



QYC

**Youth Sailing
Program**

2018

**Parent-Student
Handbook**

2018 YSP Parent/Student Handbook Contents

ACKNOWLEDGEMENT3

COMPLIANCE STATEMENT3

1. 2018 SUMMER SEASON INFORMATION4

 QYC YOUTH SAILING PROGRAM CONTACT LIST.....4

 2016 QYC OFFICERS.....4

 2016 SCHEDULE4

2. INTRODUCTION5

 MISSION5

 OBJECTIVE.....5

3. SAFETY.....6

 SWIM TEST7

 CAPSIZE.....7

4. GENERAL RULES7

5. RULES OF THE LAKE.....8

6. PERSONAL PROPERTY & THINGS TO BRING.....9

7. USE OF CLUB FACILITIES.....10

8. PROGRAM CURRICULUM.....12

9. CREWING12

10. UNITED STATES SAILING ASSOCIATION, INC.13

11. ARRIVAL AND PICK-UP PROCEDURE13

 WHAT TO DO IF LATE13

 WHAT TO DO IF ABSENT.....13

 EARLY PICK-UP.....14

 ALTERNATE PICK-UP ARRANGEMENTS14

 COMMUTING STUDENT ARRANGEMENTS14

12. STUDENT SAFETY CONDUCT CODE / DISCIPLINE POLICY14

13. PERMISSION SLIPS.....14

14. STUDENT RECEIPT.....16

 STUDENT SAFETY CONDUCT CODE / DISCIPLINE POLICY.....17

 PERMISSION FOR STUDENT TO SELF-ADMINISTER ASTHMA OR ALLERGY TREATMENT18

 CHILD PICKUP OR COMMUTING PERMISSION19

 CHILD CARE OR TRANSPORTATION WAIVER.....20

 STUDENT RECEIPT21

 TRAFFIC CONTROL PLAN21

Acknowledgement

We would like to thank all those who have contributed to making this handbook a reality with their knowledge and hard work. The Quannapowitt Yacht Club Youth Sailing Program has existed in many forms during our one hundred plus year history. It is through the vision, enthusiasm and driving force of Scott Foberg that the program has been enlarged and expanded to where it is today. We hope that we have captured the essence of Scott's wisdom in this handbook. I am indebted to the six people who served on the Youth Sailing Program Ad Hoc Committee with me. They have collectively contributed hundreds of hours over the past seven months attending meetings and working on projects at home.

April, 2004

Stefan Taschner, Chairperson

Youth Sailing Program Ad Hoc Committee

Steve Breton
Gerard Ross

Rose Krepps
Terri Shortlidge
Mary Vardaro

Robert Rex
Stefan Taschner

Compliance Statement

This camp must comply with regulations of the Massachusetts Department of Health and be licensed by the local board of health. Parents/guardians may request copies of the QYC Youth Sailing Program policies on staff background checks, healthcare, and discipline.

1. 2018 Summer Season Information

QYC Youth Sailing Program Contact List

Youth Sailing Coordinator	Holly Lannen	617-543-8238 or sailmarvel@yahoo.com
Program Director		781-281-9772 or qycysp@gmail.com
Absences	QYC	781-281-9772 or qycysp@gmail.com

QYC Youth Sailing Program Committee

Chairperson	Holly Lannen
Members	Birgit von der Heide-Elliot Susan Keene

2018 Schedule

Student Orientation Saturday, June 16, 2018, 10:00 a.m.

Sailing Program Schedule

Session S1 June 25 - July 6, 2018
Session S2 July 9 - July 20, 2018
Session S3 July 23 – August 3 2018
Session S4 August 6 - August 17, 2018

Racing Program Schedule

Session R1 June 25 - July 20, 2018
Session R2 July 23 - August 17, 2018

For 2018, one week “Try It” sessions are available on the first week of each of the 2-week Sailing sessions. Only first time beginner students ages 8-11 are eligible for the “Try It” session.

2. Introduction

On behalf of the members, officers, and staff of the Quannapowitt Yacht Club (QYC), welcome to our club and the Youth Sailing Program. Whether this is your first exposure to sailing or you have prior experience we want to make sure that this will be an enjoyable and fun experience. We have developed this handbook for you and your family to keep as a reference. We hope that we have answered all of the questions that might arise throughout the program. If you would like additional information, please feel free to contact the QYC Youth Sailing Coordinator (please refer to the *Youth Sailing Program Contact List*).

