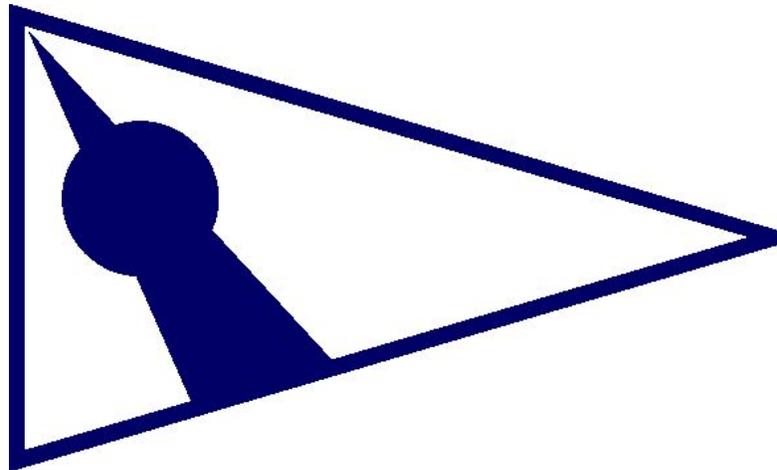


Severn Sailing Association

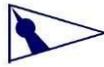
Junior Sailing Program



Handbook For

Sailors and Parents

2017



1. From the Program Director

Welcome to the SSA family! I'm glad you're interested in becoming a part of this great sailing group, as known as Severn Sailing Association (SSA). SSA was founded as a one-design racing club with a culture of volunteerism and a passion for the purest aspects of the sport. We have a staff of dedicated and experienced sailors and coaches who share the club's core values.

During the spring and fall seasons, we have four actively competitive high school teams racing and practicing out of SSA five days a week along with several weekends. These teams compete nationally and are knowledgeable in fleet racing and team racing. Also during these seasons, we host Opti Green and Red-White-Blue practice sessions.

In the summertime, we offer a variety of instructional classes and competitive race teams for ages 6-17 years old. If you have a chance, you can visit our website, www.severnsailing.org, or stop by to get more information on the programs we offer.

I look forward to seeing everyone out on the water this year!

Megan Place
Director, SSA Junior Program
410-263-0071; sailing@severnsailing.org

2. Purpose of Handbook

This handbook has been assembled to provide a guide for sailors, parents or guardians involved in the SSA Junior Sailing Program. This includes all summer activities as well as high school sailing and the fall and spring Optimist program. It offers a description of how the program operates, what is expected of sailors, guidance for and expectations of parents, general recommendations for gear and equipment, and much more. It is relevant for all sailors and parents – from Harbor Rookies exploring the basins, to our race teams competing at the national level.

While the summer program is the core focus of the SSA Junior Program, we operate on a year-round basis. We offer a nationally competitive high school program for local schools, fall and spring Optimist race training, and coaching at midwinter events.

3. Goals of the SSA Junior Program

- Teach young people safe boat handling, seamanship, and sportsmanship
- Provide a safe and fun learning environment
- Help young people learn the basics of sailing
- Develop the techniques and skills necessary to excel in one-design racing
- Promote youth sailing competition
- Foster respect for teammates and competitors, SSA coaches and staff, 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 our program. Sailors from SSA's Junior Program have gone on to compete in collegiate, National, World, America's Cup, and Olympic competition. More importantly, countless young men and women have taken their experiences at SSA and turned sailing into a lifelong passion; whether it be ocean/coastal cruising, one-design racing, grand prix racing or day sailing.



4. Junior Program Operating Parameters

Severn Sailing Association is a nonprofit 501(c)7 sailing club located in Annapolis, Maryland, with its own By-Laws, Policies and Procedures, Board of Governors, membership dues structures and sailing activities. The Junior Program at SSA provides instructional programs to our young sailors and operates under the guidance of a Junior Committee that is appointed by the commodore of the club. SSA owns the sailboats, coach boats and equipment required to run the Junior Program. Junior Program coaching salaries and capital expenditures (boats and equipment) are funded through a budget which derives income from instructional programs and membership dues. Junior Program participants at SSA have access to the clubhouse, dock space and storage lot. Program oversight is provided by the Junior Program Director and the Junior Committee. The Junior Committee consists of a chairperson and three to five other club members who are interested in supporting and advancing junior sailing at SSA.

The Junior Program Director is responsible for the daily operation of the program including curriculum development, coaching, budget administration, staff hiring decisions, staff development, and the overall health and safety of the students, coaches, and visiting sailors.

The Junior Committee develops long-term program strategies; provides guidance on budget, policy and procedures formulation; assists with and organizes work parties and regatta administration; and generally, acts as a sounding board for the Junior Program Director. Committee members may also act as liaisons to assist and guide the team coordinators of the various travel teams with the planning, execution, and follow up required for the various trips and events that SSA juniors attend.

SSA coaches and instructors are responsible for providing a safe learning environment. Instructors follow a curriculum based on recommendations from US Sailing and the Chesapeake Bay Yacht Racing Association (CBYRA). Coaches are responsible for monitoring student behavior while on the water at events; chaperones ensure safety off the water. Coach responsibilities as well as travel rules and regulations for events away from SSA are covered in Sections 8 and 9.

5. Parental Involvement

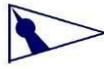
Parent volunteers and friends of SSA Junior Sailing are vitally important to the success of the Junior Program. Parents are strongly encouraged to volunteer their time for the benefit of the program. The level of volunteer involvement typically increases as sailors' transition from basic sailing classes to racing teams. Volunteer opportunities typically include SSA Junior regatta support, boat/sailor transportation, chaperoning travel teams, work parties to repair and maintain SSA facilities and Event/Class coordinators. (For SSA members, under certain circumstances, some of these Junior Program volunteering opportunities can be counted towards annual service day requirements.)

Volunteering is a great way to get involved, meet other sailing parents, and participate in your child's activities outside the home.

SSA Junior Regatta Support

Each year the SSA Junior Program hosts several regattas, clinics, and major class regattas. These events require volunteers to contribute in ways ranging from event organization, registration, race committee, parking management, food service, boat measuring, safety officers, and other as-needed functions. Volunteers are welcome regardless of sailing knowledge.

- The annual *Sandy McVickar Regatta* is SSA's premier junior regatta. This is a multi-class regatta for Optimist, Lasers, and 420s that draws sailors from around the Chesapeake and beyond. This regatta is typically held during the 2nd week in July.
- The annual *Optimist End of Summer Regatta* is a popular regatta for Opti sailors. This two day regatta is held in late August.
- SSA sponsors clinics throughout the year as opportunities arise. Clinics are generally targeted for specific types of boats



and skill levels, and are typically facilitated by very high level coaches.

- Other types of regattas hosted by SSA include several high school regattas in the fall and spring, US Sailing-sponsored Junior Championship qualifiers and finals, Junior Olympic events, Optimist Team Trials, Class championships, etc.

Boat/Sailor Transportation

Our racing teams compete throughout the year in a few events away from SSA. Events range from one day local Chesapeake Bay events to week long championship events in more distant locations. Because SSA coaches are not permitted to transport sailors or private boats, we rely completely on parent volunteers to transport sailors and equipment to these events. The SSA Junior Program also has restrictions on sailors driving to and from events which is detailed in Section 8 under the Travel Team Policy.

