

# HENDERSON HARBOR WATER SPORTS PROGRAMS

## 2023 PARENT HANDBOOK



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# Contents

Welcome

Purpose of Handbook

Mission of HHWSP

Operating Parameters

Instructors

Parental Involvement

For Parents: What You Need to Know and Do

In Case of Accident or Injury

Participation and Behavior

Working Together

Attendance

Lunch

Parking

Sportsmanship

Work Parties

HHWSP Events

Progress Reports

Required Forms

Program Requirements and Recommendations

Sailing

Swimming

STEM Camp

Safe Boating

Notes For Students

Code of Conduct

Racing & Regattas

Frequently Asked Questions

## WELCOME

On behalf of the HHWSP Board and Staff, a warm welcome is extended to all of our new and returning Safe Boaters, Sailors, STEM campers, and Swimmers! Our staff is prepared to ensure that all participants have a safe and fun opportunity to learn on and in the water.

## PURPOSE OF THIS HANDBOOK

This handbook has been developed to provide a guide for all HHWSP participants and their parents/guardians. It offers explanations of how the programs operate, what is expected of participants, guidance for and expectations of parents, specific and general recommendations for gear and equipment, and much more. It is relevant for participants of all programs and parents/guardians.

## MISSION OF HHWSP

The mission of Henderson Harbor Water Sports Programs is to promote learning and fun on and in the water; and, to have a positive impact upon our students, community, and our environment.

Though there have been different names for these programs, they have been a part of Henderson Harbor summer life for close to 100 years. Many have learned, through these programs, the joys of being on and in the water. Water sports can be lifelong sports, and can turn into careers. Among our former students and staff are some who have gone on to pursue careers in the Marine Trades, the Navy, the Coast Guard, and the Merchant Marines. Some have competed in high school and college level sailing and swimming, and in national and international sailing regattas. Some have fallen in love with environmental sciences. Many of our staff have gone on to pursue professional education careers. All have created memories, friendships, life skills, and an appreciation for the water.

## OPERATING PARAMETERS

Program oversight is provided by the HHWSP Board of Directors consisting of up to nine members, a treasurer, an ex-officio member appointed by the HHYC commodore, and a volunteer executive director. These dedicated people are committed to supporting and advancing water sports education.

While programs are in session, the executive director, assistant directors, and senior staff members are responsible for the daily operation of the program including: curriculum development, coaching, staff development, and the overall health and safety of the students, instructors, and CITs.

HHWSP is committed to maintaining instructor-to-student ratios at or below those recommended by US Sailing. Based upon current guidelines and best practices, this ensures not only the safety of all involved, but also that all participants receive the best possible instruction.

Because HHWSP recognizes the economic conditions of the region in which we operate, and in an effort to serve as many members of the community as possible, tuitions are kept at levels far lower than the norm. We rely on the generous support of donors and grants to stay afloat.

## INSTRUCTORS

Instructors are responsible for providing a safe learning environment, and follow curriculums based on recommendations from US Sailing, Red Cross, and YMCA standards.

Staff is responsible for monitoring student behavior while in classes, on the water, and at events. Our CITs (counselors in training) and volunteers assist instructors as needed.

Instructor biographies can be found on our website at [www.HHWSP.com](http://www.HHWSP.com).

Youth Sailing instructors are all US Sailing certified with at least a Level 1 certification. Swim staff hold Red Cross certifications. STEM staff have education backgrounds and/or are US Sailing REACH trained. NYS Safe Boating instructors are NYS and NASBLA certified. All staff hold current certifications for Safe Boating, First Aid, CPR/AED, CDC Concussion Training, and Safe Sports Youth Safety.

All staff participate in HHWSP training days which include: coach boat training, VHF training, shallow and deep water emergency training, active shooter training, review of emergency action plans, use of back board, location emergency pick-up locations, and locations of first aid supplies and AED equipment.

## PARENTAL INVOLVEMENT

Parent volunteers and friends of HHWSP are vitally important to the success of the programs. Parents, of students at all levels, are encouraged to help; however, the level of necessary involvement increases significantly with participation in the lowest swimming levels, and the sail racing program. Please ask us how you can get involved!

Please ensure that your student(s) arrive on time, are prepared to learn, and are ready to have a respectful and safe good time. At the end of the day, please ensure that arrangements have been made for your student(s) to be picked up on time.

Volunteering is a great way to get involved, meet other parents, and participate in your student's activities outside the home. Areas to participate as a volunteer include:

- Cleaning support
- Boat maintenance support
- Boat launching, hauling, and repairing
- Administrative support including filing, writing notes and cards, addressing mailings, & more
- Grant research and writing
- Facilities and Landscaping Maintenance
- Fundraising activities
- Family night racing support including: race committee, rigging/derigging, launching/hauling, set-up, and clean-up
- Parts and Supplies running

Please note that HHWSP requires all volunteers who work directly with youth to complete and submit a Safe Sports youth safety and protection training, or other comparable, certificate. Safe Sports training is available, online, at no cost to US Sailing members, and low cost to non-members.