In order to ensure that we maintain the highest quality program possible, we welcome and encourage your comments. The Board of QYC has designated one club member as the Youth Sailing Program Coordinator. This individual is the main “Go-To Person” for the Youth Sailing Program. The coordinator is in constant communication with the program staff and is in day-to-day contact with the Officers of the club. Please feel free to contact the coordinator any time you have input about the program.

Mission

It is the goal of the Quannapowitt Yacht Club Youth Sailing Program to provide a safe and nurturing environment for children between the ages of eight and eighteen to learn to sail or to increase their existing sailing knowledge and skills. The focus of the sailing program is on the fun, enjoyment, accomplishment, and development of self-esteem that results from learning to sail while emphasizing good sportsmanship. The program is geared toward sailing as a hobby or sport with the ultimate intent of racing. The learned skills will provide the foundation for a lifelong love of sailing and a desire to become part of the QYC community. In addition to sailing, the program covers the proper use and care of boats, sails, moorings, and the docking area. Safety standards will be taught and strictly enforced to prevent accidents.

Objective

The Quannapowitt Yacht Club Youth Sailing Program is based upon the well-established curriculum of the United States Sailing Association, Inc. Students will learn the proper use and care of boats, sails, lines, and equipment as follows. Students will begin each day by retrieving their boat from the storage area, rack, or mooring and rigging it at the dock. They will have a thorough inspection with an instructor to verify their boat is properly rigged and ready for safe sailing. The student will make any necessary corrections. Students will end the day by ensuring their boat is shipshape, de-rigging it, stowing their gear and returning the boat to its mooring, rack, or storage area. Students will learn how to make simple repairs to keep their boats in good condition.

Safety is of prime importance and each student will follow the rules and guidelines of the Quannapowitt Yacht Club, which are intended to ensure their own safety and the safety of

others. Since there is some inherent danger associated with boating and water activities, each student must demonstrate their swimming ability by passing a basic swimming test. Students will learn to react to, recover, and regain control after an emergency such as a capsized sailboat or a crewmember overboard.

Advanced students will learn basic racing skills required to start and compete in a race of comparable boats. Students will practice by racing each other in order to develop winning strategies. Students who are members of the club will be encouraged to participate as a crewmember or skipper in the club's sailing series and / or regattas, and participate when possible in United States Sailing Association, Inc. programs.

3. Safety

Safety standards will be taught and strictly enforced to prevent accidents. When participating in any Quannapowitt Yacht Club activity or program, students will be expected to observe the following rules

- **Docks** - No running on, pushing, jumping, or diving off the docks.
- **Swimming** - No swimming off the docks unless instructed to do so as part of a program activity (such as the capsize exercises). No swimming under the docks or boats. No recreational swimming. However, the sailing program does include some water activities, drills, or games. They may take place around the docks or at the boat launch area (sandy beach) and will be conducted under the supervision of the instructors.
- **Personal Flotation Device (PFD) or "Lifejacket"** - Every student is required to obtain a U. S. Coast Guard approved Type III Personal Flotation Device¹. They must bring their PFD with them every day. Their PFD must be **worn** at all times when they are at the waterfront, on the docks, in boats, or out on the lake. Refer to "*Personal Property & Things to Bring*" on page 9.
- **Signal Whistle** - Every student is required to obtain a loud signal whistle and attach it to his or her PFD. They would use the whistle to signal for help in an emergency. Refer to "*Personal Property & Things to Bring*" on page 9.
- **Foot Protection** - Students must wear proper footwear to prevent slipping on wet surfaces such as the decks of boats and for protection from splinters. Refer to "*Personal Property & Things to Bring*" on page 9.
- **Injury** - Report all personal injuries to an instructor immediately. All injuries are recorded in the YSP Medical/Incident Log.
- **Powerboat Use** - The club's three powerboats are for safety, rescue and recovery use and may only be operated by authorized club personnel. If students need to be transported in a powerboat they must be seated and wearing their PFD.

¹ Refer to *Start Sailing Right*, Chapter 2 Safety & You, Life Jackets (PFDs), for additional information

² Refer to *Start Sailing Right*, Chapter 11, Capsize Recovery, and Chapter 12, Overboard Recovery for information.

