SAYCSC

After School Sailing Handbook

2023

Dear 2023 Families,

Please accept this letter to welcome and introduce you to the 2023 St. Augustine Yacht Club Sailing Center (SAYCSC) After School Sailing Program. As you read this, our staff is busy preparing for the weeks of fun and learning that lie ahead. We are extremely excited for another great spring season of sailing!

At SAYCSC we believe that ‘*Teaching a child to sail is to give them a gift for life.’* It is difficult to name another sporting discipline that teaches the amount of life lessons learned through time on the water. Self-confidence, responsibility, teamwork, problem solving, work ethic, spatial awareness, weather knowledge, engineering, and history are just a few of the many benefits sailing brings. It is our hope and goal that your child(ren)’s experience with us, the skills learned and time on the water, will provide the foundation for a life-long interest in the sport of sailing. SAYCSC prides itself on being the safest, most enjoyable, and most exciting place to learn to sail. Many of our staff developed their passion for sailing at SAYCSC Sail Camp and we look forward to sharing this sailing tradition with you.

As the first day of after school sailing approaches, we anticipate that you may have questions about our program. The following pages provide detailed information, including program schedules, what personal gear to bring, and important policies relating to safety both on and off the water. Please take a few minutes to review all this information and share it with your child(ren). It has been specifically designed to help you and your sailor(s) understand our expectations and be ready for the best time of your life!

On behalf of our staff, volunteers, and Board of Directors, we welcome you to the St. Augustine Yacht Club Sailing Center and look forward to a new season of sailing with you.

Best,

Marissa Burrier

SAYCSC Sail Director

ALL PROGRAMS ARE LOCATED AT:

ST. AUGUSTINE YACHT CLUB

442 Ocean Vista Avenue

St. Augustine, FL 32080

[www.staugustineyachtclub.com](http://www.staugustineyachtclub.com)

Tel. (904) 824-9725 – Fax (904) 824-7744

Manager – Dana Gray

SAYCSC Sail Director – Marissa Burrier

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 2023 After School Calendar & Program Offerings

We offer three after school programs: RB Hunt After School, Adventure Sailing, and Little Skippers, details and times listed below:

**RB Hunt After School Program (2:45pm – 6:00pm):** The RB Hunt After School program is open to students of RB Hunt only, grades 3-5 only. Our afterschool program consists of one day per week on Monday afternoons, for four consecutive weeks. We will pick your child up from RB Hunt at dismissal and walk them over to SAYC. From 2:45pm - 6:00pm your child will be in our care exploring Salt Run. Your child will participate in scavenger hunts, sailing, kayaking, paddle boarding, and more.  Sailing is conducted on the Hobie Getaway and Flying Scot sailboats. Pick up will be at SAYC. Registration cost includes an afterschool snack. Students commit to 4 weeks, Monday afternoon sessions only.

**Adventure Sailing After School Program (4:00pm – 7:00pm):** Adventure Sailing is for those who enjoy the adventure of sailing and is designed to engage and expand on existing sailing knowledge. Sailors commit to 4 weeks, Monday afternoon sessions only. Explore Salt Run while

sailing on the Hobie Getaway, Flying Scot, 420 sailboats.

**Little Skippers After School Program (3:30pm – 6:00p):** Little Skippers after school program is designed for 6–7-year-olds with or without water and sailing experience. Our curriculum is designed to introduce the basics of sailing and water safety and is instructed by adult US Sailing Certified instructors only. Little Skippers will experience sailing on the Hobie Getaway, Hobie Wave, Flying Scot and Opti SailCube sailboats. Explore Salt Run and beyond, and have fun sailing!

\*\*In the event of foul weather, your child will remain under our large, covered deck taking part in STEAM activities until 6:00pm pick up time. Activities include boat building, burgee making, and many other sailing related educational activities. Cancellation policy detailed further below.

Each program consists of two sessions, with each session consisting of four days, once a week. Session dates are listed below:

**Session 1 Session 2**

Monday, April 3rd Monday, May 1st

Monday, April 10th Monday, May 8th

Monday, April 17th Monday, May 15th

Monday, April 24th Monday, May 22nd

\*All participants must know how to swim and be comfortable on the water. USCG approved PFDs are required and must be worn at all times. SAYCSC can loan your child a USCG approved PFD if you do not own one.