## FOR PARENTS & STUDENTS: What You Need To Know & Do

What do you need to know? The answer varies depending upon the specific curriculum your student is participating in. Please read the following general and program specific sections.

Required forms can be found on the website and need to be returned no later than the start of programs. EACH STUDENT MUST HAVE AN INDIVIDUAL MEDICAL FORM and each Sailing student must have an individual Sailing Liability form. All other forms may be completed 1 per family.

### IN CASE OF ACCIDENT OR INJURY

- In the event of minor injury, assessment will be conducted by staff member and appropriate first aid will be given. An incident report will be completed and parents will be informed at time of pick-up.

- If concussion is suspected, student will leave class and remain with a staff member or volunteer. Parents will be called. Student must be picked up. An incident report will be completed. Student is not allowed to return to class without a note from a physician or doctor's office.

- In the unlikely event of a serious injury, 911 will be called, then parents. Staff will remain with student, and administer first aid, CPR, AED as appropriate to the situation, until first responders arrive. Student medical records will be sent with first responders. An incident report will be completed.

- In the case of minor allergic reaction staff will administer minor first aid as needed. An incident report will be completed.

- In case of major allergic reaction, staff will observe and have student use, if needed, and according to directions, Epi-pen provided by family. If student is incapable of self administering Epi-pen, an HHWSP staff member will administer Epi-pen. 911, and then parents, will be called. A staff member will remain with student and administer first aid, CPR, AED as appropriate to the situation until first responders arrive. Medical records will be given to first responders. An incident report will be completed.

### PARTICIPATION AND BEHAVIOR

Students are expected to participate in all activities each class day. Students are also expected to demonstrate acceptable behavior and respect for one another so that everyone has fun and stays safe. Anti-social behaviors such as bullying, rough housing, ignoring safety rules, destruction of property and equipment, and harassment, will not be tolerated and may result in reduced active class time or termination from the program if problems persist. Any of the above listed behaviors will be reported to parents/guardians. An incident report will be completed for every incident of inappropriate behavior. Please direct any concerns regarding your student (or another student) to the head instructor or a director.

### WORKING TOGETHER

HHWSP asks that parents and students demonstrate respect for instructors, the directors, and any Club employees and contractors. Except in emergency situations, if a problem or concerns with any of the above mentioned persons arise, please make an appointment (through email or phone) with the head instructor, a director, or president of the board. Emails may be sent through [info@hhwsp.com](mailto:info@hhwsp.com).

Instructors do not have authorization to change rules or policies. Senior staff are authorized, after discussion with executive director, to move students to different levels or classes. If you have concerns or thoughts about your sailor's class or boat placement, please call or email the head

instructor or the executive director. The final decision for class or boat placement rests with the executive director. Do not expect instructors to bend rules. Do not contact instructors by phone with such requests. Parents/guardians who repeatedly circumvent proper channels may be asked to remove students from programs.

## ATTENDANCE

Please notify the executive director in advance, or before 8:30 am the same day, if your student will not be attending for any reason. Texting or calling is the preferred method of communication for this.

Email: [info@hhwsp.com](mailto:info@hhwsp.com)

Phone: 410-353-3109 (executive director cell phone)

Please arrange doctors and other appointments for times not during programming. Classes are short, and staff can not delay class starts, or shuttle individuals back and forth from parking areas to boats on the water.

## PROGRAM HOURS: Drop-offs & Pick-ups, etc.

Program times are listed under course descriptions on the website.

Please be on time dropping-off and picking-up students. When dropping off students, PLEASE remember that the speed limit, once you turn the corner on Cornell Rd, is 10mph. When you come to the dirt portion of the road, the speed limit is 5mph. At any given time, there are pedestrians, pets, bikes, boats on trailers on and crossing the road. Allow time to arrive on-time safely.

At the end of classes, students will be escorted to vehicles, or watched by staff until they have reached and entered vehicles. Please be respectful of the staff and be on time for pick-up.

If anyone other than a parent will be picking up a student, HHWSP must have information on file stating who the appointed pick-up person is. That person must be able and willing, if asked, to provide HHWSP staff with photo ID.

For car-pooling, parents must provide information stating who is providing transportation and when.

Students will not be released to anyone who is not appointed (on Student Information Form) to collect students, or to anyone not able to provide photo ID.