Sailor transportation involves driving sailors and their personal gear to/from events. For local Chesapeake events parents typically organize separate delivery and pickup arrangements, thereby eliminating the need for the driver to stay all day at the event. For more distant events this is not always feasible. However, there are creative ways to help. The event and or class coordinator can help make these arrangements.

The Junior Program has several multi-boat and single boat trailers capable of being towed by average size cars, SUVs, or trucks. Some sailors have personal trailers and some boats are car-topped. Work with the team coordinator and/or Junior Director to determine how your boat will get to and from the event site. It is ultimately each sailor's responsibility to make sure his or her boat and all equipment needed to race, make it to and from the regatta venue.

Chaperoning

Events in which sailors stay overnight require adult chaperones. Chaperoning is a big responsibility but an absolute requirement to ensure our sailors have an adult to provide supervision, logistical support, safe transportation and to provide an example of how to represent SSA. It can be a significant time commitment but is also a rewarding experience. Section 9 provides Chaperone guidelines.

Work Parties

Work parties are occasionally held to maintain Junior Program equipment and facilities. Junior sailors, parents, and anyone interested in supporting the Junior Program are welcome to participate. The Junior Program Director will typically announce the need for work parties via email.

Other Activities

Prior to the start of the summer program, a parent/sailor orientation night is held. If this is your first year at SSA, this orientation is highly recommended. This event is an opportunity to meet the Junior Program Director, the coaches, and other parents and sailors.

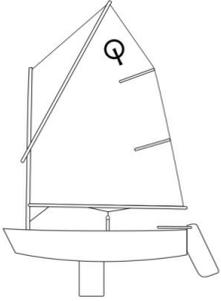
Awards night is at the end of the summer. Here we present all SSA's perpetual trophies as well as recognize all race team sailors and younger sailors from the whole summer.

6. Boats We Sail

All instructional sailing is conducted in Optimists, Lasers, and 420s; high school sailing also includes FJs. These three classes represent the standard for Junior/Youth racing in the United States. Between these three classes of boats we can structure curriculums to suit all ages (6-18), abilities, and sizes.



Optimist



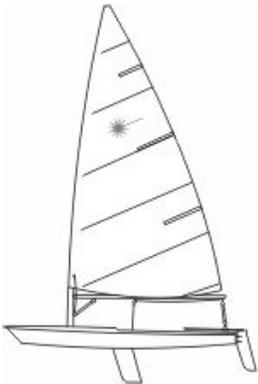
The Optimist is the largest one design racing fleet in the world and the international standard in junior instruction. The boat's simplicity and stability make it ideal for teaching beginners, while the popularity of the Optimist class makes the boat extremely challenging for pre-teen racers. SSA owns a fleet of 24 Optimists to use for the summer program. Racers who travel bring privately owned boats for practice and racing.

A skipper can race Optimists until December 31st in the year they turn 15. On December 31st of that year, they age out of Optimists and can no longer race the boat. To promote participation across a wide range of skill levels and ages, Optimist racing events are typically divided into fleets.

Green Fleet is a special fleet for beginners. Green Fleet sailors can be any age up to 15. A Green Fleet program might have skippers who are as young as 6 and as old as 15, but sooner or later they will move into either the Red, White, or Blue Fleet depending on their age. Green Fleet races are typically held relatively close to shore and on short courses. Sailors may be coached at any time including during a race.

After moving out of Green Fleet, skippers who are 10 or under sail in the White Fleet. Skippers who are 11 and 12 sail in the Blue Fleet. Skippers who are 13, 14, or 15 sail in the Red Fleet. In all fleets, the determining date is the skipper's age on the first day of the regatta. Skippers move up to Blue Fleet on their 11th birthday and Red Fleet on their 13th birthday. At most regattas, the Red, Blue, and White Fleets all start at the same time and race on the same course. Coaching for the Red/White/Blue Fleets is permissible before and after, but not during individual races. Coaches can observe the racing from designated areas and provide feedback to the sailors at the completion of the race(s) observed.

The class website is www.USODA.org



Laser

The Laser is the single-handed option for sailors who are ready to take on the challenges of a higher performance boat. The Laser can be rigged with three different sail plans, providing great versatility across a wide range of sizes. Lasers are best suited to sailors 13 years of age or older, over 125 pounds, and focused on racing. All participants in SSA's Laser Radial Instructional program must supply their own boat.

The Laser class is one of the fastest growing one-design classes in North America and is the primary singlehanded boat for youth sailing events. In 2008, the Laser Radial debuted as the women's singlehanded discipline at the Olympics. Consequently, many young women are now sailing in the Laser Radial. It is common to see a significant number of female sailors at Laser Radial events.

Additional information about the Laser Class Association is at www.laser.org.



Club 420

The C420 is the most popular and versatile double-handed junior boat in North America. The C420 is durable and safe while providing the challenge of having a spinnaker and trapeze. The boat is best suited for sailors 12-18 years of age and over 100 pounds.

420 skippers participating on the National Traveling Team are our most experienced 420 sailors and due to the number of events in which they participate away from SSA, they must charter or supply their own boat.

Additional information about the 420 Class Association is at www.club420.org.



Collegiate 420 (High School Teams)

The Collegiate 420 is used for our High School sailing program in the spring and fall. The boat is the same as the Club 420 with the exception that the trapeze and spinnaker gear is removed. Sailors enrolled in the High School sailing program use club owned boats and therefore are not required to own their own boat. All 18 of SSA's 420s are used for High School Sailing to maximize on the water participation. Color-coordinated sails are used for high school sailing to facilitate team racing.



Collegiate FJs (High School Teams)

Collegiate FJ, or Flying Junior, sailboats are designed to meet the challenging demands of college and high school sailing. They are very durable thus they have become the standard dinghy for institutions across North America. The Collegiate FJ has the ability to sail in a wide range of conditions as well. The Collegiate FJ is sailed without a spinnaker and features a standard over the transom style rudder head and tiller. With the rapid growth of use in collegiate sailing, the Collegiate FJ is becoming more popular in high school sailing around the country.



7. Description of Instructional Programs

SSA provides a summer program offering instruction and coaching for children and teenagers 6-18 at all levels, from beginning sailing through advanced racing. Regardless of age, we have introductory and advanced courses that will match students to other students that are close in age and in a boat that is appropriate to them in terms of physical size and strength.

Our Junior Program Director is responsible for the overall safety of the sailors and coaches at SSA, along with maintaining a nationally competitive curriculum. All SSA coaches are US Sailing certified as well as certified in First Aid and CPR. We follow US Sailing prescribed teaching methods. This curriculum helps ensure the safety, fun, and success of our sailors. A safety plan governing SSA Junior Program operations is available as a separate document. The various instructional programs available at SSA are described below:



Optimist

Harbor Rookies is a one week course designed to give the youngest sailors in our program an introduction to the Chesapeake Bay and sailing. Optimists are provided and instruction will be done with two sailors per boat. The class is designed for sailors ages 6-8. Emphasis will be placed on fun, teamwork, and enjoying the Bay.

