



SEVERN SAILING ASSOCIATION JUNIOR SAILING PROGRAM

SAFETY PLAN

June 2017

THE SEVERN SAILING ASSOCIATION JUNIOR SAILING PROGRAM GOALS:

Our overall goal is simple: safety, fun, success.

We provide a safe and fun learning environment for young sailors, as we;

- 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 help them fully develop their one-design racing skills
- Promote youth sailing
- 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 enjoy sailing throughout their lives whether through ocean/coastal cruising, one-design racing, grand prix racing, or day sailing. SSA strives to instill a passion in young people to make sailing a lifelong and positive experience.

Junior Sailing Program Committee

The Junior Sailing Program Committee is responsible for:

- Program adherence to national standards for safety, instructor training, and curriculum.
- Developing site-specific policies that describe day-to-day administration needs and emergency situations.
- Monitor feedback from staff, children, and parents.
- Assist in recruiting the best possible staff.
- Strive to improve the program.
- Zero tolerance to drugs and alcohol in the program.
- Attend regularly scheduled meetings
- Review Accident Reports and implement any resulting needed changes
- Monthly meeting to discuss specific issues

ORIENTATION

1. The Junior Program Director will conduct a staff orientation and a safety boat and equipment survey for all Junior Program instructors, coaches, and staff PRIOR to the beginning of each sailing season
 - a. The orientation and survey will identify the use and specific condition of each safety boat being used and will include but is not limited to: hull, warnings, batteries, engines, fuel tanks, bilge pumps, VHF radios, anchors, lines, and marks.
 - b. Any damage will be recorded in writing.

2. All policies, procedures, facilities, and equipment will be reviewed and studied at the time of orientation.
3. All Emergency Procedures will be trained and rehearsed.
4. Orientation also includes training and safety meetings that typically include other area clubs and safety/emergency personnel.
5. All insurance policies will be reviewed by the Club to ensure they are current and up to date.

INSTRUCTORS

Qualifications for holding a coaching position;

1. US SAILING Level 1 certification or equivalent.
2. Current First Aid and CPR with AED training is required.
3. Coaches must hold a Maryland state boater's license or the *NASBLA* equivalent.
4. 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.
5. Coaches are required to pass a criminal background check prior to employment.
6. All instructors will report daily to the Head Instructor and/or Junior Program Director to discuss plans for 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.
7. All instructors must be knowledgeable in capsized rescue before they are allowed to operate the safety boat for instructional purposes. This certification is subject to the approval of the Junior Program Director.
8. 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 US SAILING Association offers a Powerboat Program that teaches safety and powerboat skills so instructors can become proficient in powerboat operation and rescue.

WALK-AROUND INSPECTION

Prior to the start of each seasonal program, the grounds, equipment and sailing area 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 and addressed.

Hazards

- *Floating Docks*
- *Launching cranes*
- *Traffic and parking lot areas*
- *Car Parking lot*
- *Workshop*
- *Eastport Yacht Club*

Off-limit Areas

- *Offices and Instructor Area*
- *General Manager's Home & Storage Space*
- *Kitchen and storage area*
- *First Street*
- *Surrounding homes*
- *Members' Boats*

Limited Access Area

- *Docks*
- *Boat storage area*
- *Sail shed*
- *Main club room*

Unlimited Access

- *Classroom area*
- *Restrooms*
- *Deck*
- *Lawn*

RECORD KEEPING GUIDELINES

Instructors and administrators have a responsibility to keep accurate written records, including:

- *Permission Slips/Waivers*
- *Participation Agreements*
- *Registration Forms*
- *Swim Test Records*
- *Attendance Records*
- *Lesson Plans/Course Syllabus*
- *Class/Program Schedules*
- *Student Rosters*
- *Student Performance and Certification/Awards*
- *Medical Forms/Emergency Contact Information*
- *Student Class Recommendations*
- *Equipment List and Inventory*
- *Maintenance Log*
- *Equipment Order Forms*
- *Accident Report Forms (Medical and Equipment)*
- *Job Descriptions*
- *Employee Discipline*
- *Time Sheets*
- *Mailing List*

INJURY

Procedures are in place to deal with any injury. Staff are 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.

Staff are certified to administer to minor cuts and bruises. If the injury is more serious, 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 and will be recorded in the incident Log book in the office.