Swim Test

In order to participate in the youth sailing program every student must be able to demonstrate his or her basic swimming ability.

- Returning students have passed a swim test in previous years and are exempted from a retest.
- Prior to commencing camp students must bring a certificate from a recognized swimming program, such as the YMCA or Red Cross, that indicates successful completion of the following test:
 - Swim (without life jacket) 125-feet using any stroke
 - Tread water for 2 minutes
 - Put on life jacket while treading water six feet deep or more
- The Burbank YMCA in Reading, MA provides swim tests. The cost is \$5.00. Contact Aquatics Director Amy Vendt at 781-909-7409 or AVendt@ymcaboston.org to schedule an appointment.

Capsize

At the beginning of every two-week session, every student will learn the basic skill of capsizing in a sailboat.² The students are instructed in a controlled environment, with guided practice, to react to their boat going over and being thrown into the water. They will learn the proper procedures to follow, not to panic, and to maintain control. This will allow them to react in a safe manner when they do capsize as a result of a gust of wind in the middle of the lake. They will also learn the appropriate rescue and recovery procedure so they would be able to assist other sailors if needed.

4. General Rules

QYC Rules – Quannapowitt Yacht Club Rules are available on the website sailqyc.com and in a binder at the club. All members and guests of QYC are expected to abide by these rules.

Discipline - Any discipline problems that pose a safety concern for other students will result in the misbehaving students being removed from class. The *Student Safety Conduct Code / Discipline Policy* details the expectations and procedures.

Swearing - No profane, disrespectful or degrading language will be tolerated at any time.

Horseplay - No running, chasing, tag, throwing of objects or other general horseplay activities are allowed. Members of QYC often use the club facilities; please respect their right to also enjoy the use of the area.

Powerboat Use - Students will only be allowed in powerboats for appropriate sailing program activities. When transporting students:

² Refer to *Start Sailing Right*, Chapter 11, Capsize Recovery, and Chapter 12, Overboard Recovery for information.

- No wake in mooring and docking area
- No overloading of powerboats
 - Rescue 1: no more than 4 passengers plus operator
 - Rescue 2: no more than 6 passengers plus operator
 - Rescue 3: no more than 6 passengers plus operator
 - Pontoon boat: no more than 7 passengers plus operator
- No recreational use of powerboats
- No students driving powerboats
- No full-throttle operation of powerboats except in emergency situations

In a rescue and recovery operation, the instructor will exercise their judgment of appropriate use of the boats based upon the circumstances.

5. Rules of the Lake

Lake Quannapowitt is the headwater of the Saugus River. It covers a total of 254 acres and is relatively shallow. The mean depth is only 6-feet with a maximum depth of only 11-feet. The bottom consists of mud and gravel and the water has very limited transparency.

One “marked” obstruction must be avoided. “Cemetery Point” forms the southern side of the QYC mooring area (cove). There is a buoy located approximately 150 feet offshore from Cemetery Point. Do not sail between the buoy and the shore; you will damage the keel or centerboard of your boat.

Due to the shallow water, sailors should avoid sailing less than 50-feet from the shore. Anglers have deposited some large objects along the shoreline to provide a perch for fishing and these large objects are located below the surface of the water.

Sailors should be aware that due to the mud and limited visibility, anything lost overboard would be difficult to recover. They should make note of the shallow muddy bottom. If their boat capsizes and the end of the masthead drops below the surface of the water it will likely become imbedded in the mud. Rescue and recovery procedures should be carefully followed to minimize damage to the mast. The mud that will coat the sails, rigging, mast, you, and your clothing will leave a permanent stain if not washed off immediately.

6. Personal property & things to bring

Please label all personal property that you bring to QYC with your name!

Lunch - Students should bring a bag lunch **Monday** through **Friday** Lunches that require refrigeration will be collected by an instructor in the morning and stored in a refrigerator in the kitchen.

