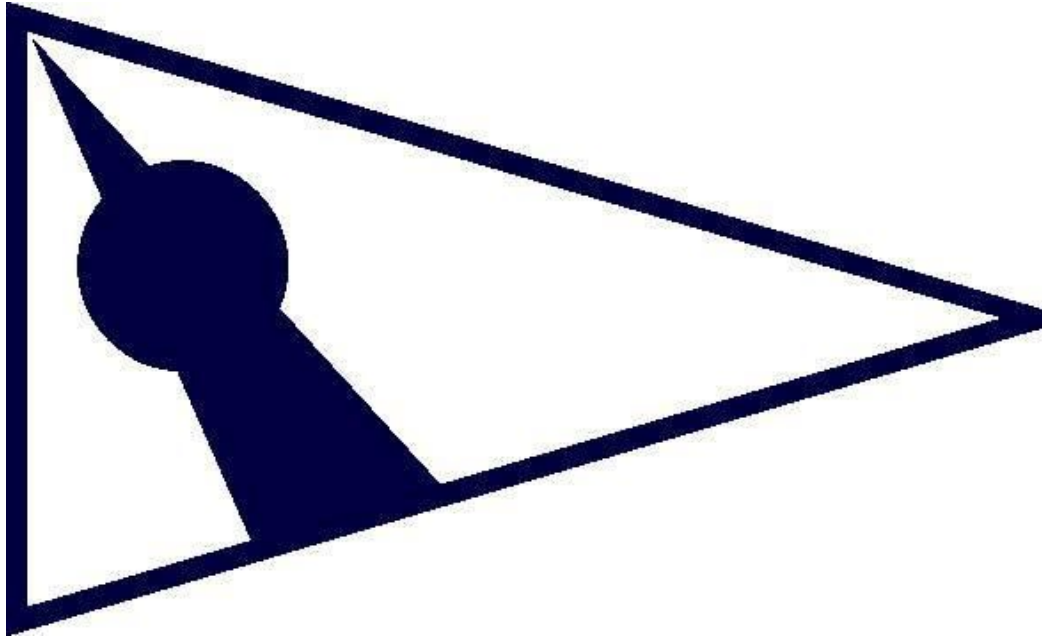


SSA Junior Sailing Safety Plan 2019



Junior Sailing Goals:

Our overall goal is simple: Safety, fun, and success.

We provide a safe and fun learning environment for young sailors, as well as:

- Teach young people safe boat handling, seamanship, and sportsmanship
- Help young people learn to sail
- Help young people learn techniques of one-design racing and to help them fully develop their one-design racing skills
- Promote youth sailing competition
- To help young people develop and demonstrate a respect for each other; SSA Junior Program staff, SSA members, and SSA facilities; fellow competitors at home and away regattas; and the environment in which they sail.

SSA has been a leader in junior sailing nationally and internationally for over 50 years.

Thousands of sailors have had the opportunity to experience sailing through this Program.

Sailors from SSA's Junior Program have gone on to compete in collegiate, national, world, America's Cup, and Olympic competition. Also important are the countless young men and

women who have taken their experiences at SSA and gone on to make sailing a lifelong passion; whether it be ocean/coastal cruising, one-design racing, grand prix racing or day sailing. SSA strives to pass on a passion and desire to make sailing a life-long and positive experience.

Instructors

All coaches must hold at minimum US SAILING Level 1 certification. This includes current First Aid and CPR with AED training. Coaches must hold a MD state boaters license or the National Association of State Boating Laws Administration (*NASBLA*) equivalent. All coaches will be subjected to a coach boat handling course during the Summer Staff training week, or be able to confirm sufficient prior powerboat experience. Coaches are required to pass a criminal background check prior to employment.

All instructors will report daily to the Head Instructor and/or Sailing Director on the happenings in their classes, e.g. attendance (both children and instructors), pick up/drop off of children, daily equipment check, damage/breakdown to boats, first aid administered, disciplinary issues, etc..