## Lunch

Youth Sailing and Youth Racing students are required to bring a lunch. There is no food available, on-site. Students should not bring any item that requires heating or chilling.

## Parking

The parking spots directly in front of the HHYC clubhouse are reserved for flag officers and handicapped members. The area under the hoist is to remain clear for the launching of boats. Please do not park in those areas.

## Sportsmanship

Adults set the example for youth. Therefore, we ask parents, and everyone else associated with the programs, to model good sportsmanship and fair play. At HHWSP, we emphasize performance goals rather than outcome goals.

## Work Parties

Work parties are occasionally held, by HHWSP and HHYC, to assist in maintaining property and equipment. Students, parents, and anyone interested in supporting HHWSP are welcome to participate. Work parties will be announced by email, flyers, and Facebook Group posts.

## HHWSP Events

Junior racing will be held, weather permitting, on most Friday nights throughout the programs. Everyone is invited to attend. Students in SeaSquirts and Seafarers classes need permission from senior staff to race.

The Annual Auction and Gala is our biggest fundraising event of the year. We invite you to come, bid often, and bid high! We also invite you to volunteer before at, and after the event. There will be opportunities for parents to donate items, services, and advertising. All parents are asked to contribute an appetizer. This is a fun filled event and our programs depend on it being successful!

We hope to co-ordinate some junior events at neighboring programs where parents/families/guardians will be welcome to attend.

Other events may include SeaSquirts/Seafarers movie or book nights; Build-a-Boat Challenge; InterClub Regatta; Staff Challenge Cup, Junior Hospice Regatta.

## Required Forms

Required forms may be found on the website. Each student needs a Medical Information and Release form. All other forms may be 'family' forms. Each family must provide a complete set of required forms.

### **Required forms for ALL STUDENTS:**

- Student Information
- Medical Information and Release - **ONE PER STUDENT IS REQUIRED**
- Liability Waiver
- Photo Release

### **Sailing students must complete the above plus the following forms:**

- Concussion Form
- Sailing Liability Release

### **Other Forms:**

- T-Shirt Order Form
- Scholarship Application
- Parent Volunteer Form

# Program Requirements and Recommendations

## SAILING

### Personal Gear Checklist

All personal gear should be labeled with participant name with a permanent marker:

## Required

- ☐ Lifejacket/PFD: must be sized properly and fit comfortably. Specifically, USCG approved Type III. These jackets are specifically designed for sailing and provide the proper flexibility. They MUST be USCG approved and of proper size and fit.
- ☐ Whistle (preferably plastic) must be attached to the lifejacket where it can be easily accessed.
- ☐ Shoes: Closed toe, closed heel, rubber-soled shoes that can withstand being soaked such as boat shoes, water shoes, sailing boots, sneakers
- ☐ Clothing that allows for ease of movement without becoming caught in rigging
- ☐ Rain jacket or windbreaker
- ☐ Water bottle(s)
- ☐ Sailing Helmets - Sea Squirts, Seafarers, Youth Sailing beginners: Required; Youth Sailing advanced and Youth Racing Sailing: Required in winds over 15mph or at the discretion of staff. HHWSP does have some helmets available to loan on a first-come-first-served basis.
- ☐ Towel
- ☐ Sunscreen: preferably SPF 30 or higher and applied 20 minutes prior to program
- ☐ Youth Sailing and Youth Racing Sailing - Lunches that do not require heating or refrigeration.
- ☐ Required medications including inhalers and Epi-pens: in original container, with a note from medical professional. These items will be stored in locked boxes in office or on coach boats.

## Recommended

- ☐ Sunglasses on a leash and/or hat: with a brim suitable to shield the eyes and face from sun
- ☐ Sailing gloves
- ☐ Long sleeve top/sun cover up - - rash guard
- ☐ Change of clothes
- ☐ Zip-lock bags to store wet and dry things

## Items That Should Not Be Brought to Programs

- ☐ iPods, radios, or other electronics
- ☐ Water pistols, water balloons, etc.
- ☐ Money, jewelry, other valuables
- ☐ Anything containing nuts - due to allergy concerns

## Cell Phones & Smart Watches

These devices are distractions. Sailing can be an inherently dangerous sport, and certainly is a sport that requires participants to give their full attention to what is happening, at that moment, on the water and in the boat. PLEASE talk to your sailor about this, and instruct your sailor not to text or call during programs unless it is an emergency. Unless deemed medically necessary by a medical professional, sailors are not permitted to bring cell phones or smart watches on the water. Cell phones and smart watches may be stored in the JYC office during program hours. If a student is found to have a non-medically necessary cell phone or a smart watch on a boat, or found using one during class, the device will be removed from the student and stored safely with the instructor or at JYC until the end of class. At that time, the instructor will return the device directly to parent or guardian.

