

Richmond Yacht Club
Youth Sailing Program
Parent and Student Handbook

Who We Are:

Our goal at the Richmond Yacht Club Summer Sailing Program is to promote the enjoyment of sailing through an educational system that uses quality coaching, proven techniques, and teamwork to teach our students how to love boating. We work to raise the level of ethical behavior and decision-making in young people, instructors, coaches, and youth sailors while teaching sailing skills in a fun, safe, and educational environment. We offer many pathways to learn this exciting sport starting from Learn to Sail and Adventure Sailing to Competitive Racing and High School Sailing Teams.

Mission Statement:

Provide enjoyable, safe and affordable access to sailing through our exceptional sailing programs designed for all skill levels. Support and grow passion in the art of sailing. Promote the sport of sailing through good sportsmanship, nationally recognized racing programs and regattas. Actively encourage all members of our community to experience and discover sailing and boating. Help create lifelong boaters in a safe and fun environment.

Contacts

Interim Staffed Sailing Director
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RYC General Manager
Curtis Lew
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Sailing Advisory Committee Chair
Sue Alexander
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SECTION 1: ANSWERS TO COMMON QUESTIONS

Location:
351 Brickyard Cove
Richmond, CA 94801

Program Hours:
-Program hours vary per class
Beginner, Adventure, Advanced, Beginning Teenager- 9:00-3:00

Advanced Teenager- 9:30-3:30

Session Schedule:

- Session 1: June 10-21
- Session 2: June 24-July 3 (No camp July 4-5)
- Session 3: July 8-19
- Session 4: July 22-Aug 2
- Session 5: Aug 5-16

Drop Off and Pick Up Procedure

-review ATTACHMENT B

-Students can be dropped off by the flagpole in front of the RYC main building. Instructors will check in each participant in front of the club.

-Students can be picked up at the Flagpole each afternoon. Parents will be asked to sign out their students.

-If you have a babysitter or friend picking up your child please inform the Summer Sailing Director ahead of time by email or phone.

-Sailors must check in with their specific coach for their boat and pairing assignments for each day of classes before rigging.

-Sailors' pairings are chosen carefully and thoughtfully by the RYC coaching staff for both the overall and individual benefit of the sailors. If sailors would like to make a request, they may certainly do so, but final decisions are left to the instructor's discretion.

-Bring weather appropriate clothing every day and US Coast Guard Approved Type III life jacket.

-No clothing storage is available on RYC property. All gear must be taken home at the end of every day.

-Helmets are required to be worn by participants in Opti Intro, Opti Adventure, and Tera Travelers. RYC can provide a helmet or you can bring your own.

-Daily sessions will generally include a chalk talk/group meeting at the beginning and a debrief at the end of the day.

-Transportation to and from RYC will not be provided.

Financial Aid/Scholarships

-There are scholarship opportunities available by application through the RYC Foundation. Visit our website for more information or speak with the RYC Youth Sailing staff.

Boats/Equipment We Use

Opti- Introduction to sailing and Opti Adventure classes for younger participants

RS Tera- Adventure sailing at an intermediate to advanced level

RS Feva- Double Handed with spinnaker for older intermediate to advanced level

Class Placement

Students are placed in classes based on the following criteria...

- Previous sailing experience
- Participation in past Richmond Yacht Club sailing programs.
- Age, weight, and height can determine what type of boat a child sails

SECTION 2: RYC YOUTH PROGRAM POLICIES

Communication:

The coaching staff is committed to keeping an open line of communication with the student/athletes and their parents or legal guardians. We will do our best to address any concern or questions promptly through the correct means of communication. Please note that different types of communication are best for different situations. Mass communications and group information will most often be disseminated via email.

Individual concerns and questions (even if they may concern the group) are best discussed over the phone or in person. Often, concerns can be easily addressed via phone first. Should calling not solve the issue, pre-arranged meetings or conferences are often the best way to handle concerns. This allows parents and coaches to sit down, read the situation correctly, receive feedback, and to solve issues conclusively. Please schedule meetings or conferences ahead of time to avoid any conflicts with classes or other projects. Contentious issues are not allowed to be dealt with via e-mails. Contact the Summer Sailing Director via phone to arrange for a face to face conference. As part of our communications policy, RYC emphasizes that we are here to build robust and well-rounded sailors and athletes that can voice their concerns themselves. Please help encourage your children to advocate for themselves directly with our coaching staff. We always welcome parent communication, but for the benefit of the athletes' growth, self-advocacy should be their first line of communication. If a student feels uncomfortable talking to a staff member directly, try suggesting that they communicate through another RYC Youth Sailing staff member. Student to coach communication is always welcomed and encouraged.