All instructors must be knowledgeable in capsize rescue before they are allowed to operate the safety boat for instructional purposes. This knowledge is subject to the approval of the Sailing Director. Additionally, every instructor is checked out on any of the safety boats they will use during their term of employment. Instructors need to exercise proficient powerboat skills and have a thorough knowledge of how to assist sailors and sailboats.

The average student/instructor ratio for each class, as recommended by *US Sailing* is the following:

Maximum Recommended US Sailing (SSA)	Student/Instructor	Student/Safety Boat
Youth Learn to Sail	14:1 (SSA 8:1)	18:1 (SSA 6:1)
Youth Racers	8:1 (SSA 8:1)	18:1 (SSA 8:1)

WALK AROUND INSPECTION

Also known as “The Danger Game.” Prior to the start of the program, the grounds, equipment, and sailing areas are inspected to determine if there are any hazards or off-limit areas. A list of all hazards and/or problem areas will be created. Examples include:

Hazards

- *Shoals*
- *Floating Docks*
- *Launching Cranes*
- *Traffic & Parking lot areas*

Off-limit Areas

- *Offices & Instructor area(Kitchen)*
- *General Managers home & storage space*
- *Kitchen and storage area*
- *First street*
- *Surrounding homes*
- *Eastport Yacht Club*
- *Other members boats*

Limited Access Area

- *Docks*
- *Boat storage area*
- *Sail Shed*
- *Main Club Room*
- *Car parking lot*
- *Work Shop*

Unlimited Access

- *Classroom Area*
- *Restrooms*
- *Deck*

- *Lawn*

RECORD KEEPING GUIDELINES

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

✓ <i>Medical Forms/Emergency Contact Information</i>	✓ <i>Accident Report Forms (Medical and Equipment)</i>
✓ <i>Permission Slips/Waivers</i>	
✓ <i>Registration Forms</i>	✓ <i>Job Descriptions</i>
✓ <i>Swim Test Records</i>	✓ <i>Employee Discipline</i>
✓ <i>Attendance Records</i>	✓ <i>Mailing Lists</i>
✓ <i>Lesson Plans/Course Outline</i>	✓ <i>Equipment List & Inventory</i>
✓ <i>Class/Program Schedules</i>	✓ <i>Maintenance Log</i>
✓ <i>Student Rosters</i>	
✓ <i>Student Performance and Certification/Awards</i>	

INJURY

Procedures are in place to deal with any injury. The staff is 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, and includes allergy information. The Staff is certified to administer to minor cuts and bruises. If the injury is more serious, the staff will call 911 immediately. All injuries treated or attended to, but that do not require immediately contacting emergency personnel and/or parents will be reported to the sailor's parent(s) at the end of the day.

Any injury to a sailor or instructor will be reported in writing in the medical log book. The medical log is to be completed by the instructor involved in the incident. Depending upon the severity of the accident or incident, the Sailing Director will immediately be contacted at the time of the occurrence. The Accident Report will record the facts as they occurred and the actions taken by the staff while dealing with the accident.

SWIM CHECK

All students in summer programs, 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 (PFDs or life jackets) MUST be worn and zipped/ buckled AT ALL TIMES when the student is on the dock, in a boat or in the water. Instructors will enforce additional PFD use for all sailors – and will require the use of PFDs when participating in any activity that takes a person into a boat, on a dock, ramp, or launch area adjacent to the water. PFDs must be U.S. Coast Guard approved Type III, and must be properly fitted to an individual's size and weight.

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 recommended to be attached to the life-jacket. If a life-jacket is unsafe it must be discarded and replaced immediately. SSA does not maintain any "loaner" or extra life-jackets for sailors.

FOOTWEAR

Closed-toe shoes are required to be worn by sailors at all times while at SSA. Shoes may be boat shoes, dinghy boots, or regular sneakers that can get wet. Shoes should have non-marking soles. Open-toe shoes or sandals or shoes that easily fall off are not allowed.