## Swim Test

Every sailor must demonstrate that their lifejacket fits appropriately and that they are comfortable swimming in it. Sea Squirts and Seafarers will be required to demonstrate that they can swim, with

life jacket on. Youth Sailing, and Youth Racing students will be required to demonstrate that they are comfortable swimming with and without lifejackets, and must also demonstrate the ability to tread water while removing jackets, without jackets, and while putting life jackets back on. Lifejackets are required to be worn and properly fastened at all times when not in classroom space. Swim tests are conducted on the first day of class, by staff, with lifeguard present. Students refusing to take the swim test will not be allowed on boats. If there is no staff or volunteer to sit with a student who has refused to take part in a swim test, parents will be called and must pick-up the student.

## Typical Day

For Youth Sailing class, there will be a 'chalk talk' to discuss the agenda and lesson objectives. After rigging boats, sailors launch and learn/practice the skills and objectives the day. After sailors return to shore, they will haul and de-rig boats, then participate in a brief debriefing session.

For younger students, there will be a wide variety of activities on land and in the water which lead up to sailing. Students who do not feel comfortable being in a boat by themselves will be placed in a boat with another student or an instructor, or remain on shore, watching, with a Safe Sports trained volunteer or staff member. Staff will encourage, but never force, a reluctant student to sail.

Racing students will start with a chalk talk, rig, sail, and depending upon where they are sailing that day, return for lunch. During lunch, they will debrief on morning session and discuss goals for afternoon. At the end of the day, they will debrief and are expected to assist with hauling and derigging boats. Interclub regattas will be attended based upon comfort level of staff and parents, and availability of parents/volunteers to transport boats, students, and gear. Youth Racing Students not participating in Regattas will work with upper levels of Youth Sailing. Youth Racing participants are required to assist in the loading and unloading of boats traveling to regattas.

All students will be dismissed, by staff, to parents/guardians waiting in specified location for pickup. Students walking or biking must have a permission form on file in the HHWSP office.

## Personal & Private Boat Inspections

If your sailor is using his/her own sailboat during the program, or borrowing/chartering one from an individual, it must undergo an Equipment & Safety Inspection prior to use.

Boats must be delivered to HHWSP for inspection and check-in ONLY during the week prior to the start of your session, and at a day/time arranged with staff. DO NOT drop off boats without making prior arrangements.

Check-lists of safety and equipment requirements can be made available upon request.

## Boat Maintenance & Equipment

Learning boat upkeep is part of learning how to sail. Therefore, our sailors are responsible for maintaining their boats, both HHWSP's and their own, or borrowed. Sailors will be expected to keep their boats clean and to identify missing, broken, or worn equipment. Keeping a boat ship-shape is also important for safety reasons. Should there be an equipment problem, the sailor should bring it to the attention of the staff immediately.

If properly maintained, boats are very durable. However, sailboats are used in a relatively harsh environment (wind, sunlight, sanitizing) and from time to time equipment must be replaced. While HHWSP staff goes over and checks out all boats and equipment prior to and during programs, we

may miss something, and things happen on the water that staff may not be aware of at the time. Communication is the cure for and prevention of problems.

Students are taught to have respect for the equipment they use. Accidents do happen, and HHWSP understands the difference between accidental damage and intentional damage. Students who intentionally cause a collision or damage to a boat will be held accountable. Parents will be informed of such incidents, and any significant damage resulting from an intentional incident, will be the financial responsibility of the parent/guardian.

Sailors bringing their own or borrowed boats are to store them where designated by HHWSP staff, and are responsible for ensuring their boat is properly stored, secured, and tied down. HHWSP is not responsible for damage to boats as a result of high winds, thunderstorms, flooding, or other acts of nature.

HHWSP has many spare parts at a better price than most vendors. Parts and equipment can be procured from senior staff - replacement costs will be assessed to parents via invoice and payment is due upon receipt. If HHWSP does not have what your sailor needs, we recommend West Marine in Watertown; or Zim Sailing, The Dinghy Shop, or the Dinghy Locker on-line.

## Rainy Days

Sailing is a weather dependent sport, and part of learning to sail is also learning how to deal with the elements, which can be hard to predict. While we try to go out on the water each day, there may be occasions where there is: too much or too little wind, fog, rain, storms. Safety is our top priority. The head instructor and directors will make decisions based upon the then-current conditions, predictions, live radar maps, and sailor's skills. Staff will have rainy-day plans to keep sailors engaged if weather conditions do not co-operate. We expect all sailors and parents to be flexible and understanding.

In the unlikely event sailors are caught off guard, on the water, by a sudden squall, staff has been trained in proper procedures for the safety of students.

