

# **HOOVER SAILING CLUB JUNIOR RACE TEAM MANUAL**



**HOOVER  
SAILING CLUB**



# Hoover Sailing Club Junior Race Team Manual

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## **Introduction:**

This Manual provides information about the Hoover Sailing Club (HSC and the "Club") Junior Race Team Program (also termed "Junior Sailing" herein), and establishes basic expectations which apply to all Parents (which also applies to Guardians), Junior Race Team Members (also termed "team members," "junior " and "sailors" herein), Coaches and Instructors, and HSC volunteers including the Chairperson of the HSC Junior Race Team Program. US Sailing rules and safety guidelines should be consulted and understood by all team members, parents, guardians, participants and coaches. HSC is a member run non-profit organization. The HSC Junior Race Team Program is run by Coaches and Instructors paid by the non-profit HSC and volunteers, all who strive to do their best. **All participants and families join the program understanding the risks and rewards of sailing.**

## **The Hoover Sailing Club Junior Race Team Program:**

### **Mission statement**

To support the sport of sailing among our youth sailors and foster good sportsmanship and seamanship for young sailors both on and off the water, ALWAYS in a safe manner.

### **Junior Race Team Program "Junior Sailing"**

Hoover Sailing Club sponsors a Junior Race Team made up of members that compete with other sailing and yacht clubs in the region in regattas sponsored by regional clubs. The team is comprised of youth members (generally ages 7-18) who compete in 4 classes of sailboats – Optimist (1 person), Laser (both Full and Radial, 1 person), 420 (2 person), and Thistle (3 person). We encourage, but do not require our team members to compete in these events. At all times, the decision as to if a team member should sail is up to the individual team members and their parents with safety in mind. Members are usually graduates of Hoover's Learn-To-Sail program or otherwise display proficiency in racing. Optimist green fleet racers must show proficiency in that boat.

### **Support for Junior Sailing and the Junior Race Team**

Hoover Sailing Club recognizes the importance of junior sailing in the development of future sailors and the sport as well as its contribution to the lives of the participants and their families. HSC supports the Junior Race Team ("JRT") as a program that enhances the appeal of the club to families and improves the quality of sailors on the water. All participants are encouraged to join the organization US Sailing. Information and applications can be found at [www.ussailing.org](http://www.ussailing.org). The most recent edition of the *Racing Rules of Sailing* should be consulted and understood by all and can be purchased through US Sailing. Simplified videos and books on sailing rules and safety designed for youth sailors are also available to help young Team Members understand rules and safety. Parents are solely responsible to make sure team members understand and follow the rules and safely conduct themselves.

**All Junior Race Team Members must be a member of the Hoover Sailing Club**

Junior Race Team (JRT) Members may be members of HSC either through a standard Family Membership, Individual Membership or through a Junior Sailing Membership. Membership dues for JS membership will be collected for each child enrolled in the junior sailing program. Detailed information and application about all types of membership may be found on the HSC website, and the Junior Sailing Membership is described in detail below. A Junior Sailing Membership application with dues and fees is attached. Membership is required and must be completed, paid for and approved before the first practice of the season.

**Details about the Junior Sailing Membership (JSM) – currently \$107 per year per sailor**

Each JSM applicant family must have at least one child ages 7-19 who has committed to sail as part of the HSC JRT, or family has at least one child who is a member of another club's junior sailing team, and wants to practice with HSC's team. Membership dues for JS membership will be collected for each child enrolled in the HSC JRT. One Junior Sailing Membership applies to all JRT members, so that all that is needed is one Junior Sailing Membership to cover all JRT members. The JSM is annually renewable on a space available basis, and does not entitle the member to seniority rights, the right to vote or hold office, or the privilege to schedule gatherings or parties at the clubhouse. JS members will receive a gate key, but not a house key. Gate key is to be returned at the end of the JS season. JS members may practice with the HSC JRT and receive coaching from HSC's JRT coach. JS members may participate in Club racing in privately owned recognized fleet boats or boats used for junior sailing with the coach's authorization. JS members may optionally store one boat that can be raced in JS regattas on club grounds only during the junior sailing season (currently defined as June 1 through August 30); see the fees on the HSC website which apply. The grounds chairman will assign the storage location. JS members are entitled to launch from HSC during scheduled JS practices, or when the JS coach or chairperson are in attendance. JS members are not required but are encouraged to perform race duty, but will be assigned to the Junior Sailing committee. They will be expected to help the JS committee as needed, including but not limited to: serving as chaperones / providing transportation for one or more JS regattas, serving race duty for HSC's junior regatta, helping with JS fundraising. This special membership with HSC is made possible because HSC supports the education of development of sailing and particularly junior sailing. Remember that while at HSC you are ambassadors of Junior Sailing overall, so please be respectful of HSC grounds, equipment and members at all times! Helping a HSC member launch/retrieve a boat, picking up trash when you see it and keeping your work area ship-shape at all times are ways you can thank HSC for continued support of Junior Sailing.