RYC Youth Sailing Program easy steps to good communication for the Student/Athlete:

- 1) Email, texting, social media messaging can be used to communicate straight forward issues like: travel planning or lost gear. These means of communication should not be used to discuss class selection and placement, absences, personality conflicts, bullying or other potentially contentious issues.
- 2) If there are potentially contentious issues, the Student/Athlete should seek the coach

out in person. Nothing replaces an eye to eye conversation. If a person to person a meeting is not possible, a phone call is the second best thing.

3) If a Student/Athlete is uncomfortable approaching the coach with a particular issue, they should discuss it with a parent or guardian. Every effort will be made to solve the problem by using methods 2 and 3.

4) If the issue is severe, the Student/Athlete should discuss it with their parent, legal guardian or another adult they trust. The adult can then approach the Summer Sailing Director to resolve the issue.

RYC Youth Sailing Program easy steps to good communication for the parent or legal guardian of a Student/Athlete:

1) Email or text messaging can be used to communicate straight forward issues like; my child is sick and cannot make practice, I would like to volunteer, can you please help me with registration, how much will the event cost, etc. These means of communication should not be used to discuss team selection and placement, personality conflicts, bullying or other potentially contentious issues.

2) If there are potentially contentious issues, the parent/guardian should call the coach and/or the Summer Sailing director and not use email or text messaging. However, we want to hear from the parent/guardian immediately if there are concerns of unfair treatment, personality conflicts, bullying, etc.

3) If a phone call is not sufficient, a person to person meeting should be arranged with the coach and/or Summer Sailing director.

4) If an issue in number 2 or 3 cannot be resolved, the parent is encouraged to discuss it with the RYC Sailing Advisory Committee Chair or the RYC General Manager.

Please be respectful of the coaching staff while trying to reach them. No one is in the office on Saturday and Sunday. If you email or call on our off hours, please understand you might not get a response until we are back at work.

Chain of Command:

Coaches and Instructors report to the Summer Sailing director.

Summer Sailing Director Reports to the RYC Club Manager.

RYC Club Manager reports to the RYC Board of Directors.

Code of Ethics:

- Treat other persons and their property as you know they should be treated, and as you wish them to treat you and your property.
- Regard the rules as agreements, the spirit or letter of which you should not evade or break.
- Be gracious in victory or defeat.
- Be cooperative and respectful. Remember that your actions on and off the water reflect you and the RYC Youth Sailing Program.

Ethical Behavior:

Our goal is to create an environment that supports ethical and sportsmanlike behavior at RYC. We want to stress being proactive rather than being retroactive as we strive to give our sailors the tools to make positive choices. We want RYC's sailors to be known for their friendly, hardworking, positive, and sportsmanlike attitudes above all else.

All of us, including program chairs, head coaches, assistant coaches, and parents should work together with our junior sailors to accomplish this goal. We hope the suggestions below will prove helpful:

1. Give your sailors the support that they need to help them make ethical choices.
2. Encourage a focus on performance rather than outcome; separate the performer from the performance; help sailors set realistic goals/expectations for themselves.
3. Use the RYC ethics guidelines as a centerpiece for the athlete's behavior.

Guideline #1

Exemplary sailors/students always know and abide by the Racing Rules of Sailing.

Guideline #2

Exemplary sailors/students always obey program rules and regulations on and off the water.

Guideline #3

Exemplary sailors/students are organized, prepared, and always responsible for their own equipment.

Guideline #4

Sailors/students always show respect to fellow sailors/students and those helping to run regattas and programs.

Guidelines for Parents:

1. Please support the coaching staff's decisions. The coaches have the best interests of your student/athlete and their class at heart.
2. Place winning in the context of fun, good sportsmanship and fair play. Emphasize performance goals rather than outcome goals.
3. Promote the total sport of sailing and boating, not just racing.
4. As spectators, remain in designated areas specified by coaches and directors.
5. Remember that any coaching during a race is prohibited under the Racing Rules of Sailing.
6. Show respect for race officials and regatta rules.
7. Understand that they must uphold event regulations on and off the water
8. Assist all sailors/students to develop to their fullest potential.
9. Encourage sailors/students to be organized and responsible for their own equipment. Insist that sailors/students respect the property of others.