## Progress Reports

Your sailor's instructor or the head instructor are available, by prior arrangement, to provide you with updates.

## Parental Involvement

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

# SWIMMING

## Personal Gear Checklist

All personal gear should be labeled with participant name with a permanent marker:

### Required

- Water shoes are required by all swim students
- Towel
- Sunscreen: preferably waterproof SPF 30 or higher and applied 20 minutes prior to program
- Hair ties for long hair
- Parents: All swim parents are required to remain on-site during swim lessons. **Parents of Level 1 and Level 2 students are required to be in the water with the students.**

### Recommended

- Sunglasses and/or hat: with a brim suitable to shield the eyes and face from sun
- Long sleeve top/sun cover up - - rash guard
- Water bottle(s)
- Change of clothes
- Zip-lock bags to store wet and dry things

### Items That Should Not Be Brought to Programs

- iPods, radios, or other electronics
- Water pistols, water balloons, etc.
- Money, jewelry, other valuables
- Anything containing nuts - due to allergy concerns
- Cell phones and smart watches

## Rainy Days

Swimming is a weather dependent sport and part of learning to swim is also learning how to deal with the elements, which can be hard to predict. While we will try to get in the water each day, there may be occasions where there may be too much wind, fog, rain, or storms. Safety is our top priority, and the swim instructor and executive director will make decisions based upon the then-current conditions, predictions, live radar maps, and swimmer's skills. Swim staff have rainy-day plans to keep swimmers engaged if weather conditions do not co-operate.

# STEM CAMP

## Personal Gear Checklist

All personal gear should be labeled with participant name with a a permanent marker.

### Required

- Shoes that can get wet
- Towel

## Recommended

- Water bottle(s)
- Bathing suit
- Change of clothes
- Zip-lock bags to store wet and dry things
- Students staying after sailing should consider bringing a snack to eat before STEM

## Items That Should Not Be Brought to Programs

- iPods, radios, or other electronics
- Water pistols, water balloons, etc.
- Money, jewelry, other valuables
- Anything containing nuts - due to allergy concerns

## Cell Phones

Cell phones and smart watches must be kept in bags/backpacks during class time. Instructors will collect devices if student is found to be using one during class. Please instruct your student not to text or call during programs unless it is an emergency.

## Typical Day

Classes and experiments will be conducted in the designated classroom space or on the property. In the event of an off-site excursion, parents will be notified in advance.

A new subject will be covered weekly with Science, Technology, Engineering, and Math activities for each. Lots of hands on experiments and discoveries included. All materials for activities will be supplied.

## Rainy Days

STEM Camp classes will be held on rainy days.

## **SAFE BOATING**

### Personal Gear Checklist

#### Required

- Black or Blue ballpoint pen for taking exam
- Textbook (to be provided or accessed on line)

#### Recommended

- Water Bottle(s)
- Snacks or Lunch
- Jacket - class spaces are often not heated or air-conditioned
- Eyeglasses if needed
- Notepad or paper to take notes

## Items That Should Not Be Brought to Programs

- iPods, radios, or other electronics
- Anything containing nuts - due to allergy concerns

### Cell Phones and Smart Watches

Cell phones and smart watches must be silenced during class. They are expressly forbidden to be used during the exam. Any student found to be using a cell phone or smart watch during the exam will not be permitted to continue with the exam, and their ability to retake the exam at another time will be at the discretion and availability of the instructor.

### Typical Day

Classes will be conducted in a designated classroom space. Breaks will be given, per NYS policy. Full day classes will be granted a 30 - 45 minute lunch break and or dinner break.

Textbooks may be accessed online, handed out on first session of class, or picked up at a prearranged day and time by emailing [info@HHWSP.com](mailto:info@HHWSP.com).

Students are allowed, per NYS regulations, to take as long as they need on the exam. Students with an IEP, or those with sight or reading challenges, may request that a helper read the exam to them. HHWSP will provide staff/volunteers for this purpose but we must be informed prior to the exam day.

### Attendance

Students are required to attend all scheduled classes. Any student not attending all scheduled classes, by NYS requirement will not be permitted to take the exam.

## NOTES FOR ALL STUDENTS

Water Sports are lifetime sports and pastimes. Some of the friends and acquaintances you will make at HHWSP will turn into lifelong friendships and, for racing sailors, some of the places visited for regattas will be visited over and over throughout life. How you act as an HHWSP student will have a lasting impact on you and others. Please recognize that involvement with these programs is a privilege, and you are being provided with a fun and fulfilling opportunity. To make the most of your experience at HHWSP, we ask that you follow these guidelines:

- Participate for the love of the program and enjoy yourself.
- Work hard to improve your skills.
- Listen, ask questions, and watch others to see how you can better your skills.
- Remember that the only dumb question is the one you do not ask.
- Be open to learning teamwork, sportsmanship, discipline, confidence, and self-control.
- Do not worry about being a beginner. No one is judging your skills. Staff is here to help you learn, no matter what your level.
- Be a team player - get along with and encourage others.
- Appreciate the contribution that each person makes to the learning environment.
- Learn the rules and play by them.
- Always be a good sport and set a positive example for others.