Personal flotation, shoes, towel, clothes, etc. - Each student must bring the following items with them each day:

- Coast Guard approved **Personal Flotation Device** (PFD / lifejacket), (\$20 - \$60), see *Safety* on page 6.
- **Signal whistle** attached to the PFD (\$3 - \$6). See *Safety* on page 6
- **Footwear**, Non-skid shoes are necessary for traction on wet or slanted decks. They should cover toes and heel to prevent splinters from the dock. Water shoes or boat shoes work best, (\$15 - \$30); their soles are designed for wet traction and the shoe dries quickly. Flip-flops get lost in the water and do not provide any protection. See *Safety* on page 6.
- **Optional Sailing Gloves** (\$15-\$30) - Special gloves with no fingertips to help grip the wet lines in heavy air.
- **Backpack or Bag** - to neatly carry and store all of your gear
- **Hat** - with visor (baseball cap) to shield your eyes and keep the sun off your head
- **Sunscreen** - (SPF-30 or higher) to protect skin, even on cloudy days. Reapply frequently.
- **Swimsuit, Towel**
- **Change of clothes** - Wear loose clothing. Bring extra clothing in a bag or backpack so you can add layers for warmth or change into dry clothing if you get wet. On warm days, wear light, breathable clothing, preferably in lighter colors (they are cooler). Pack a waterproof (plastic supermarket) bag to carry your wet clothing, swimsuit, or towel home.
- **Sunglasses** (with croakies if possible) - Wear sunglasses with good UV (at least 90%) protection. Polarized models are great for reducing glare off the water. Wear a cord (croakie) around your neck to keep them from falling overboard (some styles provide flotation to keep your sunglasses afloat).
- **Water bottle** - You need to keep hydrated in warm weather.

Where to buy equipment - Any of the above material may be obtained at a number of local variety, discount, sporting goods or marine supply stores. These stores are located within two or three miles of the club:

REI – 279 Salem St., Reading, 781-944-5103, rei.com

West Marine – 299 Mishawum Rd, Woburn, 781-933-0000, westmarine.com

Boats & Motors – 299 North Ave, Wakefield, 781-245-3080 boatsnmotors.com

Medications - We have no provisions for dispensing medication. Parents/guardians will need to make the necessary arrangements for medications. *Students who are deemed competent by their parents may carry asthma and allergy treatments. Parents must sign the permission form.*

Cell Phone - If your parents have you carry a cell phone for emergency contact, please keep it safely stored, turned off, or in silent mode. Remember that we are not responsible for lost or stolen articles.

DO NOT BRING: valuables, electronic equipment, toys, games, tools, pocketknives, or weapons of any kind - Quannapowitt Yacht Club is not responsible for lost items.

7. Use of club facilities

Students need to be aware that they are guests of the Quannapowitt Yacht Club. We request that they respect the club's property and be courteous to, and respectful of, the club's members. For this reason,

- We have limited the areas to be used by the students
- We ask that the students clean up after themselves
- We request that they "police the area" to keep it clean
- Please do not run around the grounds or generate excessive noise

Club Steward - The club employs an individual to maintain and look after the facilities. The steward is not a lifeguard or babysitter but may assist the Youth Sailing Staff from time to time.

Storage Area - The club has provided a storage area under the tables just outside the kitchen door. This area is for your backpack or bag and other items that you bring each day. Please keep this area neat and orderly. Please respect the other student's space and property.

Clothesline - We have provided a clothesline that you should use to dry your towel, clothing, etc. Please do not leave your towels or clothing around the grounds, on railings, on furniture, or inside the clubhouse.

Clubhouse – Please dry yourself off and wipe your feet before entering the clubhouse. If your bathing suit is wet, please wear a dry towel over it and do not sit on upholstered furniture. If the floor becomes wet, it will be very slippery.

Kitchen – Students may not enter the kitchen. One of the instructors will store students' bag lunches in the refrigerator.

Office – No student is allowed into the office unless specifically authorized by an instructor.

Television – The steward or the instructors will operate the video and entertainment equipment. This equipment is provided for use as a teaching tool.

Hoist and Cabinet – There is an electric hoist and an equipment cabinet located adjacent to the north dock. This is strictly off limits to all students at all times. The cabinet is for storage of powerboat equipment and supplies and should only be opened by authorized personnel. The hoist is used to move boats to and from the water and may only be operated by authorized personnel.

Parking area / Linda Road - The QYC has maintained a friendly relationship with the residents of Linda Road. This relationship is extremely important to the club and must be respected at all times. The **speed limit of 10 MPH**, shall be observed in the **parking lot and on Linda Road**. Unnecessary racing of motors and blowing of horns will not be permitted. Do not block the exit of other cars in the parking lot, and be considerate of others.