Discipline:

Sailors who are disruptive to the class are to be:

1. Verbally warned about their behavior and the consequences.
2. Isolated from the class. Instructors will have a talk with the student and explain why they were removed from the group. Brainstorm with the student about possible consequences if they repeat the offense. Inform the Summer Sailing Director of the issue.

3. Inform the parents why their child was given a 2nd time out. If it comes to this, communicate with the Summer Sailing Director about the situation, the punishment and the sailor's behavior.

4. The Summer Sailing director can dismiss the sailor from class with a phone call to the parents and a written notice of termination.

Swearing is not tolerated and should be dealt with immediately.

Situation of physical abuse, both parties should be brought immediately to the Summer Sailing Director.

Boat Collision/Breakages:

All aspects of on the water sailing with RYC including: lessons, racing, drills, and free sailing, shall be governed by the racing rules of sailing. When two or more boats collide causing significant damage to any boats, all parties involved shall follow this policy:

An incident report shall be filed out by the student's coach in writing and identify:

- Parties involved in the incident
- Incident, including where and when it occurred
- Rule a party believes was broken
- Name of a party's representative

The incident reports shall be given to the coaches on the day of the incident, at which point an informal hearing that mirrors the proceedings of a protest hearing, shall be held. The coaches of that particular class will serve as the protest committee. They will render a decision based on the Racing Rules of Sailing and attempt to contact all interested parties, including the boat owners (if there are privately owned boats involved) either by phone or by sending a written summary of the incident home with the students. Parents who have chartered a boat or child is using a club provided boat from RYC shall act as boat owners and take full responsibility for any and all repairs, and will conclude in a reasonable amount of time how the damage will be repaired. The Summer Sailing Director shall represent RYC for boats owned by RYC but not boats being used at the time of the collision. Any appeals based on the decisions made by the coaches and directors shall be filed first with the Summer Sailing Director and if necessary with the RYC Board of Directors.

Our staff does its utmost to prepare our students to prevent the mistakes that cause equipment breakages. Our staff assumes responsibility for the regular portion of maintenance costs on equipment. Students will be asked to contribute to these costs if excessive or repeated damage occurs but only after instruction to prevent such incidents. These types of incidents may include, but are not limited to: Tera spars, spinnaker poles, frequent collisions, dolly fitting failures, sail repairs, etc.

Parents will be issued a letter explaining the incident and an invoice for the damage. When possible, staff will err towards repairs over replacement to control costs. RYC reserves the right to withhold its own equipment or storage spaces from use by students/families that have outstanding damage invoices.

SECTION 3: HELPFUL INFORMATION

Personal Gear:

**There is no sharing of any gear, equipment, or food. Students should have their own Sunscreen, food, water, and sailing gear each day.

RYC is not responsible for lost or stolen personal gear. Students are not allowed to leave personal gear at the yacht club, there is no storage available. Items left at RYC will be put into the lost and found. Items left in the lost and found for over 2 weeks will be donated to charity.

Please put names and phone numbers on everything!

Sailors are required to have a US Coast Guard Approved Life Jacket that fits properly and snugly.

When purchasing a life jacket keep the receipt until the product has been approved by your students coach. Wetsuits are strongly encouraged as conditions can be cold and students do get wet.

Parking:

*Parents/Guardians may not enter the yacht club unless they are members or are given permission by the Summer Sailing Director

While dropping off or picking up students, you may temporarily park in the main yacht club parking lot for 5-10 minutes. If you are a yacht club member you do not have any parking restrictions.

Do not block in other cars in order to pick up or drop off your child.

Weather:

-Sailing classes will not be canceled due to bad weather. On days the weather is not conducive to sailing, coaches will plan for sailing related activities and participate or supervise those activities.

-When the safety of the student is threatened by weather, indoor sailing related activities will be implemented.

-When no-wind days or excessive wind days occur, outdoor sailing related activities will be complemented with fun games and age-appropriate activities.