**SAYCSC reserves the right to cancel any program at any time. In the result of such cancellation, you will be fully refunded.**

Sailor Drop-off and Pick-up:

For all after school and weekend programs, you must use the QR code at drop-off and pick-up. RB Hunt after school program kids will not need QR code for check-in, only check-out.

SAYCSC staff will provide supervision for pick-up until **6:00pm** for Little Skippers and RB Hunt after school sailors, and until **7:00pm** for Adventure Sailing sailors. **ALL SAILORS MUST** be picked up by that time. Please be mindful of afternoon traffic, bridge delays, parking, etc. If, under extenuating circumstances, you cannot arrange pick-up before the required time, SAYCSC will provide continuing supervision of your sailor(s). SAYCSC reserves the right to charge late fees for late supervision of up to $50.00/half-hour, including a full $50.00 for any fraction of the first half hour.

Anticipated late arrival/early departure: Should you anticipate an arrival later than **3:30pm (Little Skippers) or 4:00pm (Adventure Sailing), or if you anticipate missing an RB Hunt session,** you are required to notify the Sail Director in advance to advise. SAYCSC will arrange to have an instructor waiting for arrival to complete the check-in process. If SAYCSC is not notified in advance your Sailor may miss out on their session. Unsupervised drop-off without proper check-in is not allowed and will result in dismissal. Additionally, should you anticipate a departure prior to scheduled pick up time, please notify the Sail Director to advise. In this case, staff must arrange to be available to complete the check-out procedure. LATE DROP OFF AND EARLY PICK UP significantly impacts the experience for all others. For this reason, there will be a one time forgiveness with all other infractions resulting in a **$50.00 fee.**

While we do our best to accommodate busy schedules, it is difficult to safely enjoy our after school programs with delays and late arrivals/departures. Please ensure you arrive on time and pick-up on time each day. We thank you in advanced for your understanding and adherence to these policies.

 Sailor’s Daily Checklist

PLEASE LABEL ALL equipment and clothing with sailor’s first and last name. SAYCSC is not responsible for lost or stolen items. Sailors are solely responsible for keeping track of all personal equipment they bring and use. While we do our best to encourage personal responsibility, this is always an issue. Please remind your sailors at daily pick-up times to check for ALL belongings. A daily checklist of items include:

* Personal Flotation Device (PFD) and whistle. If you are unable to provide, SAYCSC has plenty to loan.
* Appropriate footwear (**closed toe and closed heel required**, no flip-flops or crocs, water shoes, sailing boots and old tennis shoes OK)
* \*REUSABLE water bottle (no single use plastics allowed) – SAYCSC will not provide cups for drinking!
* Sunscreen for body and face (lotion preferred, sprays are known to be highly ineffective). Hat, sunglasses, and buffs all encouraged for sun protection.
* Clothes to swim and sail in. Towel and change of clothes is recommended but not required.
* Rain gear if weather suggests.

Again, it is your sailor(s) responsibility to bring all items daily, clean up after themselves, and take all items home each day. Please help us reinforce this at home. Lost and Found items are discarded at the end of each week.

 Safety, Policies and Procedures :

