

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



Sailing School Handbook

Commodore's Note

Welcome to the Champlain Sailing Club (CSC) Youth Sailing School! Learning to sail is an exhilarating experience. We have exciting activities planned for the 2024 season and can't wait to have your child join in the fun. CSC Sailing School emphasises fun, friendship, safety, and skill development. Everyone should have the opportunity to make endless Sailing School memories – spending time at the lakeside, playing games, and discovering new skills! At Sailing School children and youth have the opportunity to thrive in a positive, safe environment.

Within this handbook you will find all of the information that you need to ensure your child is ready for their first day of Sailing School - contact numbers, packing lists, and the Sailing School code of conduct are just a few of the topics covered. If you still have questions after reading this document, please do not hesitate to contact the Sailing School office by email. We look forward to seeing you this summer!

Table of Contents

2. Family Communication
Registration Deadline
3. A typical day at Sailing School
Absent and Sick Days
What to Expect
4. Sailing School Supervision
What to Bring
Lost and Found
Valuables at Sailing School
5. Sign in and Sign Out
Snacks and Lunches
6. Medications
Epipens
Sun safety and Hydration
Swimming and Boating
7. CSC Sailing School Code of Conduct
8. Program Expulsions
Refunds and Cancellations
9. Photo/Video Release
Contact numbers
Sailing School location

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



Family Communication

Communication before, during and after your child's experience is incredibly important to us. We have a number of different tools and strategies that we use in order to ensure optimum communication between our Sailing School staff, sailors, and parents/guardians. These tools include:

1) Pre-Sailing School Emails

Prior to your sailor's school session you will receive an email with information about the upcoming week. These emails are typically sent out on the Thursday prior to the week commencing.

2) Phone, Email, and In-Person Updates

Throughout your sailor's school session you will receive updates on any need-to-know information. While most communication takes place in person at sign-out, you may also receive a phone call or email. Please ensure that your correct contact info is on file so that you do not miss any updates.

3) End of Session Surveys

At the end of your sailor's session of sailing school you will receive an email with a link to our online survey. We use the feedback received through our survey to ensure we are providing the best possible experience for all of our sailors.

Registration Deadline

All Sailing School registrations and registration changes must be made by 5:00 pm on the Wednesday prior to the session commencing.

If you need to make any changes to your child's registration or update their medical information, please contact the Sailing School registration person by phone or by email.

Session #1 July 2-5 - deadline for changes to registration Wed June 26, 2024

Session #2 July 8-12 - deadline for changes to registration Wed, July 3, 2024

Session #3 July 15-19 - deadline for changes to registration Wed, July 10, 2024

Session #4 July 22-26 - deadline for changes to registration Wed, July 17, 2024

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



A typical day at Sailing School

The following schedule represents a sample day at Sailing School. Times and activities may vary. The goal is to have sailors out on the water in the morning and the afternoon

9:00 am	Sailor sign-in and small group games
9:15 am	Activity block 1
10:45 am	Morning snack
11:00 am	Activity block 2
12:00 pm	Lunch
12:30 pm	Small group games/craft
1:00 pm	Activity block 3
2:15 pm	Afternoon snack
2:30 pm	Activity block 4
3:30 pm	Boat equipment clean-up and games
4:00 pm	Sailor sign-out

Absent and Sick Days

If your sailor will be absent for one or more camp days, please email the Sailing School office champlain.sailschool@gmail.com or phone and leave a message at the Champlain Sailing Club at (705) 326-8445. In your message, please indicate the following:

- 1) Sailor's name
- 2) Expected date of return

To prevent the spread of illnesses we ask that you keep your sailor home if they are feeling sick.

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



What to Expect

2 sailing instructors to 16 sailors, plus 1 sailing instructor on land for coordination and emergencies.

Groups may be split according to sailing ability.

Groups will be together for lunch and whole school activities.

Sailing School Supervision

All Sailing School staff are chosen for their commitment to safety and the well-being of each sailor. Our training program educates staff on their role in making each sailor's experience a success. Part of this training includes sessions on group dynamics, water safety. In addition, all staff hold Standard First Aid and CPR certification, Pleasure Craft Operators Card, have Radio operation training, are Registered with Sail Canada as an Instructor, and are required to provide a Vulnerable Sector Reference Check.

What to Bring to Sailing School

To ensure your sailor is prepared for each day, please pack all of the items listed below. Most sailing school activities will continue rain or shine so it is very important that all sailors are dressed appropriately for the weather.