Optimist Beginner classes are offered in both full-day and half-day formats. The curriculum is the same for both sessions. Boats are provided, but sailors have the option of bringing their own. This class is ideally suited for sailors age 8-11 and will focus on safety, fun, and learning the basic skills needed to sail, including:

- Wind awareness
- Points of sail
- Sailing terminology
- Knots
- Tacking
- Gybing

Optimist Intermediate classes are suitable for sailors age 8-11 who have completed at least two sessions of the Optimist Beginner course, or an equivalent. Courses are offered in either a two-week-long, full-day session, or a two-week-long, half-day session. Boats are provided, but sailors have the option of bringing their own. Older sailors interested in racing should consider owning a boat. In addition to becoming proficient in the skills from the Opti Beginner course, sailors will also be introduced to:

- Weather
- Sail trim
- Hull trim
- Basic Rules of Racing
- Equipment maintenance

Optimist Green Fleet and RWB Fleet compete in either Green fleet or White, Blue, and Red fleet (see section 6, Boats We Sail for fleet distinctions) regattas hosted by local clubs throughout the summer. Parents are expected to volunteer time to drive to various events. Please contact the SSA Junior Program Director for a provisional list of events. Students must provide their own boats. Classes will focus on refining boat handling and practicing other skills needed to become proficient racers, including:

- Starting
- The Racing Rules of Sailing
- Racing tactics

Parents are asked to help with travel arrangements for regattas on the Chesapeake. These regattas are typically only one day in duration and generally do not require overnight stays. This group may also spend some time travelling and training with the Travel Team to further advance their racing abilities.

420

420 Chesapeake Racers compete in regattas hosted by local clubs throughout the summer. Parents are expected to volunteer time to drive to various events. Please contact the SSA Director for a provisional list of events. SSA club boats can be used, but sailors are encouraged to bring their own 420. Classes will focus on refining boat handling and practicing other skills needed to become proficient racers, including:

- Starting
- The Racing Rules of Sailing
- Racing tactics
- Trapeze
- Spinnaker



Travel Teams

For those sailors who have already mastered the basics and are ready to test their racing abilities against the other top junior sailors in the country, SSA offers an eight-week Travel Team option. This class is available in the:

- Optimist
- C420
- Laser

Sailors must provide their own boat or charter a boat from SSA. Parental involvement is expected to facilitate travel, trailering, and chaperoning. Each team will typically have a Parent Liaison; subject to the approval of the Junior Program Director. This person will work with the Junior Program Director, coaches, and other parents to help plan and communicate logistics. The teams will compete in local Chesapeake events as well as travel to high-level competitions around the US – focusing on the Northeast. The schedule will typically include Junior Olympics as well as National and North American championships.

Optimist Spring and Fall Training

When there is sufficient interest, SSA holds Optimist Race Team practice in the spring and fall. In addition to simply allowing for more on the water training time, these seasons are typically windier than the Chesapeake Bay summer, and off the opportunity for diversified training.

Parental involvement is required for regattas which include a mix of local and travel events.

The Spring session is geared towards more intense training. This is also a great opportunity for sailors to practice prior to a busy summer season, and have a strong start to the Travel Team.

Fall sessions are focused on building sailing skills developed during the summer. There are typically several regattas to compete in, including the Atlantic Coast Championship, AYC Halloween Howl, and Orange Bowl (in Florida) in December.

High School Sailing

High School sailing closely parallels the collegiate sailing format. For fleet racing, teams are divided into A and B divisions comprised of different skippers and crews for each division. Team may substitute sailors if prescribed substitution rules are followed. Short courses are used, typically windward-leeward with a gate. Course completion times average 18 minutes. Except in rare cases, only 1 fleet is on the water at a time. Two races are completed and then divisions switch, and the boat being sailed by each team is rotated. This allows for coaching and a break. Boat rotation eliminates the possibility of any team having an advantage because of an inherently faster boat.

Teams also participate in Team Racing events where each team fields three boats to sail against three boats from another team. In team racing, teammates work together to outmaneuver the other team so that their combined race scores are better than the other team's combined scores.

SSA coaches divide high school teams into Varsity and Junior Varsity teams based on observed performance and personal knowledge regarding skill levels. At SSA, JV and Varsity teams practice separately. They are divided for competition purposes. The likely practice schedule at SSA is (check with Junior Program Director or look for emails with final schedule):

Varsity: Monday, Wednesday, Friday, 3:30-6:30 p.m.

JV: Tuesday, Thursday, 3:30 – 6:30 p.m.

Teams training at SSA are part of the Central League of the Mid-Atlantic Scholastic Sailing Association (MASSA) District. Teams participate in several regattas throughout the seasons, which run from September to November and March to May. The end of each season culminates in a District Championship. Additionally, in the spring, for those teams that qualify,



there is the National Fleet Racing Championship (Mallory) and National Team Racing Championship (Baker). SSA high school teams have a long record of being very competitive at the national level.

As well as daily coaching at practices, SSA provides coaching at weekend regattas. JV teams typically travel to local events lasting one day. Varsity teams attend local events and travel to venues requiring overnight stays several times a season. Organization of all local and overnight trips is the responsibility of team captains and parents. Tuition covers all coaching expenses for regattas during the regular season. Additional coaching fees apply for teams participating in the National Championships. Tuition also covers the use of the 22 club owned boats.

Currently, Archbishop Spalding, Broadneck, Key School, and South River train at SSA.

8. Information for Junior Sailors

Sailing is a lifetime sport and pastime. Some of the friends and acquaintances you will make at SSA will turn into lifelong friendships and places visited for competitions will be visited over and over throughout life. How you act as a junior sailor will have a lasting impact. Please recognize that sailing is a privilege and you are being provided with a fun and fulfilling opportunity. To make the most of this experience, we ask that you follow these guidelines:

- Sail for fun and the love of the sport. Enjoy yourself.
- Work hard to improve your skills.
- Listen, ask questions, and watch others to see how you can better your skills.
- Learn teamwork, sportsmanship, discipline, confidence and self-control.
- Be a team player – get along with others.
- Appreciate the contribution each person makes to the learning environment.
- Learn the rules, and play by them.
- Always be a good sport and set a positive example for others.

The Sailor's Code of Conduct has been developed to let you, the sailors, know how Severn Sailing Association, parents, host facilities, and coaches expect you to act while participating in SSA sponsored programs. Appropriate behavior will allow you to become a well-rounded, self-confident sailor, and respected team member. Severn Sailing Association expects the highest level of sportsmanship, teamwork, fair play, and good behavior. As a participant in this program you represent Severn Sailing Association, your teammates and your family. When on a High School team you are also representing your school. Your behavior, on and off the water, should be to maintain this level of sportsmanship and conduct, and make teammates proud to be a part of our program.

Associated with the Code of Conduct are guidelines for Disciplinary Action to be enforced should a sailor fail to act as agreed. Severn Sailing Association Junior Program Staff and coaches are primarily responsible for enforcing the rules and will take appropriate action as outlined in the enclosed Disciplinary Actions. While away from SSA and under the supervision of a parent team leader, the responsibility for enforcing the rules lies with the parent team leader under advisement of Junior Program Director. The forms that need to be signed and returned are at the end of this handbook.