**High School Sailing Teams:** All members of the JRT are encouraged to join the High School Sailing program in the "shoulder seasons" of spring and fall. Tier 3 High School sailors can start competing during their 7<sup>th</sup> grade season on a JV team, while Tier 2 and 1 High School teams (all kids on the team from the same school) can compete in all events. For the 2015 sailing season, "mixed teams" can compete in the Ohio High School Sailing Association regattas in the fall. Ideally, we'd like to have at least 4 sailors from the same high school competing on the same team. Practices will begin during the JRT summer season: every other Tuesday evening will be dedicated to High School Sailing, then the regular Tuesday/Thursday evening practice schedule will start mid-August, running through early October.

HS Sailing is a huge growth opportunity for junior sailing. It is designed as the first chance experienced junior sailors can introduce sailing as a "sport" to their classmates and be recognized as high sailing athletes from their peers.

## **Seasonal Junior Race Team Timeline**

**March – April:** The Junior Race Team Coach is hired and work begins to form the team. Communication to prospective sailors and parents begins. Experienced junior sailors participate in spring sailing events like USODA Optimist Team Trials and Laser regattas. In April or early May the first mandatory Junior Race Team meeting takes place with parents, existing junior sailors, potential junior sailors and all interested parties. At this mandatory meeting we will establish the basic understanding and goals for the program as well as set tentative practice schedules and future team meetings. It is very important to attend this mandatory meeting. Waiver forms and dues must be paid before the first JRT practice. It is the responsibility of each member/parent to turn them in.

All Club owned junior sailing boats should be inventoried, set up and ready to go sailing. Any and all replacement parts should be ordered and installed prior to practice beginning in May. This is the responsibility of the Junior Sailing Chairperson and Head Coach.

**May:** JRT Practice typically begins on Saturday mornings from 9AM-1PM. Practice schedule to be established at the first Junior Race Team meeting. Before the first regatta, teams should be established (for two and 3 man boats). Teams are generally set by the sailors, but the Head Coach will get involved if necessary. If necessary, a sail-off may be scheduled to determine the teams and boats. Ordering JRT spiritwear is encouraged as it is important show your "Hoover Pride" at regattas and on the podium. A special shirt is required for Junior Bay Week participants.

**June:** HSC's Junior regatta is a "counter" in the Travelers Series. We always try to have practices during the weeks leading up to the regatta even if school has not let out and regular a practices schedule commence

After school lets out for the summer the regular summer practice schedule begins.

In this same timeframe, sailors interested in competing in Regional Regattas have the ability to sign up for multiple competitions:

1. The I-LYA Travelers Series, which is a competition of youth across the region, who's scores from specific regattas are tallied at season end for an accumulated title in each of the 5 classes of boats (Optimist, Laser, Laser Radial, 420 and Thistle). See the I-LYA website under "Junior Sailing" for more information and a calendar of events.
2. Junior Bay Week (JBW) at Put-In Bay – we will assign a club lead for the collection and submittal of our registration package for this which is due in June.

**July:** Jr Bay Week (JBW) is normally the 2<sup>nd</sup> or 3<sup>rd</sup> full week of July. See the I-LYA website for details.

**August:** The last junior regatta of the season is typically the 2<sup>nd</sup> Saturday of August. After that regatta is complete, the official junior sailing season is complete and the High School Sailing Season begins.

**October:** All Club owned junior sailing boats should be stored for the winter. The Junior Sailing Chairperson and Head Coach are responsible for storing the boats for the winter.

The nominations for the Ripple Award should be forwarded to the Coach and Jr Sailing Chairperson. These candidates will be presented to the BOG at the October BOG meeting (2<sup>nd</sup> Monday of October) for approval. The BOG approves the winner of the Ripple Award, with guidance from the Jr Sailing Chairperson.

**November/December:** Awards Dinner. Ripple Award is presented to the Jr Sailor of the Year. Coach presents during awards ceremony.

### **Coaches Responsibilities**

Coaches are salary paid overtime exempt employees of Hoover Sailing Club, therefore each answer to both the Junior Race Team Chairperson and ultimately, the Board of Governors. An Agreement amounting to a contract shall be read outlining responsibilities and expectations, understood and signed as an acknowledgement and promise to follow all terms at the beginning of each season. Any variation from said Agreement is grounds for discipline by the BOG.

The coach agrees to abide by the rules and policy of Hoover Sailing Club at all times. Any failure to comply may be grounds for immediate termination and forfeiting salary.

The coach will provide evidence of personal medical insurance coverage. The coach also agrees not to hold Hoover Sailing Club responsible for personal injury or disability. The coach agrees to read and follow all US Sailing instructions on safe boating, safe race team management and incident protocols including all updates, including the most recent edition of the *Racing Rules of Sailing*

The coach will provide organized and safe instructions and training for various skill levels, and will monitor performance for purposes of evaluating skill levels for recognition or entry in offsite regattas.