1. Proper footwear must be worn at all times.
2. PFDs must be worn at any time on or around the water or SAYCSC dock, beach, or pier.
3. Sailors MUST remain under the supervision of SAYCSC staff AT ALL TIMES. Sailors are not to enter unassigned areas, the parking lot, park, or other areas without an instructor or volunteer.
4. Sailors must be closely accompanied by instructors whenever on the beach, dock, or in the water. NO running ahead or exploring areas without permission.
5. NO UNSUPERVISIED SWIMMING ALLOWED.
6. Running and horseplay is prohibited on and around dock, beach, pier, and SAYCSC facilities.
7. Sailors are required to notify SAYCSC instructors or staff of any equipment breakdowns immediately. Such breakdowns may arise due to regular wear and tear.
8. Sailors must report any and all injuries and illness that may arise throughout the course of the day.
9. ALL Sailors are required to pass a swim test on the first day of a new program, even if previously demonstrated.
10. While operating their vessels, sailors must stay in the designated sailing area near their instructor and other sailboats in the group.
11. All sailors are required to treat fellow sailors, parents, instructors, SAYCSC staff and SAYCSC members with kindness, respect, care, and consideration. We have a **ZERO** tolerance policy for any unkind behavior. An initial warning and communication with parents will be given upon first infraction. Any subsequent behavior infraction will serve as grounds for complete dismissal from SAYCSC sailing programs, including a forfeiture of all fees and expenses.
12. Sailors shall treat SAYCSC facilities and premises with respect and care. This includes:
	1. An absolute prohibition against the deliberate mistreatment/reckless destruction of property
	2. The responsibility to avoid creating hazards, messes, and other damage by negligence
	3. The responsibility to track down and dispose of any and all trash created by him/herself or other negligent sailors, and
	4. The responsibility to return all equipment to the location and in the condition which it was retrieved.
13. SAYCSC strongly discourages sailors of all ages bringing any valuables or electronics equipment (including cell phones, iPods etc.) or any form of currency to camp. SAYCSC will not be responsible for the loss, theft, or destruction of such items. **NO CELL PHONE USE AT ANY TIME, FOR ANY REASON**. All emergency phone calls will be handled via the Sail Director. If you need to communicate with your child during Sail Camp hours, please do so via the Sail Director with prior notification. Speakers and drones must be approved prior to use.

For the safety of all Sailors and staff, and to avoid all types of unnecessary difficulties, it is especially important that sailors understand and continue to respect the above SAYCSC policies. Please discuss them with your sailor(s). Each first day of a session, all sailors participate in a safety briefing and grounds walk with Sail Director. This list of polices is not intended to be exhaustive, and instructors may advise sailors of important policies when necessary.

**Cancellation Policy:**

To cancel your registration, you will need to notify the Sail Director. Cancellations received two weeks (14 days) or more in advance will receive a full refund. Cancellations received 13-7 days before your first day will receive a 50% refund, and cancellations received 6 days or less in advance will not be refunded. No partial or full refunds given for missed days.

After school programs have limited availability and therefore cannot accommodate switch requests.

**Dismissal Policy:**

SAYCSC reserves the right, in the exclusive discretion of SAYCSC Sail Director and Management, to dismiss any Sailor who repeatedly interferes with the health and/or safety of other and success and safety of the program. **Dismissal from SAYCSC sailing programs results in a complete forfeiture of fees.** SAYCSC policies are set and implemented to ensure the safety and comfort of all sailors, optimizing their learning, and protecting both SAYCSC and sailor property. Above all, SAYCSC wants sailors to **be safe, and have fun.**

**Fee & Scholarship Policies:**

SAYCSC cannot and will not pro-rate or otherwise discount session fees based on planned or unplanned absences. SAYCSC cannot and will not offer “split” sessions or session fees. To secure a Sailors participation in any program offered, payment in full is required at time of registration. **This policy is non-negotiable and uniformly enforced.**

Full and partial scholarships are available to local youth participating in our summer Sail Camp program. Scholarships are funded from the generosity of donors and awarded on a case-by-case basis. Financial assistance is fully confidential. Please contact the Sail Director for more information. There is a possibility that funds will be available to fall program participants.

**Inclement Weather Policy:**

Safety is our top priority at SAYCSC. While we will sail through rain, we do not allow any water activity when there is lightning within a 10-mile radius. As passing thunderstorms are very much a part of Florida weather patterns , we have many “wet weather” activities planned to keep your child(ren) engaged, learning, and having fun until pick-up time. However, in the event that any day must be fully or partially cancelled due to planned or unplanned inclement weather, you will be notified via email/text/phone by Sail Director. Tropical Storms, Hurricanes, and/or Tornado watch or warnings will result in cancelled day(s). Should 2 or more full days be cancelled due to inclement weather or high winds, you will be refunded.

**SAYC SafeSport Statement:**

The safety of our staff and Sailors is of paramount importance at SAYCSC. SAYCSC has a **ZERO TOLERANCE POLICY** for abuse and misconduct. This includes not only on-water safety, but also safety ashore as part of any program at SAYCSC. SAYCSC is committed to creating a safe and fun learning environment for all.