Every sailor travelling for the SSA Junior Program is required to read and provide a signature to signify that you understand and will abide by the Sailors Code of Conduct. Additionally, every sailor will sign the Disciplinary Actions to signify that they understand the consequences for not abiding with the rules and regulations.

Other recommendations:

Your enjoyment while away from the comfortable confines of your home is often a reflection of your organization and planning. Whether traveling with your parent/guardian or a chaperone, you should learn to be self-supportive. Here are a



few tips:

- Before departing ensure your parents/guardian are fully informed of your travel itinerary and with whom you will be traveling.
- Keep a readily accessible list of emergency contact phone numbers
- Carry your medical insurance information
- Pack your sailing and non-sailing clothing according to your destination.
- Bring your lifejacket
- You are responsible for buying your meals and incidentals.
- Is your boat properly packed to be transported?
- Carry a toolkit and spare parts as necessary
- It is easy to leave equipment behind. Before departing from the event location ensure you can account for all your gear and belongings. Make sure your clothing and other gear are all labeled with your name!

9. Information for Parents

It is hoped that this handbook helps you understand the full scope of the Junior Sailing Program at SSA and the divisions of responsibility between sailors, coaches, parents, and the other individuals that make all of this happen.

Competitive sailing teaches self-confidence, decision making, teamwork, sportsmanship, tactical thinking, organization, and sometimes humility. Sailors at any age never stop learning; there is always something to do to get better. Because of this, the SSA program strives to push responsibility as appropriate to the sailors, but we need parental support to achieve the complete objective.

What do you as a parent need to know and do? The answer varies depending upon the specific curriculum your sailor is participating in. Generally, the more advanced and the more traveling your child does, the more there is to know and do. However, there are a few things that every sailor either needs or can demonstrate.

Personal Gear

Every sailor needs a lifejacket that is sized properly and fits comfortably. There are jackets specifically designed for sailing that provide the proper flexibility and are US Coast Guard approved. The remaining personal gear depends upon the season, the class of boat sailed, and the level at which your child is sailing.

All personal gear should be labeled (name or sail number) with a permanent marker.

Swim Check

Every child participating in a summer session must demonstrate that their life jacket fits appropriately and that they are comfortable swimming with it on. Sailors will never be allowed in boats without their lifejackets.

Activities at SSA

A typical day at SSA for all curriculums (including High School sailing) starts with an onshore brief to discuss the agenda and lesson objectives. After rigging boats, the students launch and learn/practice the skills and objectives of the day. After students return to shore, they de-rig their boats and participate in a debriefing session.

If your child is in one of our summer session introductory or intermediate classes, your part is minimal. Please ensure your child arrives on time, is prepared to learn, and ready to have a good time. Make sure they are set to be picked up at the end of their session. SSA does not provide babysitting services before or after class. Our instructors use their lunch hour to eat, and prepare lesson plans for future classes. Except for participants' full day classes, they are not able to supervise children over lunchtime.

All students registered in a racing program have the added responsibility of maintaining and caring for their boat. Each boat must be properly de-rigged and stored at the end of each day. Personal boats may be stored on the SSA lot during the

time they are registered in a Junior Program session. 420 sailors who charter a club boat are responsible for ensuring the club boat is properly maintained and race ready. Should there be equipment problems beyond the student's ability to repair, they should bring it to the attention of the coaching staff immediately. Optimist and Laser Travel Team sailors must supply and use their own boat. Beginner and Intermediate Optimist sailors can charter an Optimist from SSA. Either the skipper or crew on the traveling 420 team must supply their own boat. Both skipper and crew are expected to maintain the boat. The High School sailing program uses club owned 420s and FJs. Occasionally, high school students will assist the staff in repairs and boat maintenance, especially prior to a SSA hosted regatta—helping them to learn maintenance skills.

Parents must constantly communicate with their sailor as to the condition of their boat and equipment. If properly maintained, the boats we use are very durable. However, sailboats are used in a relatively harsh environment (wind, salt water, sunlight) and from time to time equipment must be replaced. Boats that are constantly in a state of disrepair will limit your sailor's ability to improve and enjoy the experience. One important way to limit unwanted corrosion is to wash the boat down with freshwater at the end of each sailing day.

All boat owners are responsible for ensuring their boat is properly stored. Some Lasers and Optimists are stored on racks. Instructors and classmates are available to assist sailors putting their boats on the racks. However, ultimately, it is the parents'/sailors' responsibility to ensure that boats are properly placed on the rack. Any boat stored on a top rack MUST be tied down.

SSA is not responsible for damage to boats because of high winds, thunderstorms, flooding, or other acts of Mother Nature.

The Junior Awards Night is held every summer at end of the program, typically the second Friday in August. Awards such as Corinthian Spirit Award, Marlinspike Award, Sportsmanship, Outstanding Girl Sailor, Outstanding Boy Sailor, and others are made by instructors in the corresponding class. You will hear lots of humorous stories and accounts of all the great successes and bloopers that transpired at and away from SSA. This is a family fun oriented events and coincide with a potluck cookout. Attendance is a great way to show support for your young sailor. Please mark the date on your calendar as soon as you get it and plan to attend.

Events away from SSA

There are several regattas and events SSA Juniors participate in throughout the year requiring travel. Some are relatively close to Annapolis and essentially consist of a day trip. Others can be many miles away. We have five traveling teams plus the high school teams.

Teams practice at SSA when not participating in regattas. The Chesapeake Bay teams participate in regattas/events close to Annapolis. In addition to single day and local events, Travel Teams travel to events of two or more days in duration and can be away from SSA for several weeks at a time during the summer. Obviously, the Travel teams require a greater commitment from both sailors and parents. At the beginning of each season (Spring, Summer, and Fall) a schedule of the regattas planned for participation is determined by the coaching staff. It is highly recommended that sailors and parents (skippers and crews in the case of 420s) determine which events they desire to participate in. It would be nice if all sailors could participate in every event, but we recognize that this is not always possible.

For traveling purposes, high school teams should work with parent coordinators and team captains. The same general rules apply as all SSA traveling teams.

Tuition paid for each session includes coaching expenses at practice and regattas chosen by the coaching staff. If your sailor does not travel to one of these events, we will attempt to provide a meaningful activity at SSA with another class. For high school, all fees in the regular season are included in tuition. For Summer Travel Teams, coach housing fees while

travelling are divided amongst the competitors. Coaches do not share hotel rooms with chaperones or sailors.

There are times when additional coaching expenses may be incurred. Events like the Orange Bowl in Miami and the Laser and 420 Mid-winter events occur outside of established sessions. Additionally, if a high school team qualifies and participates in the National Championships; costs for coaching may be extra. Contact the Junior Program Director with questions.

Team Coordinator / Liaison

Parents are responsible for organizing transportation to and from events, including; sailors, boats, gear, coach boats, as well organizing lodging, food, drinks, etc. The best way to do this is for one or two parents to take the lead as team coordinator(s). These team coordinators, or liaisons, are subject to the Junior Program Director and Board approval. They work closely with the Director and coaches to plan and organize travel, and communicate travel and logistical plans by phone and email. Other parents work with the coordinator to cover all the logistical bases. The team coordinator does not need to travel to each event if other parents share the load by volunteering to be chaperones and coordinators for individual trips. Team coordinators are required for all the summer traveling teams, the fall and spring Optimist teams and the fall and spring high school teams. The sooner this individual can be identified the better for all, as deciding for most regattas/events should be accomplished well in advance.