The coach is expected to read, understand and agree to the HSC Coaches Code of Conduct. (attached at the end of this document)

The coach is expected to hold a current US Sailing Level 1 Instructor Certification, and HSC will help the coach obtain that certification if necessary. If possible, a Level 2 Certification is preferred.

The coach is responsible for training junior sailors interested in racing topics. This coaching is intended for sailors between the ages of 10-18, and will take place exclusively in Optimists, Lasers, Laser Radials, Club 420s and Thistles.

The coach is responsible for setting the practice schedule using the guidelines listed elsewhere in this document. A minimum of 24 practice sessions should be scheduled from May through mid-August.

The coach will hold practice rain or shine. In the event of a bad weather day, on shore activities will be held in the Clubhouse.

The coach is responsible for setting up, maintaining and packing up the fleet of club owned Jr Sailing boats each season. The coach should have the means to order replacement parts for these boats (reimbursed by HSC), the technical knowledge to repair and keep these boats in good working order.

The coach is responsible for maintaining a good appearance of all club owned Jr Sailing boats through the season. This includes securing the boats to the ground after every sailing session, ship-shaping the boats after every practice, ensuring any boat repairs are made as soon as reasonably possible and any and all trash is properly disposed of in the drysail area and gathering areas in and around the club.

The coach is expected to maintain the storage sheds used by junior sailing, including monitoring who stores equipment in it. Only equipment being actively used may be stored in the junior sailing shed (not your aged out Opti, Sunfish or Windsurfer equipment). We simply don't have the room to store miscellaneous equipment on the grounds.

The coach is expected to attend the I-LYA junior regattas each season.

The coach must complete the Ohio concussion awareness training as part of the Ohio Return to Play law. Please go to [www.nfhslearn.com](http://www.nfhslearn.com) to complete the training.

The coach is strongly encouraged to be involved in the Hoover Sailing Club Jr Regatta management.

The coach is expected to be available to answer questions or concerns from the parents involved in the Jr Sailing Program. Regularly answering email, phone messages or setting up meetings with parents is an integral part of this communication process.

The coach is expected to actively recruit and train new junior sailors out of the Sail Instruction program. Coordination with the Chairperson of Sail Instruction is strongly recommended.

The coach is expected to be onsite for the duration of Junior Bay Week and make themselves available for coaching the sailors from 7AM-10PM each day of the event. See Jr Bay Week elsewhere in this document for more details about that event.

The coach is expected to secure on the water access for any and all junior regattas they attend with the team, whether it's in their own boat or on another coach's boat.

The coach is expected to cover their own expenses at any one day regattas they travel to. Expenses incurred at Junior Bay Week and Junior Olympics will be shared by the parents of the sailors attending those regattas. Fundraising monies may be used to offset the expense of housing and food at these 2 regattas.

**The coach is not responsible for the following things:**

The coach is not responsible for towing boats to junior regattas, but may if the coach volunteers such services. The coach is not required to have a vehicle capable of towing, but having a tow vehicle is encouraged. The coach may tow their own personal coach boat or a coach boat owned privately lend to the coach and program to regattas.

The coach is not responsible for packing the trailer in preparation of travel to a junior regatta, although may help if asked.

The coach is not responsible for maintaining or licensing any club owned trailer. This responsibility falls on the Club Secretary.

The coach is not responsible for any application forms for Junior Bay Week. The Jr Sailing Chairperson appoints a parent by the end of May to coordinate all Junior Bay Week applications.

### **Parent / Guardian Responsibilities**

Parents of team members involved in the Junior Race Team are expected to be financially responsible for any and all expenses incurred while sailing and all decisions regarding safety. This includes, but is not limited to the following provisions for team members:

Life Jackets (Type III USCG Approved ONLY) Foul  
Weather Gear (Properly fitting, waterproof) Regatta  
dues (Typically \$10-15 per one day regatta)  
Transportation costs to offsite junior regattas

Parents are expected to seek and understand all safety rules, safety regulations and suggested courses of conduct regarding safety. At all times, each parent assumes the responsibility for the safety and actions of their children. The most recent edition of the *Racing Rules of Sailing* shall be read and understood to ensure team members understand all safety rules. Parents are encouraged to join and participate in US Sailing as a member and seek all updates, information and use US Sailing as a resource. Parents are encouraged to seek and obtain all materials designed to explain the rules and regulations regarding sailing and safety to children and each Parent assumes the responsibility that this information is understood by team members.

Parents of team members are expected to assist in loading and unloading the trailers when travelling offsite.

Parents of team members are expected to secure transportation for their children when travelling to offsite regattas.

Parents of team members are expected to attend offsite regattas with their children, or make arrangements with other parents in the program that are attending said regattas to chaperone their children.

Parents of team members are expected to constantly remain positive, regardless of their children's results on the water. Words of encouragement are welcome, words of discouragement are strongly discouraged.