## Water Sports Code of Conduct

Students, parents/guardians, instructors, and others in a position of influence shall agree to honor the fundamental rules of fair play, shall respect everyone associated with the program, shall share in the responsibility for helping to make the program a success.

**FOR THE STUDENT:** *Each student agrees that they shall be governed by this Code of Conduct at all times. Each student agrees that they:*

- \* will maintain a positive attitude and be responsible for their conduct at all times by following these rules and regulations and any other rules given by any instructor, staff member, coach, or chaperone;
- \* will not use, or tolerate the use by other students; alcohol, tobacco, or other non-prescribed drugs. I understand that a drug free environment is necessary in order to achieve individual and team success.
- \* will maintain appropriate behavior towards all students, and will not tolerate inappropriate conduct by other students.
- \* will dress appropriately both on and off the water, recognizing that my appearance reflects not only on myself; but also, if involved with racing programs, on my team and HHWSP.
- \* will respect the property of others by not stealing, damaging, destroying, or borrowing another's property; and, shall not tolerate such behavior by other students.
- \* will treat classmates, team members, instructors, competitors, regatta officials, hosts, club members, parents, any staff, and all others with respect regardless of race, religion, gender, national origin, or ability.
- \* will treat the staff and facilities of HHWSP, HHYC, and other organizations visited as a student of HHWSP with respect and care.
- \* will follow all safety and health procedures given by instructors and other responsible adults, understanding the paramount importance of safety. I will notify an instructor or other responsible adult if I feel myself or another student is in danger.
- \* will not abuse my classmates, or any member of an HHWSP class verbally, physically, emotionally; and, I will not tolerate such conduct in others. I understand that every student has a right to enjoy their participation in programs. I understand that swearing, in any context, is unacceptable behavior.
- \* will encourage good sportsmanship from classmates, instructors, and parents.
- \* will strive to listen and learn from my instructors.
- \* will be, as a sailor, responsible at all times, as directed by instructors, for the transportation, safe storage, maintenance, and setup of my boat and equipment.
- \* understand that willful destruction of HHWSP or HHYC property, or other students' property, will be grounds for expulsion, & I will be held responsible for any expenses incurred.
- \* will arrive for class and other activities on time (sailors may not be allowed to participate if they arrive after designated health screening period).
- \* will notify HHWSP if I will be absent and, if sick with a contagious illness, I will make that known for the safety of all in my class.
- \* will conduct all activities in the presence of HHWSP staff.
- \* will never leave any class, practice, or regatta without first obtaining HHWSP or chaperone permission.
- \* will not have any of the following gear in my possession while on-site at HHWSP or HHYC property, or to any regatta: flammable items (lighter, matches, fireworks of any kind including but not limited to 'poppers'), weapons of any nature including knives (sailing or rigging included).

## FOR THE PARENT/GUARDIAN

*Each parent/guardian of a student agrees that they shall be governed by this Code of Conduct at all times.*

*Each parent/guardian of a student also agrees:*

- \* NEVER to take a student, including their own child, from a class or regatta activity without first obtaining an HHWSP staff member or chaperone's consent.
- \* to treat students, instructors, coaches, competitors, regatta officials, club members, parents, hosts, and all others with respect.
- \* to follow all safety procedures given by HHWSP staff and other responsible adults, understanding the paramount importance of safety.
- \* to maintain appropriate behavior and respect to all students, regardless of gender, age, race, and sexual orientation.
- \* to maintain a positive attitude and be responsible for their conduct as well as the conduct of their child at all times by following these rules and regulations and any other rules given by HHWSP staff, or hosts.

#### **Repercussions if the Code of Conduct is Violated:**

- \* First: Conversation with HHWSP Instructor about behavior.
- \* Second: Meeting with HHWSP director - for sailors loss of time on the water - Instructor will radio director/head instructor in office and student will report to office to spend the remainder of class time in office or participating in activities as directed by the director. Parent is contacted at end of day regarding incident.
- \* Third: Expulsion from program

**There will be no tuition refunds for expelled students.**

## **RACING & REGATTAS**

### **Mandatory Pre-Registration**

The race coach is required to register sailors for all Inter-club regattas. Regional or National Regattas such as Junior Olympics, require entry fees and for parents to register sailors on-line and to make arrangements for hotels, etc. Junior Membership in US Sailing is required for participation in Junior Olympics.