-On a frequent basis, the weather will be monitored before class heads out to sail, to determine whether it is safe to sail. Decisions of whether it is safe to sail will be left up to the Head Instructor of each class. Instructors/coaches will consult with the Summer Sailing Director about decisions to stay in, the Summer Sailing director may ultimately overrule the decision made earlier by the Head Instructor. In absence of the Summer Sailing Director, the Assistant Head Instructor or a yacht club individual will be appointed for such considerations and decisions.

Lunch and Food:

-The RYC Youth Sailing Program does not provide lunch for students. Students are required to bring their own lunch and beverages.

-Refillable water bottles are strongly encouraged.

- RYC does not provide the ability for participants to heat up food or refrigerate food.
- If your student has particular food allergies or other food related issues you must inform the Summer Sailing director on the required Medical Waiver and/or in writing.
- If you would like to bring a treat for your child's group please clear it with their instructor first.

Reimbursements/Deposit/Payment:

- 100% of class payment is due upon registration.
- All cancellation requests must be submitted by email to youthsailing@richmondyc.org
- If canceling before class starts-50% refund (minus processing fees).
- Once you participate in a class refunds must be submitted in writing and are not guaranteed.
- Refunds for any participant affected by any closures will be assessed on a case-by-case basis under the circumstances, with the understanding that refunds may be appropriate for services cut short or canceled.
- Refunds/Reimbursements will be issued by check.
- If your student is dismissed from the program due to disciplinary issues a refund will not be given.

Attendance/Absences:

- Instructors will take attendance each day of class.
- Parents/Guardians must remain in their vehicle with their sailor until they are checked in by an instructor.
- If your student is absent from a day of classes you must notify the Summer Sailing Director by 9:30am the day of the absence via email or phone call.
- If your student is absent and a phone call or e-mail has not been received, the Summer Sailing Director will call the main contact phone number by 10:00am on that day.
- If your child will be transporting themselves to camp they are still required to Sign In/Out each day.

Shower Policy:

- Due to previous years disciplinary issues with the use of RYC showers we will not be allowing them during Summer 2023.
- Showers can be allowed on a case by case basis. For example, if a student needs to attend an event after sailing.

Injury/Medical:

- All parents are required to fill out the RYC Medical Waiver form before the first day of classes.
- These forms must be submitted to the Summer Sailing Director via the Google Form.
- Minor injuries such as small cuts, stubbed toes, splinters, etc. will be treated by an instructor.
- When a major injury occurs such as broken bones, concussions, heat exhaustion, etc. a parent and/or guardian will be called immediately followed by a call to 911 if necessary.
- Incident report forms are filled out by all instructors when serious injuries occur.

Parent Involvement:

-We completely understand a parent wanting to watch their student participate in such an exciting program. In an effort to help your student learn independence and focus on their class instructions we ask that you watch from the upper deck only at RYC.

Sunscreen:

-Our instructors will remind students on multiple occasions during the day to reapply sunscreen.
-We **STRONGLY** encourage you to apply sunscreen **BEFORE** leaving your house in the morning.

-If your child has sensitive skin and can only use certain types of sunscreen please provide your preferred brand of sun lotion.

-Spray sunscreen is strongly discouraged!

Proper Gear:

-All students must wear a US Coast Guard approved life jacket that fits snugly. We encourage participants to own their own lifejackets. Lifejackets are required to be worn when on the RYC docks.

-Wetsuits(3mm) are the easiest and most effective way for your child to stay warm while on the water.

-Students should also bring a swimsuit, sun hat, sunscreen, water bottle, towel, and change of clothes.

-SEE ATTACHMENT A, REQUIRED DAILY GEAR LIST

Self Care:

-Sailing can be a very physical sport that requires large amounts of mental focus. Encourage students to eat a good breakfast, hydrate often, bring a substantial lunch and snacks, and have proper protection from the elements.

ATTACHMENT A

REQUIRED GEAR LIST

- US Coast Guard Approved Life Jacket Type III
- Gear bag, for...
- Closed toed shoes that can get wet
- Wetsuit or
- Spray gear
- Swim suit
- Hat
- Sunglasses
- Sunscreen (NO Spray bottles)
- Towel
- Helmet (if not borrowing)
- Clothes that provide sun protection
- Reusable water bottle
- Lunch/snacks
- Change of clothes

ATTACHMENT B

DROP OFF/PICK UP MAP