### **Junior Race Team Member Responsibilities**

Junior Race Team members are expected to act in a sportsmanlike manner at all times, not only toward their competitors, but toward their coaches, parents and supporters of junior sailing and perform all tasks in a safe manner at all times. Members should know and understand to the best of their ability all US Sailing rules and regulations, and follow all safety guidelines including all updates, including the most recent edition of the *Racing Rules of Sailing*. When using club-owned boats, junior sailors are assigned a boat by the Head Coach at the beginning of the season. It is their responsibility to inform the coach of any damaged or missing equipment or any collisions resulting in damage.

## **Safety is ALWAYS First**

At all times, the decision as to if a team member should sail is up to the individual team members and their parents with safety in mind. See, the most recent edition of the *Racing Rules of Sailing*.

Team members, coaches and parents shall be informed and ready to respond to any and all safety emergencies and issues. All are responsible to seek and obtain Red Cross first aid training and safety training from organizations like US Sailing. These responsibilities include calling 911 to get help as fast as possible. Coaches must complete the Ohio concussion awareness training as part of the Ohio Return to Play law. Team members and parents are strongly encouraged to complete the training as well, which can be found at [www.nfhslearn.com](http://www.nfhslearn.com).

All emergencies shall be reported by team members and first responders to the nearest coach or persons associated with the Junior Sailing or Junior Race Team programs. The Junior Race Team Chairperson shall be notified of any emergency by cellular telephone and/or e-mail as soon as it is practical, to coordinate informing parents, emergency services follow-up and any media.

## **Fundraising**

Fundraising is an integral part of the Jr Sailing Program. Parents and sailors are expected to participate in fundraising activities, which may include, but are not limited to the following:

Wednesday Night Dinners at Hoover Sailing Club

Family Camp Out and Pancake Breakfast

HSC t-shirt and candy sales

Other ideas are welcome and encouraged based on the size of the team and enthusiasm of participants.

Any monies raised by fundraising may be used to offset the cost of JBW, either for the competitors or the coach. Fundraised monies may be saved for several seasons to purchase additional boats or equipment not listed in the Jr Sailing Bylaw 58 in the Club directory. Additional money donated by members of HSC on their dues invoices are placed in a separate money market account and are to be used at the discretion of the Jr Sailing Chairperson.

It is not the intention of the BOG that HSC's Junior Sailing Program be a self-sufficient entity within HSC. However, efforts must be made to offset the costs associated with this program.

## **Recruiting**

Recruiting future junior sailors is a very important part of this program. Without recruiting, the program will dwindle in size and the expenses associated with this program will be hard to justify.

Recruiting can be as easy as sailors getting their friends to sail with them, going through the Club directory and identifying sailors between 12-18 to come sailing at practice, to coordinating with the sailing instructors and Sail Instruction Chairperson to see who is ready to move out of the classes.



## **Social Functions**

Social functions may be scheduled both during the season and through the offseason to foster the special bonds sailors make. It's strongly encouraged to get together during the winter for a movie, dinner, bowling, boat show, etc to ensure team growth and bonding.

## **Boats**

Hoover Sailing Club has invested money in the fleet of single & double-handed boats to be used by both Sail Instruction and our Junior Race Team Programs. Coordination with the Sail Instruction Chairperson at the beginning of the season is necessary to ensure there are enough boats to support both programs.

Junior Race Team owns two (2) 2006 Club 420s (numbers 4 and 5) that are to be used exclusively by Jr Sailing. Those boats should be assigned to sailors by the Head Coach at the beginning of the season and used for junior sailing activities. Practice sails were purchased in 2007 and should be used for all practices and practice races. New class legal sails were purchased in 2006 and should be used only for regattas and JBW. The practice sails are not class legal, and are not allowed to be used at any regatta. New regatta/race sails will be purchased as needed. As of May 2015, the race sails for both of these boats are still in good condition.

Sail Instruction owns: three (3) Laser Radial rigs and sails, and four (4) late model Optimists built by McLaughlin (numbers 12-15) with club sails and rigs. These boats may be used for Junior Race Team practices during the week, but are not to be taken off Club grounds without the permission of the Sail Instruction Chairperson.

Sail Instruction has access to eight (8) Club FJs (numbers 17-24) that can be used by Junior Race Team with permission from the Sail Instruction Chairperson. These boats are watertight, sound and have been rigged for spinnaker. Currently, Sail Instruction owns no Club FJs. However, FJ's do not generally participate in junior regattas.

Sail Instruction also owns four (4) 1998 McLaughlin Optimist Dinghies (numbers 1-4), three (3) older Optimist Dinghies (numbers 5, 6, and 10) and two (2) 2000-2002 Vanguard Optimist Dinghies (numbers 8 and 9) that can be used by junior sailing with permission from the Sail Instruction Chairperson for practice and on lake regattas. These boats are not allowed to leave the property without express permission from the Sail Instruction Chairperson.