In addition to our Codes of Conduct, all SAYCSC instructors are US Sailing Certified and SafeSport certified to ensure each sailing experience is safe and fun. Please see US Sailing’s SafeSport Handbook for more information.

**Feedback:**

We are constantly striving to improve all programs at SAYCSC. We welcome all suggestions, criticisms, and compliments. Any issues need to be addressed as early as possible with the Sail Director or SAYCSC Manager. Excluding safety concerns, any discussion must be taken up outside of instructional time and mustbe out of the presence of children and third parties. Complaints or suggestions, whether simple, complex, or serious, should be made or followed up in writing. This helps SAYCSC understand the issue fully and reduces misunderstandings.

It is important to us that your sailor’s experience is as best as it can be. For this reason, we ask that your Sailor **WANT** to attend our programs. Our staff is trained to deal with all youth learning issues except apathetic attitudes.

**Healthy Sailing Begins and Ends at Home!**

By starting the day with a nutritious breakfast and going through the checklist with your sailor each morning, you will be set for an AWESOME afternoon with us! Here are some things you can do at home to help your sailor have a great experience:

1. If your child is showing signs of illness, such a running a fever, throwing up, has diarrhea, nasal drainage and/or coughing/sneezing, please keep your child at home and contact the Sail Director. This greatly reduces the spread of illness and helps support your child’s recovery.
2. Remind your child to wash/sanitize their hands regularly, especially before eating and after using the restroom.
3. If your child has mental, emotional, or social health challenges, please notify the Sail Director and to come up with a plan that best suits all.
4. Make sure your child has appropriate footwear and understands all expectations. Although we have a thorough walk-through of all rules and facilities, your reminders help!
5. Fatigue and heat exhaustion are real threats during our Florida summer and fall seasons. Please make sure your child gets a good night’s sleep and is constantly hydrating.
6. Do not forget to send in dry clothes and a towel, comfort is key! Reusable water bottles should be re-filled multiple times throughout the day.
7. Please do not forget to send your child with sunscreen. Lotion is preferred over spray-on due to its effectiveness, instructors will assist if necessary.
8. Talk with your child about trusting their instructors and communicating needs promptly. We are all here to make your child’s experience one to last a lifetime.

Lastly, please remember all completed forms must be ready at drop-off or sent in prior to sailor’s first day. Blank forms are provided in the final pages of this Handbook and on our website.

Thank you for your help in ensuring a safe and fun sailing experience for all!

*\*Disclaimer: Please be advised that all the information, policies, conditions, and measures contained in this document will not be relied upon as legal or medical advice, not to be construed as any form of guarantee or warranty. Given the extremely dynamic and rapidly evolving COVID-19 pandemic, the information in this document does not take into account any applicable pending or future legislation, mandates, or orders introduced with the intent to override, alter, or amend current information, policies, conditions, and measures.*

*The COVID-19 outbreak continues to be a rapidly evolving and fluid situation that presents health and business risks on a global level. St. Augustine Yacht Club is continuously monitoring developments worldwide, nationally, and at the state and local levels.*

*The operational decisions of when to open, and what programs and services to offer, will be made by SAYC’s leadership, officers, and legal counsel. These are not easy decisions to make. The health, safety and welfare of our members, staff and program participants will always be our top priority.*

2023 After School Program Waiver

For and in consideration of the *St. Augustine Yacht Club* (the “Organization”) allowing me, the undersigned, to participate in any capacity in an Organization sanctioned, licensed, or approved event or activity (“Event” or “Events”); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Agreement (the “Agreement”):

A. RULES AND REGULATIONS: I hereby agree to abide by the rules, regulations, and policies of the Organization, including any and all COVID-19 related safety measures required by the Organization.

B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with the sport of sailing, and that participation in any Organization involves risks and dangers including, without limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and disease (including communicable diseases such as COVID-19), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with other participants or natural or manmade objects; adverse weather conditions; facilities issues and premises conditions; failure of protective equipment; inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the Event organizers and competition management; and other undefined, not readily foreseeable and presently unknown risks and dangers (“Risks”).