Boat Transportation

Our sailors' boats get to and from regatta sites by various means. The Junior Program has a few multi-boat trailers capable of being towed by average size cars, SUVs, or trucks. Some sailors have personal trailers for their boats and some car top. SSA relies solely on volunteer drivers – without volunteers, boats cannot be transported. SSA coaches/instructors are not allowed to drive sailors or their boats.

Parent coordinators are highly encouraged to work with team liaisons to ensure the right boats get to the right place and are returned in time for the next event or practice. A boat may go to an event on one trailer but come home on another. It all depends on the team's schedule, which regattas your sailor is participating in, drivers, and several other factors. It is not uncommon for one or more of the trailers to be parked in New England or Florida for a few weeks during and/or between regattas. The Director, coaches, and team coordinator will all work in advance to make sure everyone is accounted for in travel plans, but **it is ultimately each sailor's responsibility to know his/her travel schedule and how his/her boat is being transported to and from each venue.** This is especially important since travel plans do change throughout the season. The further in advance travel plans can be made, the better.

Lodging

Lodging is the costliest aspect of traveling. There are a few options as to where team members can stay. Aside from the obvious choice of hotels, teams have rented houses, condos, timeshares, college dorm rooms, etc. when on location for extended stays. Camping can be an option for short stays and some clubs even permit camping on location. Calling on a favor from friends and relatives that live near the event location to provide housing is also an option. Parents are requested to work with the team coordinator to work out the arrangements. If a parent travels with their sailor, they are not required to stay in the same place as the team, but it tends to simplify the logistics if they do. If also a chaperone, you must be in the same place as those you are responsible for.

Regatta Pre-Registering

When you determine, which events your sailor will be participating in, it is advisable to determine if there is a cut-off date for registration and if there is a reduced entry fee for early registration. **Registering for events is the sailor's responsibility.** The major events typically have websites established that provide the details. The annual Buzzards Bay Regatta is a very popular event that also limits the number of entrants so register early or you might not get in. Again, work with the team coordinator early in the season and plan.

Medical Releases

Along with regatta registration, events also require a medical release and contact information form. It is strongly recommended that your sailor carry a laminated sheet in their sailing bag that details insurance information, blood type, emergency contacts, etc. If for some reason mailed/faxed paperwork does not reach its proper destination, your sailor will have all the information needed to fill one out on site (with your permission, the chaperone can then sign it in your place).

Traveling Costs

Sailors/Parents are responsible for paying all traveling costs incurred by the sailor, along with lodging costs for the coach. This includes their share of gas, tolls, lodging, meals, drinks, incidentals, regatta fees, and so on. If your sailor is traveling with a chaperone, it is customary for this individual to front certain expenses such as gas, tolls, and lodging. However, it is reasonable and encouraged for a chaperone to request a pre-trip deposit against the estimated cost of expenses from each of the participating sailors. The chaperone may consult the Program Director for guidance in estimating those expenses. The sailor should be prepared to cover the cost of meals and incidentals. At the completion of the trip the chaperone will detail these expenses and “bill” the sailor. Parents need to ensure that these bills are promptly paid as the chaperones should not be burdened with credit card expenses for your sailor. The chaperone has already donated a significant amount of their time and paid their share of the lodging cost for your sailor to participate. Please be respectful of this.

Association Memberships/Fees

There are a few associations/organizations that your sailor should, and in some case, must, join. The cost of joining is not great and the benefits to your sailor and the sailing community are wide spread. The recommended associations to join are: Your sailors class (of boat) organization, US Sailing, and the Chesapeake Bay Yacht Racing Association (CBYRA).

Each of the 420, Laser, and Optimist classes have organizations to establish and maintain national standards/rules for the class. Class dues provide for the operation and administration of these associations. Sailors participating in championship events must belong to the class association. Although not mandatory for sailors participating in club or local events, it is highly recommended that they do join. One benefit of membership is newsletters that provided regatta results, tips, rules changes, schedules, and several other informational items.

US SAILING is the National Governing Body for the sport of sailing and sailboat racing in the United States. US SAILING's mission is to encourage participation and promote excellence in sailing and sailboat racing in the United States. A member-based non-profit organization, US SAILING accomplishes its mission through volunteers and member organizations, supported by an administrative staff. The list of programs and services provided by US SAILING are too numerous to list in this handbook. Please visit the website at www.ussailing.org. Participation in the Chesapeake Bay Area Junior Olympic Festival requires membership with US SAILING. If you have more than one sailor in your immediate family you may be eligible for a family membership, which significantly reduces the per sailor cost.

CBYRA was founded in 1914 to promote fair yachting competition by supporting standard yacht racing and measurement rules and by coordinating racing schedules and regattas for the Chesapeake Bay area. The organization is comprised of over 75 member clubs, more than 50 classes of racing sailboats, and over 1800 individual members from Pennsylvania, Delaware, Maryland, Virginia, New Jersey, and North Carolina. CBYRA represents these clubs, classes and individual members to US Sailing. CBYRA has a special Junior Division that is focused on coordinating area wide schedules, support and assistance in establishing Junior Programs and development of instructional programs, and coordinating participation in US SAILING programs. The website at www.CBYRA.org provides much greater detail, including a section dedicated to juniors.

10. Chaperone Guidelines

Thank you for volunteering and accepting the very important responsibility of chaperone. As our team participates in events, both locally and out of state, they act as representatives of SSA. This underscores the importance of behavior, respect for team members and competitors, speech, actions, and dress code. We count on our sailors and parents, our



chaperones and coaches, to consistently convey an appropriate message that the Severn Sailing Association is a high-quality organization that upholds the qualities and traditions of junior sailing. Every sailor in the SSA Junior Program is required to sign a Sailor's Code of Conduct and Disciplinary Actions to signify that they understand and will abide by the rules of the Jr. Program. Please see Section 8 if you are unfamiliar with these rules. In terms of the chaperone's responsibilities, we have set forth some general guidelines as to our expectations and assume that good judgment and logic will serve as our guide when there is no written rule as to the specific issue.