The Hoover Sailing Foundation owns one (1) 1979 Laser (Sofa King on the line) that can be used by Junior Race Team with permission from the Sail Instruction Chairperson. This boat has had the mast step replaced twice, and probably isn't a very competitive boat to sail.

Sail Instruction also owns seven (7) Vanguard Club 420s (numbers 6-12) that may be used by the Junior Race Team with permission from the Sail Instruction Chairperson. All of these boats can be rigged for spinnaker and trapeze and are competitive boats.

Hoover Sailing Club now owns a Thistle (3849)! This competitive boat has good sails, is race rigged and ready for the right team. Thistle fleet 126 is very excited about the possibility of having a Sears team and will help in any way possible. If interested in trying this boat out, please contact the JRT Chairperson.

### **Boat Care - Team Member and Parent Responsibilities**

Team members will be assigned a boat to use for the season when possible in June. A **\$150 deposit** will be taken by the Junior Race Team Chair from all team members who use HSC boats. Sailors will be responsible for alerting the Coach or Junior Race Team Chair of any repairs that need to be made or any lost equipment. If the Coach or Junior Race Team Chair determines that the damage is the result of negligence by the sailors using that boat, the parents of the sailors will be held financially responsible for repairs to the boat and that team member will not be allowed to sail that boat for a period of time determined by the Junior Race Team Chairperson. If equipment is lost or left behind at a regatta, the sailors will be responsible for making every effort to locate the equipment. **If the lost equipment cannot be located, HSC will cover the first \$50 of the replacement cost, the parent/guardian will be financially responsible for the remainder.**

Boat maintenance is a vital part of sailing and sailboat racing. Sailors are strongly encouraged to keep their boats ship-shape and in good working order. Washing the boats at the beginning of the season, before JBW and at the end of the season is encouraged.

### **Boat Travel - Team Member and Parent Responsibilities**

We travel to regattas offsite with our boats, trailers and equipment. It is very important that trailers be maintained in road-worthy condition and are safe to travel at highway speeds. Trailers are inspected during the off-season, but parents and team members who use HSC trailers are solely responsible for the condition and safety of the trailers they use. Before starting on-the-road, a safety check should be completed by team members and parents to determine the road worthiness and the safe tie-down of all boats and equipment. If there are any questions about this procedure or process, the Coach and Junior Race Chairperson should be consulted. The parent and team member using trailers are solely responsible for any break-downs, damage or resulting injuries caused as a result of trailering or boat use. Safe trailering speeds are to be followed at all times, which may be and are often slower than posted speed limits. Adequate travel time should be calculated, and "I would have been late" is never an excuse for not following safe travel procedures.

In order to account for assignments of HSC owned boats, equipment and trailers, a sign-out process will be implemented. Before away regattas, the Coach and/or Junior Race Team Chairperson or their delegate and the parents of the sailors and/or team members will meet at the Club to transfer equipment from HSC to the care of the team members and parents. Trailers, equipment and boats entrusted to parents and team members must be returned in the same condition as it left the Club. Any and all damage must be reported to the Coach and Junior Race Team Chairperson immediately, either by cellular telephone or e-mail. Failure to report damage will be cause for removal from the team and will require the offending party to pay for the damage in full at the discretion of the Junior Race Chairperson. All reported damage shall be documented by the parent/team member and confirmed by the Coach and Junior Race Team Chairperson. Arrangements will be made as soon as practical to repair or replace anything that is broken or damaged. Upon return from the regatta, and no later than the Monday after the regatta, the Coach and/or Junior Sailing Chairperson or their delegate and the parents/team members will meet at the Club *before the boats are removed from the trailer* to transfer the parts back from the parents and team members to HSC. Once the boats have been checked back-in from away regattas at the Club, they may be removed from the trailer and re-rigged and sailed.

## **Jr Bay Week (JBW) at Put-In-Bay**

Jr Bay Week used to be a qualifying and Quarterfinal regatta for the Sears Cup, Bemis Trophy and Smythe Trophy for US Sailing's Single, Double and Triple-handed Youth National Championships. It is no longer a qualifier but the legacy of Jr Bay Week continues to be a rite of passage for sailors in the I-LYA region.

JBW is a Sunday-Friday event with sailing scheduled Monday-Thursday. Teams will arrive on the island via Miller Boat Line out of Catawba Sunday morning and will remain on the island until checked out of their hotel Friday morning.

Jr Bay Week is one of the largest youth regattas hosted in the US. Over 180 sailors from 25 I-LYA Member Clubs between the ages of 12-18 will descend on Put-In-Bay for a week each year. The logistics of housing, feeding, launching and providing a safe sailing environment for these sailors is staggering. After 55 seasons, JBW has made every effort to streamline these issues and has a well established guide for parents and sailors attending the event. If you are interested in attending this event, please see the Jr Sailing Chairperson or Head Coach for further details.