Any injury to a sailor or instructor and any damage to the Severn Sailing Association powerboats and/or sailboats and other property or equipment will be reported in writing on the appropriate Accident Report Form. This form is completed by the instructor involved in the incident. Copies are filed in the Junior Program Director's office on the day of the occurrence. Depending upon

the severity of the accident or incident, the Junior Program 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 while wearing their life jackets, and instructors can get an idea of the individual sailor's swimming ability. The test will consist of swimming with the life jacket on and depending on age, being able to put the life jacket on while in the water. If a child is not able to complete the required swim test, the Junior Program Director will work with the parents to find an alternative program for the child or retake the test.

LIFE JACKETS

Personal flotation devices (PFDs or life jackets) **MUST** be worn and properly fastened **AT ALL TIMES** when the student is on a boat or in the water, or on the docks. Instructors will enforce additional PFD use for beginning sailors – and will require the use of PFDs when participating in any activity that takes a person into an area adjacent to the water. PFDs must be U.S. Coast Guard approved Type III or V life jacket (not merely a “buoyancy aid”) and must be properly fitted to an individual's size and weight.

The life jacket needs to be properly identified with the sailor'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 lifejacket. If a lifejacket 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 to be worn by sailors at all times while at SSA. Shoes may be either boat shoes, dinghy boots, or sneakers. Shoes should have non-marking soles. Open-toe shoes or sandals are not allowed.

EYE AND SKIN PROTECTION

Students should have sun block (at least SPF 50), and sunglasses with a lanyard. Students are responsible for providing and applying their own sun block. Instructors will remind sailors to reapply 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 and early dismissals by calling or texting the Junior Program Director at (410) 263-0071. Each coach and instructor is responsible for keeping daily attendance.

INCLEMENT WEATHER

The staff monitors the weather throughout the day and experienced at watching out for visual signs of approaching storms. 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, or heavy rain and thunderstorms, the final decision on whether or not the students sail will be made by the Junior Program Director and/or Head Instructor.

If it is not possible to go out on the water, classes will be held on land.

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 sails will allow the most control in the increased winds that may occur 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 Junior Program Director is the chief safety officer for junior sailing programs at SSA and in conjunction with the instructors and coaches will assess the suitability of sailing. The Junior Program 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 dry suits. Junior sailors are required to wear a drysuit when the combined air and water temperature is below 120 degrees.

During regattas, the PRO or their designee has final say over starting, continuing, or abandoning a race due to approaching weather. This decision will be made with adequate time to ensure the safety of all the participants and will be assisted through the use of real-time radar, NOAA weather forecasts and alerts, and observations of the general weather conditions.

REGATTAS

This Safety Plan is to be referenced during all on-site regattas that SSA hosts, throughout the season and classes. Specific areas of responsibilities, along with designated persons, are identified herein. All staff, coaches, volunteers, and participants should read and understand the pertinent sections for their activities.

Important Contact Numbers:

EMERGENCIES: 911

SSA Junior Program Cell: 410-263-0071

SSA Main Number (Office): 410-268-8744

VHF: 65A

Medical Emergencies:

In every coach boat box is a laminated emergency card with contacts and helpful information for the coach.

On Shore:

Immediately render assistance and determine degree of injury or illness, proceed to the classroom to the First Aid Station. If the circumstances do not permit moving the patient, advise a SSA volunteer to contact the Medical Care Provider and have them respond to the scene; if this is a serious injury or life-threatening illness, contact Emergency Services via 911. Advise 911 dispatch that you are at:

*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 Annapolis Yacht Club Annex at 310 Sixth Street Annapolis, MD on the east side of the Spa Creek bridge.
My contact information is: _____ (Give cell phone number) or Junior Director's Cell 410-263-0071*

Ashore Safety Officer will coordinate with SSA staff to clear an area for arrival of emergency vehicles and will contact registration to pull the medical/contact information if applicable. In the event of an incident involving a minor, immediately attempt to contact their parent/guardian.

On Water:

Nearest coach or safety boat shall respond and immediately render assistance and determine degree of injury or illness. If more than minor first aid is required, contact another safety or coach boat to notify them. The Afloat Medical Staff or coach will take over and transport the patient to shore; in addition, the Ashore Safety Officer will be contacted and initiate shore side preparations based on the severity of the circumstances. The Ashore Safety Officer will coordinate with SSA staff to clear an area for arrival of emergency vehicles and will contact registration to pull the medical/contact information if applicable. In the event of an incident involving a minor, immediately attempt to contact their parent/guardian.