- Hat and Sunglasses with strap (to prevent loss in the lake)
- Sunscreen
- Reusable water bottle
- Grippy sandals or water shoes, not flip flops
- Bathing suit and towel
- Nutritious litterless lunch and snacks
- Backpack or bag capable of holding all items
- Rain jacket and rain boots if required

Lost and Found

All lost and found items will be held at Sailing School until the end of August. Where possible, found items will be displayed at sign-out for parents and guardians to see. In order to reduce lost and found we ask that you label all of your sailor's items.

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



Valuables at Sailing School

Because of the wet nature of sailing and spending time outdoors near water, we ask that you do not send your sailor to sailing school with any valuables (iPods, phones, tablets, toys, jewellery, etc.). These items are not a part of our sailing program and do not fit into our daily plans. Please do not send money to sailing school, there is nowhere to spend it anyway.

If a sailor arrives at sailing school with any valuables, the Lead Instructor will take the items for the duration of the sailing day and return them at departure time.

Sign-in and Sign-Out

Your sailor's safety is our primary concern throughout the day. All sailors must be signed in and out by an approved parent or guardian. This will require a parent or guardian to meet the Sailing School Instructor in the designated sign-in/out area and physically sign the Sailing School roster acknowledging that the camper has been dropped off/picked up.

Only those listed under the parent/guardian and alternate pick up sections of your sailor's registration will be allowed to sign your sailor out. If someone else will be picking up your sailor, please ensure you provide a signed written note to Sailing School staff. Photo identification will be required at every sign out. Please ensure that everyone authorised to pick up your sailor is aware of the need to present photo identification.

If you are dropping your sailor off late, please be sure to sign them in with the Sailing School Instructor.. For safety reasons, please do not let your sailor find their instructor on their own.

Snacks and Lunches

Each day sailors will sit down with their group for two fifteen minute snack breaks (one in the morning and one in the afternoon) and one half hour lunch break around midday. To ensure your sailor has what they need, please refer to the following list of do's and don'ts when preparing your sailor's lunch and snacks:

- **Do** pack your sailor with a nutritious, **litterless** lunch complete with several ready to go snacks.
- **Do** consider that your sailor will be physically active throughout the day and may require more food than they typically eat at school.
- **Do** pack your sailor with a full **reusable** water bottle, this can be refilled at the clubhouse
- **Don't** pack your sailor with heat sensitive food items. Sailors will not be able to refrigerate or reheat their meals at sailing school.
- **Don't** include snacks or meals that contain nuts or nut products.

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



Medications

All medications required by your sailor during the sailing school day should be noted on their online registration form. All medication sent to sailing school must be:

- In its original packaging
- Stored in a plastic baggie
- Clearly labelled with your sailor's name, dosage, instructions

All medications must be turned in to the Lead Instructor who will store them in a locked location and assist your sailor with administration at the required time(s). We ask that you communicate any specific instructions to the Lead Instructor during sign in.

EpiPens

All allergies requiring an EpiPen should be noted on your sailor's online registration form. Sailors must carry their EpiPen with them at all times throughout the day, and be waterproofed in case of immersion in the lake.

If supplied, additional EpiPens may be carried by your sailor's instructor. These EpiPens will then be stored in the locked medication box overnight unless otherwise noted.

Sun safety and Hydration

At Sailing School, your sailor will be exposed not only to the sun, but the reflection of the sun off the water - sun protection must be taken seriously. In order to keep your sailor safe in the sun, we ask that you apply sunscreen before arriving at sailing school each day. Please be sure to send your sailor with extra sunscreen to be reapplied at snack and lunch breaks.

We like to follow these sun safety rules:

1. Slip on a sun protective shirt
2. Slap on a hat
3. Slop on some sunscreen
4. Slurp some water

Throughout the Sailing School day all of our staff will role model these rules. Our staff will encourage sailors to reapply sunscreen and refill their water bottles at every snack and lunch break. When necessary some sailing school activities will be moved to shaded areas. In extremely hot and humid weather, all necessary measures will be taken to keep sailors safe and hydrated.

Swimming and Boating

All swimming and boating sessions will be supervised by Sailing School instructors. PFDs will be worn by sailors and Sailing School instructors **at all times** when in boats, on docks and while swimming. This is non-negotiable. Parents/guardians of any sailor that refuses to wear their PFD at these times will be called to pick their sailor up from camp.