Boats allowed at JBW:

Sears Cup: Thistle with crew of 3

Bemis Trophy: Club 420 with crew of 2

Smythe Trophy: Laser Radial with crew of 1

### **Guidelines for JBW:**

In order to qualify to attend JBW, sailors must compete in at least 3 junior regattas in the year since the past JBW. 2 of these regattas must be at an open water venue (Lake Erie or larger). The coach will help ensure that all sailors interested in attending have their qualifying regattas before JBW.

US Sailing membership is required. Youth membership is fine. Hoover has an MVP membership available to all, which comes with a discount. Please go to [www.ussailingmvp.com/hooversailing](http://www.ussailingmvp.com/hooversailing) to sign up!

Membership in an I-LYA member club is required to attend JBW. Any Active, Associate, Youth or Extended Visitation member is permitted to attend JBW under the HSC burgee. Please see [www.hooversailingclub.com](http://www.hooversailingclub.com) for details on becoming a member of HSC.

Entry fees for JBW typically range from \$280-320 per sailor. This fee covers all housing costs and food for the week. The sailors are on their own for lunch Sunday and dinner Wednesday. All other meals are included in registration. Parents of the sailors are responsible for these regatta entry fees. If financial difficulties can be shown, Hoover Sailing Club may offset the entry fees upon petition to the Board of Governors.

Sailors are encouraged to bring a small amount of cash with them to cover incidental expenses while on the island. \$40-50 should cover it for the week. A document called "what to bring to Jr Bay Week" is attached at the end of this manual.

All sailors must be accompanied by a parent during the week. If you are unable to attend JBW for the entire time, arrangements must be made in advance with our Parent Liaison to chaperone your child while you're not there. Housing and meals are not provided for parents of the competitors. Put-In-Bay is an island resort, and housing for non-competitors is limited. It is recommended that

you make hotel reservations at least 3 months in advance if not earlier. You can find a listing of hotels and bed and breakfasts on the island at [www.putinbay.com](http://www.putinbay.com)

There is a code of conduct form that all sailors and parents must sign when completing the application process for JBW. Hoover Sailing Club expects that all sailors fulfill their obligation and follow that guide to the letter. Any infractions may result in Hoover Sailing Club being barred from competition in future seasons and the sailor involved may be removed from the junior sailing team.

### **On the Island:**

Sailors will begin to arrive at JBW Sunday morning. We typically try to be on one of the first ferries over, as boat traffic increases quite a bit after 9AM. The first ferry leaves Catawba at 7:30AM Sunday morning.

Boats get unloaded from trailers and the trailers are stored offsite. Boats are inspected, sailor's safety equipment is checked and the sailors are registered. Once this occurs, they must remain on club grounds until released for the day.

There is a strict "no wheels" policy on the island from the time the sailors are checked in Sunday through Friday morning. No bikes, cars, skateboards, roller blades, scooters, motorcycles, mopeds or anything with wheels may be used by the sailors. Sailors may not accept rides in any cars (even with parents) without the express permission of the Regatta Chairperson.

Personal valuables should not be taken to JBW.

Any and all sailing clothing should be taken to JBW. Weather is highly variable on Lake Erie in the summer. Days of full foul weather gear may be followed by days of hot, no wind conditions. Please be prepared for anything.

### **A typical day at JBW**

6AM	Wake up, shower and head to the Club
6:15AM	Rig boat, meet with coach
6:45AM	Breakfast
7AM	Weather briefing, final meeting with coach
7:30AM	Harbor Gun - contact with sailors is now prohibited
8:45AM	First race of the day - subsequent races to follow
12PM	Lunch on the water (Monday/Wednesday) - Tuesday lunch on shore
3-4PM	Racing concludes
4PM	Derig, standby at the club
4:30ish	Sailors are released back to the coaches debriefing - sailors may now talk to coaches/parents
6PM	Dinner at PIBYC
7:30PM	Team meeting with coaches
9PM	Sailors are on their own until curfew
10PM	Sailors must be in their rooms
10:30PM	Lights out

## Coaching at JBW:

JBW is a great training opportunity for many sailors in the I-LYA. The I-LYA hires a Head Coach for the event which oversees the training of the sailors, but also enlists the help of each Club's individual coaches to elaborate on topics each day. There is a daily debriefing in the conference room at the hotel the competitors stay in. Attendance at these coaching debriefings is mandatory.

From the time the harbor gun is sounded to the time the protests are heard and resolved, coaching the competitors is not allowed. This rule is relaxed a bit once the split between the Championship and Commodore fleets is made Tuesday afternoon. Coaching between races is allowed on the Commodore courses Tuesday afternoon through Thursday afternoon. Coaching is never allowed on the Championship courses. Coaching on the Laser Radial course may be allowed through the entirety of the event with permission of the PRO and Head Coach of the regatta. Coaches are expected to register with the Organizing Authority at the beginning of the regatta.