Please keep in mind that the parking lot is part of the Linda Road public way and is not a playground. Cars come in to turn around and may not expect children to be playing there. If you are folding sails in the parking lot, please be cautious and aware of any moving vehicles.

Youth Sailing Program Telephone 781.281.9772 and email qycysp@gmail.com – We ask that parents communicate in person with staff at the beginning or end of the day if they have a concern or question. If parents call the YSP phone number it will ring between 8:30-4:30. Director Chris Snow will answer phone when possible and will check messages periodically during the day. Often it may be easier to send an e-mail to qycysp@gmail.com, as the staff may be more readily able to answer while on the water teaching. If parents call before 8:30 AM or after 4:30 PM it will go to voicemail and parents should leave a message. The Quannapowitt Yacht Club clubhouse telephone number is 781.245.9518. This telephone does not have an answering machine.

Website www.sailqyc.com - Quannapowitt Yacht Club maintains a website with useful information about club membership, activities, fleets, calendar, youth sailing program, etc.

Decks – Please be aware that club members may be using the decks. Please be courteous and respectful to others at all times. Students may sit on the decks but this is not a play area. Please do not leave personal items on the deck. If necessary, please use the clothesline for drying towels, clothing, etc. If you eat on the deck, please dispose of trash and beverage containers in appropriate receptacles.

Bathroom / Shower - There is a shower located in the women's bathroom but not in the men's bathroom.

Message Board – There is a Club Member "Corkboard" located in the clubhouse next to the class area "Whiteboard." Messages for individual students or members may be pinned to the board. Instructors are available to talk to parents and / or students before and after each class. Parents may also communicate with written notes via the corkboard. However, important notes such as early dismissal should be hand delivered to an instructor. Students and club members may use the message board to arrange for crewing.

Equipment / Sail lockers - There are sail lockers located along the waterfront next to the clubhouse. The lockers are kept locked at all times and should be opened by club personnel. Students will keep the lockers neat and orderly with equipment replaced according to corresponding sail numbers and bags. Students will remove and return sails and equipment to and from the lockers under the supervision of instructors.

Storage Shed - There is a storage shed located adjacent to the parking lot near the beach. The shed is for storage of maintenance equipment, materials, and supplies as well as sails for some of the boats. Student usage of the shed will be under the supervision of the instructors. This area must be kept neat and orderly to ensure a safe environment.

8. Program curriculum

The Quannapowitt Yacht Club Youth Sailing Program follows the "Small Boat" curriculum of the United States Sailing Association, Inc (US SAILING). We employ instructors who have earned the US SAILING Level II (Racing) instructor certification or Level I (Sailing) instructor certification. All training material and publications used are developed and or distributed by US SAILING.

Students will work towards US SAILING "Small Boat Sailor" certification. This includes learning and then demonstrating mastery of skills in the following areas:

wind direction	rigging / unrigging	knots and lines
rules of the road	departure / landing	steering
safety position	tacking	points of sail
jibing	capsize recovery	overboard recovery
getting out of irons	upwind sailing	

Once certified as a "Small Boat Sailor," advanced students may work towards US SAILING "Small Boat Performance Sailor" certification. This includes learning and then demonstrating mastery of skills in the following areas:

seamanship	nomenclature	navigation
current	weather and land effects	proper sail trim
proper boat trim	roll tacking	jibing
sailing a windward leg	sailing a reach	starting
finishing	rounding marks	sailing without a rudder
sailing backwards	spinnaker skills and trim	trapeze

Each student will receive a *Small Boat Sailor Certification Record Book* to track their progress towards their US SAILING Small Boat Sailor Certification.

9. Crewing

Want to learn to race or hone your skills? Students who wish to go beyond the casual cruise around the lake may wish to crew on a QYC Member's boat during club races. In order to crew, the student must be either a member of the club or be a guest of the member for whom they will crew. The student should post a message on the corkboard stating that they would like to crew and listing their contact information. Club members may also post messages (with contact information) on the board stating that they are looking for students to crew on their boat. The student and club member need to work out the necessary arrangements.

Students with advanced skills and who are members of the club may skipper or crew on a club owned boat during club races. Club boats are available to members on a first come first served basis.

Students who are not members of the club but wish to expand their opportunities to sail may want to investigate club membership. Please visit the club's Website www.sailqyc.com or contact someone on the *Youth Sailing Program Contact List*.