- A chaperone is an adult (26 years of age or older) who is willing to supervise and care for the general welfare of the sailors during overnight and out of town events.
- Parents shall take turns in sharing the responsibility of chaperoning.
- Chaperones are ultimately subject to Junior Director and/or Board approval.
- Chaperones should ride in the same vehicle or group of vehicles with the sailors to and from events.
- There should be at least one male and one female chaperone when traveling as a mixed team.
- If a team is of a single gender, the chaperone should be that same gender.
- Chaperones are on duty always during overnight travel unless otherwise excused by another chaperone. Coaches are responsible for supervision during day time sailing activities from the time of reporting until dismissed. The interaction between chaperones and SSA coaches is very important to coordinate sailors' schedules.
- Chaperones should not be assigned more than 10 sailors (however, 4-6 is desirable).
- Use of controlled substances and firearms are prohibited when serving as a chaperone.
- The use of alcohol should be in moderation only. Driving under the influence is prohibited. Please set the right example for our young men and women.
- Chaperones should not retire until all sailors are checked in for the night, all visiting between rooms has stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms.
- All room problems or illness must be reported immediately to the chaperone.
- Chaperones have the right to inspect all bags and personal belongings.
- Chaperones shall set curfew hours and hold sailors accountable to them.
- After curfew hours, sailors must be segregated by gender and returned to their rooms.
- Chaperones should, with team input, plan team activities when not engaged in sailing activities.
- Chaperones must strictly enforce the zero tolerance rules, including the use of alcohol or illegal drugs. If the rules are broken, at the discretion of the Director, the sailor goes home at their parents' cost. The behavior expectations and rules are in a contractual form and signed by both the participants and parents or guardians prior to participation.
- Incidents or accidents should be reported in writing. Do not determine cause on the reports, just report the facts. An email to the Junior Director is an ideal way to handle this.

Chaperones should contact parents of sailors assigned prior to departing to discuss the itinerary, special needs, emergency contact numbers, severe allergies, and any other item that is pertinent to the trip. Remind parents that sailors should have their medical release information with them.

11. Personal Equipment and Gear

Personal equipment and gear required varies with the curriculum you are enrolled in. Personal gear for summer sessions is minimal. Equipment and gear for traveling teams and Winter/Spring sailing can be significant. Sailing gear tends to be quite specialized and sometimes costly. Therefore, when you purchase new gear, buy quality gear that will be durable and permit use for multiple seasons. If you will be a 420 crew on a racing team, don't forget that you will need a trapeze harness.

Label all your gear with a permanent marker! Your gear will look at lot like other sailors' items.

If you are on a racing team you will need your own boat. Whether you buy a new one, used one, or charter, is a decision you need to make with your parents. There are a lot of quality used boats available so talk to other sailors and parents and



shop around before buying, especially if this is your first year on the racing team.

When purchasing your boat don't forget about a dolly. A dolly will protect the bottom of your boat and ease the process of launching. Trailers are optional, as are covers. However, a good set of covers will protect your boat while traveling as well as provide UV protection when being stored. Often a used boat will already come with these and other extras.

Mandatory gear for all ages and classes

Life Jacket. Ensure that it is the correct size and comfortable fit. Must be coast guard approved. Life Jackets are worn at all times on the docks, sailing, or in a motor boat.

Whistle. Must be attached to the life jacket. Opti sailors: Whistles are required at all USODA sponsored events.

Closed-toe shoes. Must be worn at all times, even when sailing so they must be able to get wet. Good ideas: water shoes, sneakers, sailing boots... etc.

Other gear to bring everyday:

- Water bottle (SSA has a drinking fountain to refill bottles)
- Hat
- Lunch (for all-day sailors)
- Sunscreen
- Foul Weather Gear- we will still go sailing in the rain and cold
- Sailing gloves
- Knife. Mandatory for racing sailors. Optional for other sailors.

12. Opportunities at SSA Outside of the Junior Program

SSA offers some of the very best one-design sailing in the country. The club is known for high-quality race management and well organized events. 16 fleets are currently supported at the club providing a wide range of choices from highly competitive to low key racing opportunities. Junior Laser sailors are welcome and encouraged to participate with Laser Fleet 10, the club's largest and most active fleet. As for other fleets, there are always members who are looking for good crews and would welcome the opportunity to train with energetic young or old sailors. See the SSA website for a listing and description of each class/fleet as well as the full schedule of events.

TESOD (Tuesday Evening Sailing for One Designs) is a very popular Annapolis summertime fixture. Sponsored by SSA, TESOD is open to all dinghy classes and consists of informal short course races held in the Severn River close to SSA. Anyone can participate, but to launch from SSA you must be a member or be currently enrolled in the Junior Program. Racing starts promptly at 6PM. This is a great opportunity for sailors of all ages and provides a nice mid-week sailing break. TESOD runs from the beginning of May through mid-September. Occasionally, the 420s are available for use by those enrolled in the Junior Program. Contact the Junior Director if interested.

Frostbiting activities run from mid-November through March. The Laser and Soling fleets often participate in frostbiting on weekends. Laser frostbiting is particularly well attended by many junior sailors with either Standard or Radial rigs. Participants and parents help run races in conjunction with the fleets. Due to winter temperatures, frostbiting requires specialized personal gear.

SSA has a snack bar, which is generally open on Tuesday and Thursday evenings and weekends during the sailing season. Stop by one evening to enjoy the scenery, meet other SSA members, have dinner or a snack, enjoy your favorite beverage, or just sit and watch the sunset.

For further information on these and other opportunities at SSA go to www.severnsailing.org or contact the SSA office at 410-268-8744.



13. Frequently Asked Questions

Do I need to be a member for my child to sail at SSA? Yes. Members of SSA and their children sail in our program along with children of non-members, who join as members in our [Junior Club Membership](#) program. Children of SSA voting and associate members and Junior Associate members receive a 25% discount.

How do I become a member? Please contact the SSA office at 410-268-8744 or office@severnsailing.org for information.

When should I sign up? Sign up early to avoid conflicts. For the past three years, much of our summer classes have sold out by early spring.

How do I pay? Payment is required at time of registration. You can sign up and pay via credit card on our website. If you would like to pay by check, please contact the office 410-268-8744 to come by to complete the registration and payment process in person.

What is the refund/cancellation policy? Any classes cancelled at least 30 days prior to the start date will be granted a full refund (*less processing fees*), classes cancelled less than 30 days but before the 1st day of instruction will be given a 50% refund (*less processing fees*) and no refunds will be issued once class begins. Please note, that while Junior Club membership is non-refundable, you are still able to enjoy its benefits regardless of your participation rate in Junior Program activities.

Are classes prorated if I should miss part of a session? No. Every year we must turn many sailors away and put others on waiting lists because we operate on a first come, first serve basis. Under these circumstances we cannot justify prorating.

What course should my child take? Generally, 6-8-year-olds should be in the Harbor Rookies class; 9-11-year-olds should be in an Optimist; and sailors 12 and older, or those weighing more than 100 pounds, should learn in 420s or continue racing in Optis.

Do I need to own my own boat? No. Most classes use SSA-owned boats, particularly at the beginner and intermediate level. This information is outlined in the class descriptions. However, if a class is full, bringing your own boat may allow us to fit you in the class. Opti Chesapeake Racers and all Travel Team participants are required to have their own boat.

Is there a lunch program? No. Lunch may be available for purchase with our snack bar operators, but we do not supply lunch.

Who are your coaches? All SSA's coaches are at minimum [US Sailing Level 1](#) as well as First Aid and CPR certified. Several coaches also hold higher US Sailing certification and/or are former lifeguards. Learn more about [SSA's Junior Program staff](#).

What about supervision before and after class? Please be on time dropping off in the morning and be prompt picking up at the end of the session. We cannot offer supervision outside of our normal class times.

It's raining, storming, cold, etc., is there class? We will always put safety first at SSA, but will not cancel for inclement weather. We have at least one staff member in the office at all times to monitor radar and other information sources for thunderstorms, in addition to all coaches being trained to run safe, fun classes. We will hold class inside in the case of thunderstorms, but will sail in all other weather. Come prepared!