### **Medical Releases**

Part of the required forms for participating with HHWSP's Sail Racing programs is a Medical Information Form, a Regatta Waiver. This information will be available, if needed, to the host of any Interclub regatta that your sailor registers for. It is strongly recommended that your sailor carry a laminated sheet in their sailing bag that details insurance information, blood type, emergency contacts, etc. In this way, if for some reason, the information cannot be accessed when needed, your sailor will have all the information needed to fill out forms on-site. You should consider, if you are not present, providing staff over the age of 18, or a chaperone, written permission to sign required regatta forms in your place.

### **Off-Site Regattas (Boat/Sailor Transportation)**

Parents are needed to transport sailors, and parents or volunteers are needed to transport boats to these events.

Anyone other than a parent transporting sailors is required to have written permission from the parents of those whom they are transporting, or provide HHWSP with proof of completion of Safe Sports Youth Safety training. This training is available on-line at from US Sailing, for free to US Sailing members, and for a small fee to non-members.

Parents are encouraged, but not required to remain on-site, for the duration of the regatta.

It is ultimately each sailor's responsibility to know his/her travel schedule and how his/her boat is being transported, AND to make sure his or her boat and everything needed to race makes it to and from the regatta venue.

## Notes For Parents Going to Regattas

### Encouragement

HHWSP is excited about our sailors participating in regattas. However, forcing sailors to participate in events they may not enjoy, or feel ready for, may turn them away from sailing completely. Please take your sailor's opinions and feelings into account.

### Spectators

Parents can be spectators during regattas but may need to provide their own on-the-water transport. (Some regattas do offer parents an opportunity to join a hosting club spectator boat.) In the event HHWSP takes a coach boat to regattas, instructors cannot accommodate parents on such boat. If you will be an on-the-water spectator, please remain in the designated areas off the racecourse.

### Coaching

Any coaching DURING a race is prohibited by regatta rules and could lead to your sailor's disqualification.

### Ethics

As always, model supportive and ethical behavior about participation in and during regattas.

### Equipment

Sailors are responsible for making sure their boats are prepared for regattas, and that their boats are brought ashore, ready for trailering or transport. Some regatta organizers require boats to undergo safety checks and will not let sailors participate if equipment is missing or broken. Parents are strongly encouraged to learn what equipment is required and go over boats, prior to leaving HHWSP, with their sailors. This can ensure that all equipment and gear is collected and in good working order, and prevents heartache.

## FREQUENTLY ASKED QUESTIONS

### Is there an Orientation Night?

Yes. Orientations will be held virtually and on-site prior to the start of each session. For families new to HHWSP, this meeting gives you a chance to meet staff, figure out if you are missing any forms, and ask questions. For returning families, this is a chance to learn about new policies and procedures, figure out what forms you might be missing, and ask questions. Families only need to attend 1 orientation session.

### Do I need to be a member of Henderson Harbor Yacht Club to enroll in Henderson Harbor Water Sports Programs?

No. HHWSP is a non-profit 501c3 educational organization with a close relationship to HHYC; but, is not a part of the Club. The majority of registered students are non-members. By Federal regulation of non-profit 501c3 organizations, there can be no financial preference given to HHYC members.

### **When should I sign up?**

As soon as possible. Classes fill quickly. Registration is by mail with a deposit check, on a first-come-first serve basis. There will be at least one on-site registration day, in June. Please do not wait until June to register. If classes sell out, we will maintain a waiting list. Refunds will be given only if a course is cancelled by HHWSP, or when there is no space available in a class.

### **Which Swimming level should my child be in?**

Age 4 and under, your child should be in Level 1. Ages 4+ who cannot swim independently should be in Level 2. Swimmers who can swim independently but cannot perform basic strokes should be in Level 3. Students who know basic strokes and are working on form and more advancing technique should be in Level 4/5. Staff can help determine placement. Prior experience will determine upper levels. Instructor has final say on which level is appropriate, and has final say on moving students to a higher or lower level.

### **What Sailing course should my child take?**

Please refer to course descriptions for ages and experience requirements. Please do not ask us to bend rules for your child. Advancement in Youth Sailing will be through the demonstration of skills. Students who are not able to demonstrate basic skills will not be allowed to work in groups with higher skills sets until they are able to demonstrate those skills. This means that sometimes friends, or siblings, may be in different groups.