EYE AND SKIN PROTECTION

Students should have sun block with a high SPF, and sunglasses with a lanyard. Students are responsible for providing and applying their own sunblock. Instructors will remind sailors to re-apply throughout the day, but it is each sailor's responsibility to ensure they are properly protected from the sun. Hats and/or bandanas can offer further protection from the sun. It is also necessary to drink adequate water to prevent dehydration. Sailors should bring a refillable water bottle to use during their class. Coaches/instructors will monitor sailors for signs of dehydration, sunburn, and heat exhaustion.

STUDENTS MISSING CLASS

When possible, parents or sailors should notify SSA about missing class and/or late arrivals, early dismissals. Each coach and instructor is responsible for keeping daily attendance.

INCLEMENT WEATHER

The staff monitors the weather throughout the day and is aware of visual storm signs. On rainy days, if the wind is not too strong, sailing classes will still be held. In the case of foul weather due to fog, wind, heavy rain and thunderstorms, the final decision on whether or not the students sail will be made by the Sailing Director and/or Head Coach. Classes will be held on land if it is decided that it is unsafe to go out on the water. Guidelines for responding to lightning and thunder are to immediately clear classes from the water. In some cases, putting boats on a tow line and dropping sail or dropping sails and anchoring the sailboats and removing students by powerboat from the water will allow the most control with sudden storms controlling a sailing class in inclement weather is reviewed during staff training.

Wind speed (or gusts), wave height, and air temperature are critical factors in determining if sailing will take place. The Sailing Director is the chief safety officer for sailing programs at SSA and in conjunction with the instructors and coaches will assess the suitability of sailing. The Sailing Director is the final authority regarding conditions and sailing suitability.

Sailors may be required to wear special equipment depending on the conditions including full wetsuits or drysuits.

EVACUATION

In case of an event where we need to evacuate the sailors, parents will be contacted by the Junior Director and Office Manager to pick up your sailor. Coaches are not allowed to transport sailors anywhere off of campus. All sailors will gather in the Club Room and wait for their parents or guardians to arrive.

REGATTAS

For offsite events, each coach will have a list of emergency contact phone numbers along with all regular safety and first aid equipment in a waterproof case or box. This will also include a cell phone in addition to the regularly carried VHF. Staff will NOT transport sailors other than in situations where sailors are being towed in their own sailboats by water.

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. This will include knowing the layout and orientation of the venue, the predicted weather, along with any necessary local emergency contacts.

PARENT AND SAILOR ORIENTATION

A Parent handbook will be available to provide a guide for sailors, parents and guardians involved in the SSA Junior Sailing Program.

GENERAL SAFETY RULES

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

1. *Students should not go on the docks or near the water alone.*
2. *PFDs must be worn and secured at all times.*
3. *Wear proper footwear at all times.*
4. *Swimming only allowed while supervised in designated areas.*
5. *Respect one another – no hitting, pushing, etc.*
6. *No smoking, drugs or alcohol.*

7. *Stay clear of hoist areas on docks, and hoists.*
8. *Use reusable plastic or metal water bottles – no glass please!*
9. *No jumping off boats or docks.*
10. *Watch fingers and feet between boats, docks, and moving parts.*
11. *Obey the capacity limits for sail and powerboats.*
12. *Recognize potential shock hazard when operating electrical equipment around water, e.g. hoists and power tools.*
13. *Use respectful language.*
14. *All sailors will observe proper etiquette and seamanship at all times. All team members will make an effort to sail out from, and return to, the SSA docks together. Prior to drills and/or racing all boats must stay within verbal hailing distance of the coach boat.*
15. *All coaches and safety boat drivers must be familiar with the SSA Jr. Sailing Emergency Action Plan.*

EQUIPMENT CHECK / MAINTENANCE

Equipment such as training boats and safety boats will be checked over before each class and again at the end of the day. If a boat is determined to be unsafe, it is taken out of service and fixed before returning to service. Any repairs made to the equipment shall be reported directly to the Jr. Sailing Director. If a piece of equipment is broken, it must be repaired or replaced before use.