Capsize/Sailing Emergency:

Nearest safety boat or coach boat shall respond and establish VISUAL CONTACT with the sailor(s) and determine if assistance is required. If visual contact cannot be established, immediately call for additional help, contact the Emergency Medical Support Boat and give them your location, and render any assistance possible. The PRO may reassign the remaining Safety Boats or abandon the race to free up additional support boats.

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 worn and secured at all times while on or near the water.*
3. *Wear proper footwear at all times.*
4. *Respect one another – no hitting, pushing, etc.*
5. *No smoking, drugs or alcohol.*
6. *Stay clear of launching ramps, hinged areas on docks, and hoists.*
7. *Use reusable plastic bottles – no glass!*

8. *No jumping off boats.*
9. *Watch fingers and feet between boats, docks, and moving parts.*
10. *Obey the capacity limits for sail and powerboats.*
11. *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.*
12. *Use respectful language.*
13. *All sailors will observe proper etiquette and seamanship at all times. All team members will make an effort to sail out of and return the SSA docks together. Prior to drills and/or racing all boats must stay within verbal hailing distance of the coach boat.*
14. *All coach boats and fleets must return to the harbor prior to sunset.*
15. *All coaches and safety boat drivers must be familiar with the SSA Jr. Sailing Safety Plan.*

EQUIPMENT CHECK / MAINTENANCE

There is a daily check of all equipment. Procedures are in place to fix anything that is broken or needs regular maintenance. Equipment such as training boats and safety boats will be checked over before each class and again at the end of the day.

The Boat Maintenance Log is in the Junior Program office. In the log, the condition of each item is tracked, along with its maintenance schedule, and the type of work that was done. 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 entered in a log book. If a piece of equipment is broken, it is repaired and a maintenance report is maintained.

Instructors should report any issue to the Junior Program Director.

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 to 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

Instructors are responsible for filling fuel tanks daily at SSA. 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 be distinguishable. Keys are to be put in coach boat box and removed from coach boats daily and returned to the classroom. Each staff member will be familiar with all power boats, but each will 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 and 16
- SSA tracks NOAA Weather Radio at 164.400 MHz
- SSA boats will not typically operate more than 3 miles from the entrance to Spa Creek
- All SSA boats must return to the harbor prior to sunset.

CHECKLIST FOR POWERBOATS

Pre-trip Checklist

- ✓ Weather forecast
- ✓ Tide and current predictions
- ✓ USCG Required Gear
- ✓ Maryland State Registration Sticker & Numbers
 - USCG Approved Personal Flotation Devices – worn by each person aboard
 - Visual Distress Signals in a case - Flares (3), Whistle
 - Fire Extinguisher Type B-1
 - Anchor with appropriate rode
 - Throwable Type IV - Personal Flotation Device
 - First Aid Kit
 - Bowline
- ✓ Fuel
 - appropriate amount
 - secure fuel line connection
 - vent open
 - bulb primed
- ✓ Drain plugs in
- ✓ Tubes are full with air
- ✓ Check propeller and lower unit for dings
- ✓ Battery connections – clean and secure
- ✓ Lower the engine
- ✓ Connect 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
- ✓ Raise engine, check propeller and lower unit for any damage, report immediately
- ✓ Drain plugs in/out
- ✓ Close fuel vent
- ✓ Flush Engine:
 - Connect water hose (if equipped)
 - Freshwater flush to engine running it for 3-5 minutes
 - Disconnect hose
- ✓ Remove key and leave safety lanyard
- ✓ Remove gear and garbage

✓ Clean boat

Report any problems immediately to the Junior Program Director

Return key and safety box to Junior Office.

Severn Sailing Association Accident Report

Name of injured party:	Date of Report:
Address:	Date of Accident:
	Time of Accident:
Parent name:	Age:
Parent phone:	Gender:

Where did accident occur? (Specific)

In what class did accident occur?

In what activity was person participating when accident occurred?

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

What part of body was injured?

What type of injury (e.g. bruise, laceration) was sustained?

Exactly how did accident occur? Describe what happened:

Was medical assistance given?

Was an ambulance called?

Physician's diagnosis:

Name of Supervisor: _____

Name of Witness to accident: _____

Preparer of Report Name: _____

Signature: _____