10. United States Sailing Association, Inc.

The United States Sailing Association, Inc. also referred to as "US SAILING" is the Official National Governing Body of Sailing in the United States. It represents sailors in Olympic, government, and international organizations. US SAILING offers an extensive range of services and products to sailors. Please visit the US SAILING Website www.ussailing.org to learn more information on training, books, events, etc.

11. Arrival and pick-up procedure

The day begins promptly at 9:00 A.M. Students should arrive between 8:45 A.M. and 9:00 A.M. ***All students must be signed in at the beginning of the day.*** Students may be dropped off in the drop off line, where a Staff member will greet the student and check them in. Parents may also park on the left hand side of the parking lot and escort their children to check in. A traffic control plan is appended to this Manual. The program ends at 4:00 P.M. and students should be picked up no later than 4:15 P.M. A staff member will be located outside the front door of the clubhouse. Please park on the left hand side of the parking lot and affirmatively ***sign your child out for the day with this staff member.*** An additional staff member will be present to assist in safely directing traffic. Please notify instructors in writing if someone other than a parent is picking up a student, or if they will be picked up before the end of class (see below).

Every morning the students will meet at 9:00 A.M. in the QYC clubhouse to start the day. Upon arrival, if their lunch needs to be refrigerated, they should make sure that their name is on it and give it to the designated instructor. They should also store their backpack or bag neatly in the storage area in the labeled bins.

What to do if late

If a student arrives late, and all the instructors are out on the water, the parent should wait with student. The student should get ready to go out on the water and then wait on the clubhouse deck with parent for an instructor to return to the dock to pick him/her up.

What to do if absent

If a student will be absent, please call the YSP phone number 781.281.9772 before 9:00 A.M. to notify the instructors so they are not waiting for the student to arrive.

Early pick-up

If a student is going to be picked up early, please send a note with the student that morning. You need to tell us the time of pick up and who will be picking them up. This is important because the students may be out on the lake and the instructor needs to arrange to have your child brought into the clubhouse in time to be ready for pickup. Please make sure that you check in with an instructor in the clubhouse when you arrive to pick up the student.

Alternate pick-up arrangements

If a student is going to be picked up by an alternate person, *send a permission slip* with the student that morning. You need to tell us who will be picking them up. Please make sure that the person picking up your child checks in with an instructor in the clubhouse when they arrive to pick up your child.

Commuting student arrangements

If a student is going to travel on his or her own (walk, bike, or drive, etc.), *please send the permission slip* with the student. You need to tell us which days they will be traveling on their own. The student must check out with an instructor in the clubhouse when they leave for the day.

12. Student Safety Conduct Code / Discipline Policy

Safety of students and staff is our primary concern. Cooperation and respect are essential to safety and are expected from all students in the sailing program. The sailing program staff or director may remove a student from class if that student's behavior creates a disruptive or dangerous situation for him/herself, other students, or program staff. The policy is detailed on the following page. We request that all parents support our efforts by reviewing this policy with their children. *All students must return a signed copy of the Student Safety Conduct Code / Discipline Policy which appears on page 17 of this document before they will be allowed to participate in the program.*

13. Medical and Health Policy

Medications

QYC is not generally authorized to dispense any medications. Students who are deemed competent by their parents or guardians may carry their own allergy and asthma implements such as inhalers and epi-pens. Epi-pens or similar allergy devices which may be administered by appropriately trained staff in emergencies. QYC will require a written authorization from the parent or guardian. Inhalers and epi-pens must be sealed in waterproof bags and attached to the student's PDF in such a manner as to eliminate the possibility of the waterproof bag becoming entangled with sailing equipment. In the alternative, QYC will provide storage of such medications in a separate locked cabinet for such purpose, in accordance with MA CMR 430.160(B).

Mildly Ill Students

Mildly ill students shall be afforded an area in the clubhouse away from other students to rest until they can be picked up by parent/guardian. A Staff member shall remain with the child until such time.

Health Supervisor

A minimum of two staff members, who have current First Aid Certifications, are designated as Health Supervisors. At least one of the Health Supervisors must be at QYC at all times when the program is in operation. For 2016, the Health Supervisors are Chris Snow and Matthew Kane. In the event neither of the designated Health Supervisors will be present, another Staff member who has current First Aid Certifications shall be designated by the director as alternative Health Supervisor.