RADIOS

Our radio system is an integral part of the sailing program. Radios provide a means of communication between the safety boats as well as office and Emergency Personnel. The procedures for proper use are reviewed with the staff. Every instructor has access and is assigned to a VHF marine radio either built into their coach boat, or as a hand-held model. Radio checks are performed at the beginning of each practice session. Each instructor is responsible for keeping their radio charged and in working order.

SAFETY BOAT OPERATION

Instructor is responsible for filling fuel tanks daily, tanks that are in need of fuel need to be. Each coach or instructor is responsible for making sure their boat is properly equipped for each practice. Instructors will be responsible for determining that all safety boats are in safe operating condition prior to leaving the dock. Coach boats are numbered and/or named in order to distinguish. Keys are to be left in the boats and safety equipment boxes will be removed from coach boats daily and returned to the classroom. Each staff member will be familiar with all power boats, but will each be assigned a boat for

the season. Only authorized people will drive the safety boats.

- Safety and coach boats will be able to be in constant communication via VHF radio.
- SSA monitors radio frequency 65A.
- SSA boats will not typically be operated more than 3 miles from the entrance to Spa Creek.
- All SSA powerboats must return to the harbor prior to sunset.

CHECKLIST FOR POWERBOATS

Pre-trip Checklist

Weather forecast

Tide and current predictions

USCG Required Gear/AYC Recommended Gear

- Maryland State Registration Sticker & Numbers
- USCG Approved Type III Personal Flotation Devices – worn by each person aboard
- Visual Distress Signals in a case - Flares (3), Whistle
- Anchor with appropriate rode
- First Aid Kit
- Bowline
- Fuel--appropriate amount
- Secure fuel line connections
- Vent open
- Bulb primed
- Drain plugs in
- Dry bilge
- Check propeller and lower unit for damage
- Battery connections – clean and secure
- Lower the engine
- Check engine oil – if low fill to appropriate level, report it immediately
- Click in safety lanyard
- Insert key into ignition, turn slightly wait one second and turn completely until engine starts
- Check water discharge from indicator nozzle – if no flow, turn off engine immediately
- Allow engine to warm up for 1-2 minutes
- Perform Radio Check
- Arrange passengers, gear and other weight in boat appropriately

Post-trip Checklist

Secure to dock with bowline

Turn off engine

Time permitting:

- Connect water hose (if equipped)
- Restart engine

- Freshwater flush to engine running it for 3-5 minutes
- Turn off engine
- Disconnect hose
- Raise engine, check propeller and lower unit for any damage, report immediately
- Drain plugs in/out
- Close fuel vent
- Remove key but leave safety lanyard (if equipped)
- Remove gear and garbage
- Clean boat

MISCELLANEOUS

Due to liability, no sailor will be allowed to bring a friend to class. All sailors are assigned to an instructor who keeps progress reports. The sailor's daily as well as overall progress is also monitored by the program director and senior staff. Any questions regarding a student's progress can be directed to their instructor or the Sailing Director.

The Junior Sailing Program is not equipped to supervise students prior to class or once their class has ended. Children are to be picked up promptly as soon as their class is over by their parent or designated substitute.

11 CRISIS STEPS

1. ***Act** as quickly, responsibly, humanely, and openly as you can.*
2. ***Form** a small management committee but speak with **one** voice (the commodore or other titular leader). Have one or two friends or outside advisers on call for reality checks and to help with statements. People in a crisis need help looking at it objectively.*
3. ***Immediately contact** all people with a connection to the crisis by telephone.*
4. ***Call for an independent review** by a respected authority and promise to abide by it. Do not point fingers or cast blame.*
5. ***Send no emails** unless absolute security is guaranteed.*
6. ***Listen** to your insurance agent and lawyer, but don't talk like one. Show sympathy and caring while respecting their concerns.*
7. ***Respect the public's need to know**, while also respecting victims' privacy.*
8. ***Be accurate.** Say nothing unless you're **certain** it's true. "I don't know, but I'll get back to you"*

will be respected.