Housing and meals are not provided to the coach by the Organizing Authority, although a meal package may be purchased for the event. Fundraising money may be used to purchase a meal package for the coach, or the parents should cover the cost of the meal package. Total price for this package ranges from \$125-150 for the week. Housing should be secured by the parents of the competitors for the coach. This can include room sharing with the parents, a separate hotel room for the coach, securing a boat to stay on during the event or making other arrangements for the coach to stay in a house on the island.

## What do I need to bring with me to Jr. Bay Week?

The following is a list of things we recommend you bring with you when we travel to Put-In-Bay.

- 1) Enough clothes to last through Friday morning. That means 4 sets of sailing clothes, 4 sets of evening clothes, something to wear home, and all of the appropriate accessories, like socks, shoes, underwear, etc. Take your time packing and be thorough, because buying anything on the island will set you back a pretty penny.
- 2) Enough long sleeve shirts, sweatshirts, jeans and a jacket for a couple of days, in case it is rainy, overcast, cold, etc. The Coach will give you all a long-range forecast when it gets a little closer.
- 3) Foul weather gear. If you do not have any, let the Coach know ASAP so they can arrange something for you.
- 4) Sailing gloves, boots and hats if you so desire. We strongly recommend wearing boots, or something else protective on the feet, because hiking off of sunburned feet isn't fun!
- 5) A small "ditty bag" to be carried on each boat through out the week. Make sure it can be secured to the boat in some way. Bring this to the club sometime next week and we'll make sure you get all the right stuff in it. Also, if you have a "Leatherman" type tool, plan on that being in your bag.
- 6) Water Bottle. Put your name on it. Last year, they provided water to the competitors every morning, but I wouldn't count on that again this year.
- 7) Attire for the Sunday Ice breaker dinner: Team shirts, khaki shorts, and sandals. Attire for awards dinner: skirts or dresses for the girls, shirt and tie, khaki or nice dress pants, and shoes (**no sandals**) for the guys. We will sit together as a team for dinner every night. No exceptions.
- 8) As much spending cash as your parents will allow you to bring. In the past, \$50.00 has done it for me. Keep in mind; we're on our own for dinner one night and our team meetings will be at DQ at least 2 nights.
- 9) Sunscreen.
- 10) Sunglasses and/or hat.

- 11) A small duffel bag to carry things back and forth between the club and hotel. Remember, you are NOT allowed to be driven in any cars at any time during the event. In fact, you're not allowed to ride anything with wheels (bikes, roller blades, skateboards, etc)
- 12) ALL LINES, BOARDS, SAILS, SAFETY EQUIPMENT, LIFE JACKETS (WITH WHISTLE ATTACHED TO IT), ANYTHING YOUR BOAT NEEDS TO SAIL, ETC!

Things not to bring: CD players, anything with wheels (bikes, roller blades, skateboards), lots of jewelry, cash, cars, anything else you think might get you in trouble, or get lost, stolen, whatever. If you have a question whether you should bring it or not, you probably shouldn't.

Also, no boys and girls in the same hotel room at any time. Period. No Exceptions.

### **Other things of interest:**

The Coach will be holding 2-3 team meetings per day, for our team only, although the coach is available to you anytime day or night. We will find somewhere quiet to hold our meetings. Attendance is MANDATORY. The first one will be in the morning at breakfast, the second will be as soon as the race committee releases you for the day and the last will be after dinner. Plan on an hour minimum for the evening meeting. We will hold one Sunday after the skipper's meeting, and the Coach will attend the skipper's meeting with you. We will discuss the SI's at that time. The Coach will be on the water all day, every day. Remember, there are going to be 4 courses, and the Coach can't be everywhere at once, so if you have questions about anything, try to remember as many details about the situation as you can and bring them to the meeting. Also, someone needs to know where you are at all times on the island, so either let the parent of the day or myself know where you are so we don't have any surprises.

Plan on being at the club **no later than 6:40** to rig and get in the water. Wake up is at 6. This means either you are very quick at getting ready in the morning, or you bring an alarm clock and get up a tad earlier. Any later and we might not get a spot at the dock, and the line to get in after breakfast is mighty long. The only exception to this is if it is blowing really hard. Then I don't want the boats in the water until it's time to go.

Also...remember that once the hour gun has blown, the Coach is off limits to you. He will fill your heads with all sorts of stuff in the morning before 7:30, but once the gun goes off, **he will walk away**. Do not talk to your parents; you are on your own. You cannot talk to the Coach, he cannot help you unless you are in trouble on the water. Do not approach him, as he will not approach you. They take coaching very seriously and any infractions may be detrimental to the team.

Please plan on being on the island as early as possible on Sunday. The first ferry leaves from Miller at 6:30am, with subsequent ferries leaving every hour after that. The line starts to really back up after 7:30. With as many boats as we're taking, the check in process may be lengthy, and I want to get all of the boats set up and in line early. Besides, if we get there early, we can go to Frosty's for breakfast. After that, we'll rig all of the boats, get in the registration line and get that taken care of. After that, I think there is a clinic in the afternoon and the rest of the time is spent chilling out.