Communicable Disease & Outbreak of Disease

The program director is responsible for notifying the Wakefield Board of Health in the event that a student exhibits signs of a communicable disease. Examples include, but are not limited to, such things as measles or chicken pox. The ill student will be isolated to reduce the chance of spreading the disease and their parents or guardians will be called and required to come to pick up their child.

In the event of any suspected case of food poisoning or unusual prevalence of any disease with fever, rash, vomiting, sore throat, or jaundice, parents or guardians must be called to pick up their child(ren), the ill child(ren) should be isolated from other students, and both the Wakefield Board of Health and the Massachusetts Department of Public Health must be notified by phone by the program director or the Health Supervisor. The phone numbers are posted by the telephone at the clubhouse.

Lake Water

There can be high levels of algae or bacteria in lake water. It is reasonable to be conservative and limit student and staff exposure to the water. These procedures are necessary for protection of students in the program.

- (1) The YSP will accept a certificate from a recognized swimming program that students are competent swimmers. Such programs include, but are not limited to, the Red Cross or YMCA.
- (2) Students and staff should not swallow lake water.
- (3) All students and staff should rinse off when coming off of the water. Please use the exterior shower for this purpose
- (4) Life jackets should be left outside the club house and hosed off as needed.
- (5) **All students and staff are required to wash their hands thoroughly before eating.**

14. Required Health Recordkeeping

The Youth Sailing Program is required to keep records that may be examined at any time by the Wakefield Health Director or an official from the Commonwealth of Massachusetts Board of Health. These records will be kept in a filing drawer in the office.

YSP Medical / Incident Log

Any health complaint of students or staff must be recorded in the QYC YSP Medical/ Incident Log. Staff are required to record the *date, name of patient, injury, treatment, and name of staff member* providing help. In keeping with Massachusetts law, the Log will be kept in ink and no lines may be skipped. This Log Book will be the record of any first aid treatments.

Per the *Student Safety Conduct Code / Discipline Policy* all behavioral incidents will also be recorded by the program director in this Log.

Staff and Student Health Records

All staff and students must submit a health record. For QYC this consists of submitting the Medical Form in the Student Registration Packet (signed by parent if the staff member or student is under 18), an immunization record, and the equivalent of a 'camp' or 'school sport' physical from within 24 months of the start of the program.

15. Permission Slips

Copies of QYC Youth Sailing permission slips are found on pages 17-19. Extra copies are available at QYC.

16. Student Receipt

QYC requests that each student read this handbook and review it with his or her parent or guardian. If you require clarification of any material, please feel free to contact a QYC Youth Sailing Staff Member. ***The Student Receipt in the registration packet must be returned before starting class.***



QYC Youth Sailing Program

Student Safety Conduct Code / Discipline Policy

Safety of students and staff at the QYC Youth Sailing Program is our primary concern. Cooperation and respect are essential to safety and are expected from all students in the sailing program. The program staff or director may remove a student from class if that student’s behavior creates a disruptive or dangerous situation for him/herself, other students, or program staff. We request that all parents support our efforts by reviewing this policy with their children. ***Students must return a signed copy of this policy before they can participate in the program.***

First incident

- Student will be removed from class and will be kept on-shore for a period of time deemed appropriate by the director or assistant director. Student will be supervised by a staff member.
- The incident will be recorded in the YSP Medical/Incident Book.
- Parent/guardian will be informed of the incident by the program director or designee at the end of the day. The parent/guardian will receive a copy of what is recorded in the YSP Medical/Incident Book

Second incident

- Student will be removed from class and parent/guardian will be called to take the student home. The student will be supervised by a staff member until the parent/guardian arrives.
- The incident will be recorded in the YSP Medical/Incident Book. The parent/guardian will receive a copy of what is recorded in the YSP Medical/Incident Book.
- The student will only be allowed to return to the program after a discussion with the program director, the student, and the parent/guardian.

Third incident

- Student will be removed from class. Parent/guardian will be called to take student home. The student will be supervised by a staff member until the parent/guardian arrives.
- The incident will be recorded in the YSP Medical/Incident Book. The parent/guardian will receive a copy of what is recorded in the YSP Medical/Incident Book.
- The student will not be allowed to return to the program. There will be no refund of program tuition.
- Student will not be allowed to register for the program the following year.

We have read, understand, and agree to abide by this Policy.