9. **Take ritual seriously.** *Set aside time for your community to reflect by (for example) honoring rescuers, calling on victims' families. Consult clergy, psychologists, and other experienced specialists.*

10. **Respect PTSD.** It affects everybody – victims, rescuers, and anybody else who breathes the air of a disaster (including you). Grief counseling is extremely valuable. Be as kind to yourself as you are trying to be to others. Once a day, take a brief vacation.

11. **Direct Parents to Junior Director.** Do not engage a parent after an incident, if they approach you send them directly to the Junior Director who will answer any questions they may have. There is no need to put yourself in a situation where what you tell the parent may come back to you.

ACCIDENT REPORT – TEMPLATE; SEVERN SAILING ASSOCIATION

INFORMATION ON PERSON INJURED: (Please TYPE)

Name:	Date of Report:
Address:	Date of Accident:
	Time of Accident:
Phone-Home	Social Sec #:
Phone-Business	Age: Sex:

Please state exactly where the injured person says the accident happened.

Please state exactly what the injured person says caused the accident including a description of how the accident happened.

How does the injured person describe the injury?

Did you observe a noticeable injury?

Did you inspect the area where the accident happened?

Was an ambulance called:

Was medical assistance given?

Name and Telephone Number:

			OTHER? Name:
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Physician's Name Where Treated	Address, City, State, Zip	Telephone#

Names of Witnesses		
Address,	City, State, Zip	Telephone#

Preparer of Report Name	Address, City, State, Zip	Telephone#

JUNIOR SAILING PROGRAM SAFETY PROCEDURE

ASSUMPTIONS

- All personnel participating in SSA - sanctioned events have been trained on and are familiar with the Safety Procedure defined below.
- All coaches are certified in First Aid and CPR, and will serve as on-the-water First Responders.
- All coach/safety boats are properly equipped, and all coach(es) are properly outfitted.
- Coaches are within 3 miles of SSA – outside of this range, hailing Coast Guard channel 16 may be most appropriate course of action.

PROCEDURE

Injured Sailor(s) Signals For Help

- Any sailor who experiences an accident or injury that requires assistance from the coaching staff will signal for help using a whistle and/or by lowering sails and/or by slowly and repeatedly raising and lowering both arms (if able to do so).

Coach(es) Assist Injured Sailor(s)

- The coach closest to those in need will proceed to the scene and render assistance.
- While enroute to the scene, communicate with other coaches (if available) via VHF radio and inform them of the nature of the emergency. Have them prepare to call for shore-side assistance.

If Required, Call 911 To Obtain Assistance From Shore-Side Emergency Personnel

- If it becomes obvious that assistance will be required from shore-side emergency personnel, direct another coach to CALL 911. If alone, direct an available sailor to board the safety boat and task them to CALL

911. Continue to render assistance to the injured sailor(s)!

- The person making the 911 call shall inform the operator of the nature of the emergency and what assistance is required. For example:

I am currently rendering assistance to an injured sailor.

I require the support of emergency medical personnel. I am/will transport the injured sailor to the Severn Sailing Association 311 First Street, Annapolis, MD 21403

My contact information is: _____ (*Give Cell Phone Number*) or *Sailing Director's Office 410-263-0071*