What do I bring? Everyday sailors need to bring closed-toe shoes (e.g. tennis shoes, Crocs, neoprene sailing boots), *not* flip-flops; a U.S. Coast Guard (USCG) approved life jacket, a.k.a. Personal Flotation Device (PFD); sunscreen; and a refillable water bottle. It is also recommended that sailors bring a towel, snack, and change of clothes. There's a good



chance that sailors will get wet every day.

Where do I get sailing clothes? Annapolis is full of sailing shops. Some offer discounts up to 20% if you mention you will be participating in the SSA program. We recommend APS on Severn Ave, Helly Hansen on Main St., Fawcett's, or West Marine.

Do you have a carpool set up? No. We cannot organize carpools, nor can we give out personal information of other families in the program. If you would like to carpool, our orientation night and/or the first day of class are good opportunities to meet other parents.

Can I stay and watch my child sail? Parents are welcome to watch from a distance. Our experience has shown that most young sailors learn best without the distraction of a parent. All of our coaches are trained to run safe and fun classes, and appreciate being able to do so without parental input during class. Please ask the Junior Program Director directly if you have any questions.

I lost my... did you find it? We have a lost and found on the lower floor of the SSA clubhouse, near the locker rooms. Please make sure to label everything very clearly with your name and phone number. With almost 400 junior sailors participating in our summer program, we have a very full lost and found by the end of the summer. Unclaimed items are donated to Goodwill at the end of each season.

What do the colored fleets for Optis mean? The United States Optimist Dinghy Association (USODA) has organized sailors in different fleets, designated by colors, to make racing as fair as possible. White fleet is for skippers who are 10 and under. Blue fleet is for skippers who are 11 or 12. Red fleet is for skippers who are 13, 14, or 15. Green fleet is for any age Opti sailor who is a racing beginner, and is designed to give sailors racing experience before sailing in their designated fleet. See usoda.org for more info.

Is there swimming? Sailors will need to pass a short swim test on their first day. This is done in our protected basins while wearing a PFD and shoes. It is to make sure sailors are comfortable in the water. Also in the first two days of class, capsize recovery will be learned.

What is the end of season awards? This event brings together families, sailors and coaches for a night of relaxing and socializing. Everyone has the opportunity to reflect on the season as certificates are distributed to each sailor and awards are given to exemplary sailors.



14. Medical/ Emergency Waiver

Medical Liability Information

AUTHORIZATION TO CONSENT TO TREATMENT OF A MINOR

As the parent or guardian of the registered sailor, I hereby authorize any x-ray examination, anesthetic, medical or surgical diagnosis or procedure supervised by any member of the medical staff or of a dentist licensed under the State Education Law and/or Public Health Law of the State and of the staff of any hospital holding a current operating certificate issued by the State Department of Health. This authorization is given in advance of any specific diagnosis, treatment or hospital care being required to provide authority to render care, which the physician in his best judgment may deem advisable; and neither said agent or any organization involved assumes any financial responsibility for exercising this action. Effort shall be made to contact me before rendering treatment to the patient, but any of the above treatment will not be withheld if I cannot be reached.

PARENT'S CONSENT AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

The parents or legal guardians (hereafter referred to in the singular) of any child or children (herein referred to as the "child"), participating in any Severn Sailing Association (SSA) program and/or junior activity (herein referred to as the "activities"), including supervised travel to local events and competitions, request that the child be allowed to participate in any of these activities. This agreement shall remain in effect until the Severn Sailing Association Junior Committee receives written notice of the cancellation of the consent or until the end of the activities described above. In return for the child being permitted to take part in the activities and to use the facilities and property of the Severn Sailing Association, each of us makes the following promises and warrants the truth of the following facts:

- 1) I am familiar with the programs included in the activities, and I understand officers and employees of the Severn Sailing Association are available to discuss the activities if I should wish additional information. I also understand I am solely responsible for the prompt arrival and departure of my child at the beginning and end of each day's activity. I will not allow my child to remain on the premises of the Severn Sailing Association after each day's program without appropriate supervision or the written permission of SSA. I agree that the Severn Sailing Association will have no responsibility for the supervision of my child at times other than during the scheduled activities. I will inform my child that he/she is expected to cooperate with, and follow the directions of, the persons in charge of the activities and to act in a manner consistent with the spirit of good sportsmanship and respect for the rights of others.
- 2) My child is in good health, and I know of no reason why he/she would be incapable of participating in the activities. My child knows how to swim. I will immediately notify the Severn Sailing Association Junior Program Director, if a change in my child's health or other condition would affect my child's ability to participate in the activities.
- 3) **WAIVER OF LIABILITY** I waive and release any right I, my heirs, guardians, and legal representatives may have or acquire to make a claim against, sue, attach the property of or prosecute the Severn Sailing Association and/or any of its members, directors, officers, agents, employees and affiliated organizations (herein referred to as "the releasees") for monetary damages caused by injury to my child or damage to the property of my child or myself arising from participation in the activities and use of the facilities and property of the Severn Sailing Association, whether or not the injury or damage results from the negligence or other action, except intentional acts, of any of the releasees
- 4) **ASSUMPTION OF RISK** I am aware that the activities may involve maneuvering a boat, sailboard or other watercraft on deep waters in potentially hazardous conditions which may include, among other things, strong wind and high waves, sudden and unexpected immersion in deep waters and collision with other watercraft or stationary objects such as docks, pilings and buoys. With knowledge of the dangers involved, I voluntarily ask that my child be allowed to take part in the activities. **I ACCEPT ALL RISKS TO MYSELF AND MY CHILD OF INJURY, DEATH AND PROPERTY DAMAGE**



Severn Sailing Association

ARISING FROM PARTICIPATION IN THE ACTIVITIES AND THE USE OF THE FACILITIES AND PROPERTY OF THE SEVERN SAILING ASSOCIATION, WHETHER OR NOT CAUSED BY THE NEGLIGENCE OR OTHER ACTION, EXCEPT INTENTIONAL ACTS, OF ANY OF THE RELEASEES.

5) INDEMNITY AGREEMENT I agree to indemnify and hold the releasees harmless from any loss, liability, damage or cost, including reasonable attorney's fees, they may incur due to my child's participation in the activities whether such loss, liability, damage or cost results from the negligence or other action, except intentional acts, of any of the releases.