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



CSC Sailing School Code of Conduct

Please review the following code of conduct for yourself and with your sailor. You will be asked to sign the code of conduct review on the sailor registration to indicate that you and your sailor understand the following:

As a sailor, I pledge that:

- I will respect and care for myself, those around me and our environment
- I will make honesty the basis of all relationships and interactions
- I will accept all youth sailors and allow everyone equal opportunity to participate
- I will be responsible for my own actions, attitudes and behaviours

Why a Code of Conduct?

A code of conduct helps to:

- Build team spirit and a sense of belonging
- Ensure everyone takes responsibility for their own behaviours, attitudes and actions
- Contribute to the safety of sailors and Sailing School staff

If a sailor does not follow the code of conduct, we will take the following steps:

Step 1: Staff will redirect the sailor to more appropriate behaviour. The sailor will be reminded of the code of conduct and Sailing School rules.

Step 2: If the inappropriate behaviour continues, staff will document the situation using a 'problem solving plan'. This document will include an overview of the inappropriate behaviour, what provoked the situation, and the corrective action taken. Staff will notify the Lead Instructor of the situation. The Lead Instructor or their designate will discuss the situation with parents/guardians and provide a copy of the problem solving plan.

Step 3: If the inappropriate behaviour continues, the Lead Instructor will contact parents/guardians to discuss the situation. Depending on the behaviour, the Lead Instructor may request that the sailor take a short break from sailing school (e.g. be picked up early, take one day off). If the behaviour continues to interrupt the sailing school program, the sailor may be required to take a longer break or may be removed from sailing school for the remainder of the session.

The following behaviours are not acceptable and may result in the immediate removal of a participant for the remainder of the day, or week:

- Endangering the health and safety of sailors, staff, members, or volunteers
- Stealing or damaging CSC or personal property
- Leaving the program without permission
- Continual disruption of sailing school programming
- Refusing to follow the code of conduct or sailing school rules
- Using profanity, vulgarity, or obscenity
- Refusing to participate in activities or cooperate with staff
- Physical violence or bullying/teasing toward another sailor, staff, member, or volunteer

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



Program Expulsions

Intentional participant behaviour that puts the participant or others at physical or emotional risk may result in immediate dismissal from the program. In addition, consumption or possession of alcohol, drugs, vapes, tobacco products and illegal or harmful substances or possession of weapons will result in immediate dismissal from the program.

Any expenses incurred because of program dismissal will be the responsibility of the participant/parent/guardian. Parents/guardians or a suitable designate must be available to pick up participants should they be dismissed from their program. Refunds will not be issued for participants removed from Sailing School for disciplinary reasons.

Refunds and Cancellations

Requests for refunds of paid Sailing School fees must be made at least 14 days prior to the Sailing School session commencing in order for a refund to be considered.

Cancellation requests made less than 7 days prior to the Sailing School session must have an attached medical note in order to obtain a refund.

Refunds will not be issued in instances where the participant is removed from the Sailing School program at the choice or request of the participant, participant's parent/guardian or for disciplinary reasons.

Sailing School sessions may be cancelled due to low registration. Anyone affected by a cancellation will be notified two weeks prior to the Sailing School session commencing and will receive a refund.

CHAMPLAIN SAILING CLUB

YOUTH SAILING

fostering a friendly sailing community



Photo/Video Release

All photographs/videos taken of your sailor while at Sailing School are the property of the CSC Sailing School and may be used for promotional purposes. If you wish otherwise, please inform the Sailing School coordinator in writing. When registering your sailor, you would have agreed to the following photo/video release statement:

I understand and agree that the CSC Sailing School reserves the right and permission to publish, reproduce, distribute and/or otherwise use any still or moving photograph or video, for such purposes and with such frequency as it shall determine in its sole discretion without further compensation or consideration to me and without further authorization by me for, as yet, unnamed video or photographic projects (including promotion, marketing and social media) which shall constitute the sole property of the CSC Sailing School. The CSC Sailing School shall be released from and against any and all liability resulting from its use of the photos or related to my use of the product.

Contact

For registration assistance or questions, please contact Laura Grant, registration coordinator:

champlain.sailschool@gmail.com

Clubhouse Phone: (705) 326-8445

Sailing School Location

Champlain Sailing Club
145 Cedar Island Rd
Orillia, Ontario L3V 1S9