### **What boat will my child be in?**

As a general rule, all SeaSquirts and Seafarers will use Blue Dragons or Optimists. Students in the other classes will, based upon skill level, size, age, comfort level, and instructor recommendation, use a variety of boats including - but not guaranteed - 420, keel boats (special occasions), Laser, Lightning, Optimist, Sunfish, Typhoon (special occasion)

### **Do I need my own boat?**

No. Most sailors use HHWSP boats. If you have your own boat and would like to use it, please let us know. Privately owned boats must pass HHWSP's safety inspection checklist. Boats not felt, by HHWSP staff, to be safe will not be accepted. During the season, parents are responsible for the maintenance and repair/parts replacement of all private boats.

### **Are there discounts available?**

There are no discounts available. Full and partial need based scholarships are available to families living year round in Jefferson County and for active duty military families. A scholarship application form can be found on our website and sent or emailed to us. Questions about scholarships can be referred to the directors.

### **Is there a lunch program?**

HHWSP does not provide lunches. Full day students need to bring their own lunch. There is no in-site refrigeration available, and there is no student accessible warming device. A water cooler is located in JYC and students are encouraged to bring their own refillable water bottles.

## It's raining, storming, cold, etc. Is there class?

We always put safety first, but we do not cancel for inclement weather. Staff monitors weather throughout the day. All instructors are trained to run safe, fun classes. We have a large list of rainy day activities. Rainy day classes will be held in an inside/protected space. Depending upon skill level and conditions, we will sail in rain but never in case of thunderstorms, or if lightning has been detected in the area. Come prepared!

## Do I need special sailing clothes/equipment?

Yes and no. Comfortable clothing is a must. Required equipment/clothing is listed earlier in the parent handbook. All lifejackets must be USCG approved and of a proper size and fit. Inflatable lifejackets are not allowed. HHWSP has some lifejackets available to loan.

Sea Squirts, Seafarers, and beginning level Youth Sailing students are required to wear helmets. HHWSP has some available, but not enough for everyone. We recommend a sailing helmet for reasons of comfort, because they are designed for the types of impacts that can be experienced in boats, and because they are waterproof; but, a bike or skateboard helmet can be used.

Some students prefer boat or sail specific shoes, but sneakers and water shoes work just fine.

## Are classes pro-rated if I have to miss part of a session?

HHWSP does not pro-rate tuition.

## Can my child use their own boat to commute to class?

Students may commute to class by boat, only if they are bringing a boat which will be used for the class in which they are enrolled. Students commuting by boat must have a letter from the parent or guardian, and the boat must pass an inspection by the HHWSP senior staff.

## Can my child ride their bike to and from class?

Yes. There will be specific rules and designated storage locations for students commuting to class by bike. Students commuting by bike must have a letter from the parent/guardian.

## How do I pay?

Send in the completed registration form, found on-line or in the back of the Course Brochure, along with your deposit check for the amount specified in the Course Brochure. Registrations will be processed on a first-come-first-serve basis. If classes are filled, we will maintain a waiting list. Deposits will be returned only if there is no space available in the session for which you have registered, or if the course is cancelled. If you are registering for more than one session, you must include a deposit for each session.

Once we have received your registration form and deposit check, we will calculate and bill you for the balance due. All fees are payable prior to the start of the session. We accept checks, cash, and money orders made payable to HHWSP or Henderson Harbor Water Sports Programs. We do not accept credit cards, Venmo, PayPal, Apple Pay, or any form of Crypto-currency.

## If I find out I will not be able to attend, can I get a refund?

Refunds are only available if class is cancelled or filled.

## Are Scholarships available and how do I apply?

Yes, full and partial need based scholarships for full time residents of Jefferson County and Active Duty Military families are available. Please use the Scholarship Application Form, found on the website to apply.

## What about supervision before and after class?

Staff is not available to supervise students before or after classes. Please make sure you are able to arrange to arrive and depart classes at times specified.

## Can I stay and watch my child sail?

Parents are welcome to watch from a distance. Our experience has shown that most young sailors learn best without the distraction of a parent. All of our staff are trained to run safe and fun classes and appreciate being able to do so without parental input during class. Parents are welcome to make use of the grounds during class times, and many classes are visible from the grounds. Junior racing is normally held in front of, or just off of, the docks. Parents are welcome and encouraged to come to these events, enjoy the hospitality of HHYC, and watch the students sail.

## My student lost.....Did you find it?

We maintain a lost and found box at JYC. PLEASE make sure to label everything clearly with your name and phone number. We always have a very full lost and found box by the end of the summer. Unclaimed items will be discarded or donated to Goodwill if not claimed by the end of session 3.

## What should I bring to class?

Please refer to the list of required/recommended equipment listed in the parent handbook.

## What are and where do I find the required forms for the programs?

Required forms are found on the website. Please email [info@HHWSP.com](mailto:info@HHWSP.com) with any questions regarding forms. All required forms, and payment of outstanding balances, are required to be turned in by the start of the first day of the session for which you are registered.