C. ASSUMPTION OF RISK: I understand that the aforementioned Risks may be caused in whole or in part or result directly or indirectly from the negligence of my own actions or inactions, the actions or inactions of others participating in the Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby voluntarily and knowingly assume all such Risks and responsibility for any damages, liabilities, losses, or expenses that I incur as a result of my participation in any Events. I also agree to be responsible for any injury or damage caused by me or any agents under my direction and control at any Event.

D. RELEASE AND INDEMNITY: In consideration of my participation in any Event, I hereby release from liability and waive any claims against the owner or organizer of the Event, its licensees, competition managers, promoters, sponsors, advertisers, beneficiaries, venue providers, and supporting organizations, together with the officers, directors, employees, volunteers and contractors of them (the “Released Parties” or “Event Organizers”), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss, or expense (including court costs and reasonable attorney fees) of any kind or nature (“Liability”) which may arise out of, result from, or relate in any way to my participation in the Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties. Further, I agree to indemnify, defend, and hold harmless the Released Parties and Event Organizers against and from any and all Liability imposed on, incurred by, or asserted against any Released Party or Event Organizer resulting from, arising out of, in connection with, or relating to my breach of this Agreement.

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

F. CONSENT FOR PHOTO RELEASE: I hereby grant on behalf of myself, or if the applicant is a minor as their parent or guardian, to SAYC the irrevocable right and unrestricted permission with respect to photographic images taken of me (my child) at SAYC or in its programs and allow SAYCSC to use these images in its brochures, websites, and any other media for legitimate business purposes into perpetuity and grant SAYC ownership of these images and waive liability relating to their use

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE, WAIVER FROM LIABILITY, AND INDEMNIFICATION.

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby accept and agree to the terms and conditions of this Agreement in connection with my (or the minor’s) participation in any Event.

Participant Signature: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian Signature (required if participant is under the age of 18):

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 Parent/Legal Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**St. Augustine Yacht Club, Inc.**

442 Ocean Vista Ave.

 St. Augustine, Florida 32080

Tel (904) 824-9725 • Fax (904) 824-7744

Email: saildirector.staugustineyc@gmail.com

**SAYC Emergency Action Plan**

**WATER EMERGENCY**

1. Emergency is recognized and Coach/Volunteer/*Person* (C/V/P) acts
	1. C/V/P signals 3 short whistle blasts
	2. C/V/P immediately goes to victim. If time allows, radio contact is made communicating nature of emergency, naming back-up help, and summoning back-up
2. C/V/P contacts victim and moves victim to safety
3. C/V/P assess victim’s condition

If Victim needs care:

* 1. C/V/P names and summons back-up person, calls for First Aid Kit – *SAYC coach boats have First Aid Kit in orange boat boxes*
	2. C/V/P names back-up to call 911 and names additional instructors/persons, if needed, to assist delivering EMS to victim
	3. C/V/P administers First Aid/CPR
	4. Back-up stands by, clearing rescue area, if necessary
	5. Back-up notifies SAYC Manager **(904) 824-9725**
1. Parents notified
2. Witnesses interviewed
3. Written report completed (Incident Form)
4. Emergency and communication equipment checked and replaced, if necessary
5. Any corrective action taken
6. Return to duty
7. Staff discussion & debriefing

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**SAYC Emergency Action Plan**

**LAND EMERGENCY**

1. Emergency is recognized and Coach/Volunteer/*Person* (C/V/P) acts
2. C/V/P assesses victim’s condition

If victim needs care:

1. C/V/P signals emergency 3 short whistle blasts
2. Back-up assists, calls 911, retrieves Frist Aid Kit *from SAYC hallway which may include the portable AED located on right side of entrance to kitchen*
3. First Aid/CPR care provided
4. Back-up stands by and clears area of bystanders and boats for easy EMS access
5. Back-up notifies SAYC Manager **(904) 824-9725**
6. Parents notified
7. Witnesses interviewed
8. Written report completed (Incident Form)
9. Emergency equipment checked and replaced
10. Any corrective action taken
11. Return to duty
12. Staff discussion & debriefing