Parent/Guardian Signature

Parent/Guardian Signature

Date



Sailors Code of Conduct

PLEASE READ AND SIGN:

I promise to maintain a positive attitude and to be responsible for my conduct always while participating in Severn Sailing Association Junior Program activities and will follow these rules and regulations and any other rules given by my coach:

- I will not use, or tolerate the use by other team members; alcohol, tobacco, or non-prescribed drugs, understanding that a drug-free environment is necessary to achieve individual and team success.
- I will maintain appropriate behavior towards opposite gender team members, and will not tolerate unseemly conduct by other team members.
- I will dress appropriately both on and off the water, recognizing that my appearance always reflects not only on myself; but also on my team and SSA.
- I will respect the property of others, by not stealing, damaging, destroying or borrowing another's property without permission, nor tolerating such behavior by other team members.
- I will treat my team members, coaches, competitors, regatta officials, hosts and all others with respect, regardless of race, religion, gender, national origin or abilities.
- I will treat the staff and facilities of SSA, as well as other clubs I visit, with respect and care.
- I will follow all safety procedures given by my coaches and other responsible adults, understanding the paramount importance of safety. I will notify a coach or other responsible adult if I feel that another sailor is in danger.
- I will not abuse my teammates, whether verbally, physically, or emotionally, nor tolerate such conduct in others, understanding that every team member has a right to enjoy their participation. I understand that swearing, in any context, is unacceptable behavior.
- I will encourage good sportsmanship from fellow sailors, coaches, and parents.
- I will attend every practice and clinic that is reasonably possible and will notify a coach if I cannot.
- I will strive to listen and learn from my coaches.
- I will be responsible always for the transportation, safe storage, maintenance, and setup of my boat and other equipment.
- I will never leave my training site or lodgings without first obtaining my coach's or host's personal permission.

Sailors Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



Disciplinary Actions

PLEASE READ AND SIGN:

Severn Sailing Association Junior Program employs a zero-tolerance policy with regards to prohibited activities during program hours, on program premises and during travel events. This includes the use of illegal drugs, alcohol, tobacco, inappropriate use of controlled substances, and the carrying of firearms. Violation of the zero-tolerance policy could result in immediate dismissal from the program. There will be no refunds or prorating of fees for suspensions or expulsions about misconduct.

The SSA Junior Program Director, staff, and coaches are responsible for enforcing certain rules and may discipline SSA Junior Program participants when rules are broken at practices or while coaching at regattas. When a sailor is under the supervision of a parent team leader, the parent team leader has been provided guidelines to enforce rules and regulations consistent with the SSA Junior Program disciplinary action contained herein. In addition to the infractions and disciplinary actions below, the SSA Junior Program Director and/or the Junior Board may invoke disciplinary action on any other behavior of the participants or their parents the Director and/or Board deems inappropriate. Final disciplinary action, including expulsion, shall be at the sole discretion of the SSA Junior Program Director and the Junior Board. The guidelines are as follow:

Level 1 Infractions - Disciplined at the coach's discretion.

- Failure to obey coaches' instructions.
- Failure to display good sportsmanship including foul language.

Level 2 Infractions - Review for suspension from one or more future program days.

- Failure to obey coaches' directions after repeated warnings.

Level 3 Infractions - Possible removal from practice and review for expulsion.

- Purposely damaging or destroying property of others.
- Repeated incidents of behavior unbecoming a member of SSA.
- Lying to Judges or Jury about Racing Rules of Sailing violations.
- Behavior or conduct which reflects poorly on SSA. These behaviors could include, but are not limited to: bad treatment of or talking back to judges, coaches, regattas officials, hosts, team members' or other competitors.

Level 4 Infractions - Removal from practice and review for expulsion.

- Stealing.
- Fighting and/or serious threats of violence
- Using drugs, alcohol, tobacco or non-prescribed drugs.

Sailors Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



Travel Team Policy

PLEASE READ AND SIGN:

The Travel Team Policy extends to any SSA Junior Program Sailor who participates in an event under the supervision of a SSA coach or parent team leader away from SSA premises. This includes single day regattas/events to local area clubs. The same general rules apply for all - from Opti Green Fleet to High School Seniors.

Participating in events away from SSA is both fun and very beneficial to improving your overall sailing skill level. It teaches organization and boat transportation care, it provides greater competitive challenges and promotes team camaraderie. However, it is a privilege that must be treated as such. The planning and logistics even for a single day can be significant. Someone must transport boats, coach boats, equipment, sailors, personal gear, food, drinks, and other items needed for extended stays. Your participation requires not only yourself but coaches, parent volunteers, and chaperones for overnight trips.

When representing SSA on trips, you are responsible for your actions. You must continue to abide by the Sailors Code of Conduct. To amplify this overarching Code, additional guidelines have been developed that are to your expected behavior while traveling with the SSA Junior Program. These policies are:

- Sailors are not permitted to be driven by SSA coaches
- During sailing activities, sailors are under the supervision of coaches. Sailors are under the supervision of chaperones and/or parents/guardians at all other times.
- All bags and belongings are subject to inspection
- Beverages brought by sailors must be sealed and labeled; subject to chaperone inspection
- Sailors are required to stay with the team/teammates always, including the ride to and from the event unless the parent or guardian has made other travel arrangements prior to the trip
- Curfews set by chaperones must be adhered to; they are for the protection of the sailors and necessary for the welfare and reputation of the team
- After curfew hours, sailors must return to their assigned room
- Do not use the phone or TV in a frivolous manner; do not order movies or room service without permission
- Noise levels are to be kept to a minimum including TV, radio, and talking
- Sailors are not permitted to swim unless the chaperone is aware and an adult is present
- Sailors should engage in team activities only.

Sailors Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

You are responsible for your actions!

When in doubt ask the chaperone or adult responsible.



Social Media Code of Conduct

PLEASE READ AND SIGN:

At SSA we strive to maintain a sense of good sportsmanship on and off the water. SSA has a zero-tolerance policy for bullying and/or offensive behavior from its sailor on and off the water. Regarding social media, SSA will not tolerate any offensive behavior that involves SSA or its sailors associated with the program on or off campus.

You never know who will ultimately be reading content online, always assume that anyone might have access. If you do not know who will be reading it, ask yourself if you would be okay with a parent or relative reviewing your content. If not, there might be a better way to get your point across.

A digital footprint is the reputation you leave online and can include material posted on blogs, mentions on websites, and videos that are uploaded onto sharing sites. Online actions leave a permanent record and remain online, even if you click “delete.” Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers.

If you experience cyberbullying here at SSA, please inform your coach, Sailing director or parent immediately. If you are unfamiliar with what is considered Cyberbullying:

Cyberbullying is the use of electronic technologies to hurt or harm other people.

Examples include:

- Sending offensive text messages or emails;
- Posting statements that are not true and create rumors; or
- Circulating embarrassing photos of a classmate online.

Sometimes, it may be difficult to draw the line between a harmless joke and one which goes too far and becomes hurtful.

The following principles apply to the use of social media on behalf Severn Sailing Association as well as personal use of social media when referencing Severn Sailing Association on or off the property

- Sailors need to know and adhere to the SSA Handbook when using social media about SSA.
- Sailors should be aware of the effect their actions may have on their images, as well as SSA’s image. The information that sailors post or publish may be public information for a long time.
- Sailors should be aware that SSA may observe content and information made available by them through social media. Sailors should use their best judgment in posting material that is neither inappropriate or harmful to SSA, its members, team mates, or competition.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.
- If Sailors encounter a situation while using social media that threatens to become antagonistic, he/she should disengage from the dialogue in a polite manner and seek the advice of a coach, Junior Program Director or parent.
- If sailors publish content on or off campus that involves SSA or subjects associated with SSA, and violates that SSA Code of Conduct and Jr. Program Handbook, the individuals involved with the content and posting may be subject to disciplinary action or termination.

Sailor’s Signature _____ Date _____

Parent/Guardian Signature _____ Date _____