Student Printed Name

Parent / Guardian Printed Name

Student Signature

Parent/Guardian Signature

_____ (date)



Quannapowitt Yacht Club
Youth Sailing Program

Permission for Student to Self-administer Asthma or Allergy Treatment

I understand that the Quannapowitt Yacht Club Youth Sailing Program does not administer any medications to students, other than Epi-pens or similar allergy devices which may be administered by appropriately trained staff in emergencies.

I, _____, the parent or guardian of _____, a minor child, deem him/her competent to self-administer the following treatments for his/her asthma or allergy, and, in the case of Epi-pens or similar allergy devices, I hereby authorize appropriately trained staff to administer such devices in emergencies, and further hereby waive and release any and all right and claim that I or my child may have against the Quannapowitt Associates Trust III (QAT III) and Quannapowitt Yacht Club (QYC), their officers, directors, agents, employees, and members, for any such self-administration or administration by staff in emergencies.

Please list treatments:

I also understand that any inhaler or epi-pen will be sealed in a waterproof bag and attached to my child’s PDF, or zipped in a pocket thereof, in such a manner as to eliminate the possibility of the bag becoming entangled in sailing equipment, or will otherwise be stored in a locked storage cabinet consistent with the requirements of MA CMR 430.160(B).

Signature of parent or guardian

Date



**Quannapowitt Yacht Club
Youth Sailing Program
Child Pickup or Commuting Permission**

Child Pickup Permission

I, _____, the parent or guardian of _____,
_____, and _____, minor child(ren), give permission for
my child(ren) to be picked up from the QYC Youth Sailing Program by:

Name: _____

Address: _____

This permission is valid for:

_____ Any day my child(ren) is/are at the Sailing Program.

_____ These specific dates _____

Signature of parent or guardian

Date

Commuting Permission

I, _____, the parent or guardian of _____,
_____, and _____, minor child(ren), give permission for
my child(ren) to transport themselves to and from the QYC Youth Sailing Program. They are
also authorized to sign themselves out at the end of the day.

This permission is valid for:

_____ Any day my child(ren) is/are at the Sailing Program.

_____ These specific dates _____

Signature of parent or guardian

Date



**Quannapowitt Yacht Club
Youth Sailing Program
Child Care or Transportation Waiver**

Child Care Waiver

I, _____, the parent or guardian of _____, a minor child, understand that Quannapowitt Yacht Club (QYC) Youth Sailing Program is not responsible for the actions or non-actions of, _____, a staff member, while he/she is caring for my child in my home or in any non-QYC related capacity or program. I agree to waive and release any and all right and claim that I or my child may have against the Quannapowitt Associates Trust III (QAT III) and Quannapowitt Yacht Club (QYC), their officers, directors, agents, employees, and members, as a result of personal injury or property damage occurring while the above named child is in the care of the above-cited staff member.

Signature of parent or guardian

Date

Signature of staff

Date

Child Transportation Waiver

I, _____, the parent or guardian of _____, a minor child, authorize _____, a staff member of the QYC Youth Sailing Program, to transport the above named child in their personal vehicle. I agree to waive and release any and all right and claim that I or my child may have against the Quannapowitt Associates Trust III (QAT III) and Quannapowitt Yacht Club (QYC), their officers, directors, agents, employees, and members, as a result of personal injury or property damage occurring while the above named child is being transported by the above-cited staff member.

Signature of parent or guardian

Date

Signature of staff

Date



Quannapowitt Yacht Club
Youth Sailing Program
Student Receipt

QYC request that each student read this handbook and review it with his or her parent or guardian. If you require clarification of any material, please feel free to contact a QYC Youth Sailing Staff Member.

Please ***complete and return*** this form to the QYC Youth Sailing Staff during orientation or at the beginning of your session.

We acknowledge that we have received a copy of the Quannapowitt Yacht Club Student Handbook. We have read the handbook and agree to abide by the rules of the club.

We understand that students should arrive for class between 8:45 and 9:00 am and be picked up no later than 4:15 pm each day;

We also understand that each student must bring and wear his /her Personal Flotation Device (approved Life Jacket) each day.

Signed: _____
Print: _____
Date: _____
Student 1 Parent

Signed: _____
Print: _____
Date: _____
Student 2

Signed: _____
Print: _____
Date: _____
Student 3

QYC Flow of Traffic for Drop-Off/Pick Up