Debrief incident with Sailing Director

OPTIONS

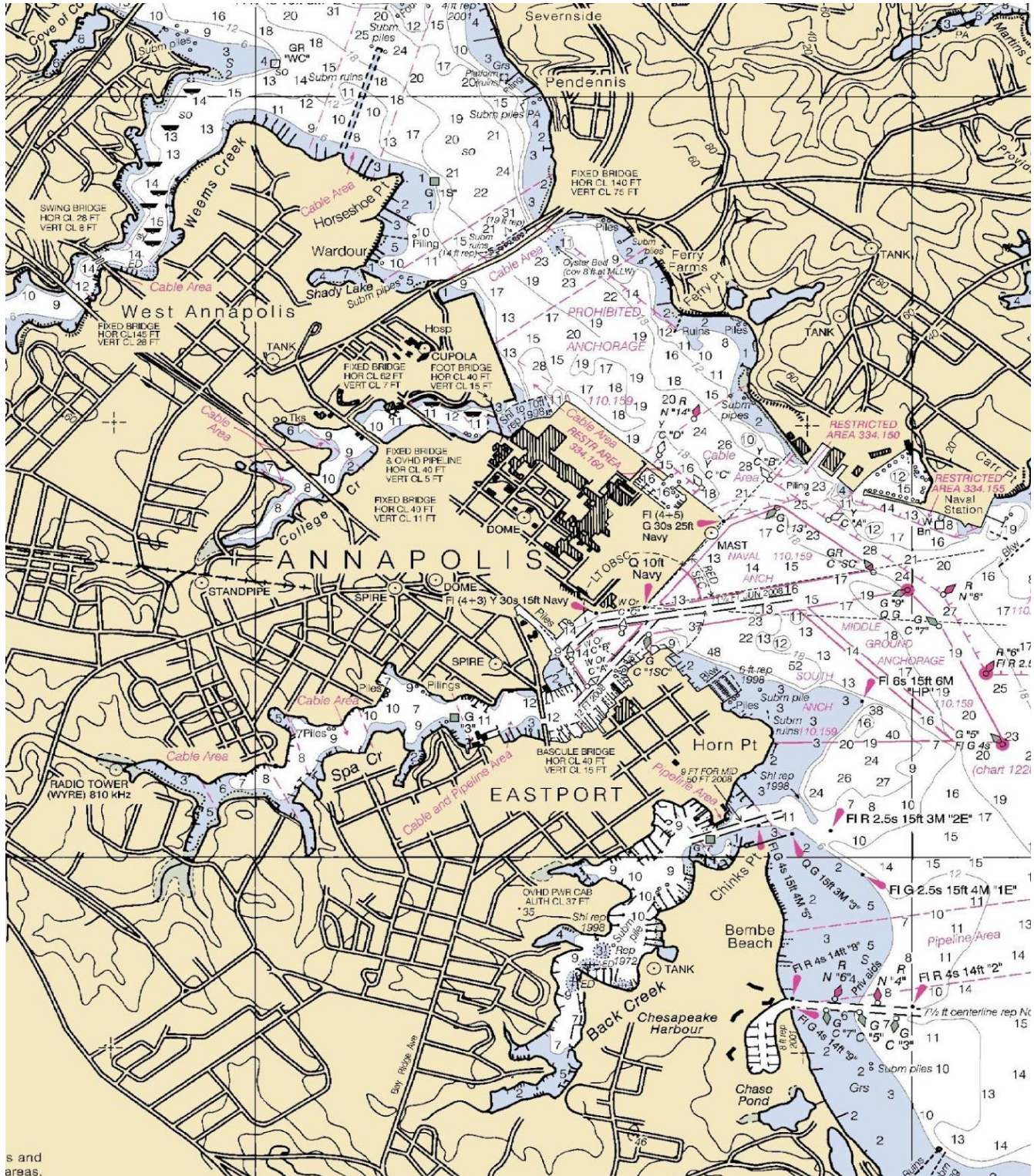
If SSA Shore-Side Support Is Available

- Call for SSA shore-side support by cell phone or VHF radio.

If Other Sailing Activity Is Occurring In The Vicinity Of The Accident

- Call for support from others in the vicinity using the VHF channels and/or cell phones.

CHART SSA AND VICINITY



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areas.

Street Map of Annapolis Harbor

MAP of AYC and Immediate Vicinity



Organization	VHF Channel	Phone Number
United States Coast Guard	16	410-576-2693
AYC Junior Program	66A	410-263-9267
AYC Race Committee	72	443-994-4235
SSA Junior Program	65A	410-263-0071
Eastport Yacht Club	73	410-267-9549
Navy Sailing	72A	410-293-5614
Annapolis Harbor Master	17	410-263-7973