Coming in after curfew is a serious infraction, and one that will either get you restricted to your room the following evening or sent home. Please be back in your room 5-10 minutes before the curfew time.

Everyone should act like ladies and gentlemen while on the island. Remember, it is a privilege to represent HSC at the Bay, not a right. It will be an experience you will remember for a long time.

## **COACH CODE OF CONDUCT AND AGREEMENT**

### **Hoover Sailing Club Junior Race Team Program (HSC JRT)**

#### **Preamble**

Sailing coaches and instructors play a vital role in the development of all sailors. They are instrumental in encouraging all sailors to expand their knowledge of seamanship, sportsmanship, and sailing in general. There is however the opportunity for coaches and instructors to abuse the power they hold in a coach/athlete relationship. The following code of conduct is developed to aid coaches and instructors to achieve a level of behavior, which will allow them to assist all sailors to the maximum. Safety is ALWAYS first and ALWAYS on the mind of the coach. The most recent edition of the *Racing Rules of Sailing* shall be read and understood along with all US Sailing safety updates. Membership in US Sailing is strongly encouraged. Mandatory training is noted in the HSC/JRT Manual. Coaches must check on the safety and condition of all boats, equipment and trailers.

#### **Coaches and Instructors Have a Responsibility to:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
2. Direct comments or criticism at the performance rather than at the athlete.
3. Consistently display high personal standards and project a favorable image of sailing and coaching by:
  - Refraining from public criticism of other sailing coaches or instructors.
  - Abstaining from the use of tobacco products while in the presence of athletes or students.
  - Abstaining from the drinking of alcoholic beverages when working with under-age athletes or students.
  - Refrain from the use of profane, insulting, harassing, or otherwise language in the conduct of his/her duties.
  - Refrain from the use of drugs or banned substances.
  - Respect the skills level of athletes and students by:
    - Ensuring that the activity being undertaken is suitable for the age, experience and ability.
    - Educating athletes/students in their responsibility to contribute to a safe sailing environment.
  - Treat sailors and officials with respect and actively encourage athletes to do the same.
  - Encourage all sailors to demonstrate their own code of conduct.
  - Refrain from public criticism of Race officers, Judges, Umpires and all other volunteers.

#### **Coaches and Instructors Must:**

1. Ensure the safety of all members, other sailors and fellow Coaches/ Instructors.
2. At no time become intimately and/ or sexually involved with a member whom they are coaching/instructing.
3. Respect the dignity of students and athletes. Verbal or physical behaviors that constitute harassment or abuse are not acceptable.
4. Never allow the use of drugs and other banned substances.
5. Never provide under age athletes or students with alcohol or tobacco products.
6. Complete all state requirements for concussion safety with children sports.

**Process for Investigating an Alleged Breach of the HSC Coach/Instructor Code of Conduct**

At all events and regattas, the organization responsible for the event shall have the primary responsibility for investigating any alleged breach of the HSC *Coach/Instructor Code of Conduct* and may rule on any punishment to the HSC JRT and Coach. The HSC JRT Chair shall be responsible for determining all other breaches of this Code of Conduct and remedies, which may include dismissal.

**Penalties and Discipline:**

Failure to follow the HSC *Coach/Instructor Code of Conduct* at all events may result in one or more of the following actions:

- Disqualification of the sailors under the supervision of the coach/instructor concerned in one or more races, in the event where the incident occurred.
- Giving the coach/instructor a reprimand
- Suspending the individual from coaching/instructing for part of or the entire event.
- Termination of the coach/instructor concerned at the event where the incident occurred.
- Expulsion of the coach/instructor from the site of the event.
- Recommending to I-LYA that the coach/instructor shall not be considered for a coaching/instructing position with I-LYA for a period from three months to four years.

**Payment:**

Coaches are compensated for their time donated to the volunteer organization with a salary and are not eligible for overtime as they are exempt from the FLSA. Coaches agree to hold the HSC, it’s officers and other volunteers harmless from any acts associated with the HSC Junior Race Team Program. The statements and acts of Coaches may not legally bind HSC, it’s officers or volunteers in any way. Any legal disputes involving Coaches shall be settled by arbitration. Failure to follow any term in the Manual or this Agreement may result in forfeiting all salaried compensation.

**Appeal Procedure:**

To appeal a disciplinary decision, coach/instructor should apply in writing to the HSC JRT Chair within 30 days of any decision. A committee formed of members at the discretion of the Commodore shall hear all appeals.

When the Hoover Sailing Club receives a written complaint about a coach’s/instructor’s behavior and the coach/instructor is employed by the HSC, it will follow its published guidelines for investigation of the alleged breach.

I \_\_\_\_\_, hereby have read and accept the above terms and I agree to comply by all terms and this code of conduct in good faith and of my own accord.

\_\_\_\_\_  
(Signature) (Date)

***"You haven't won the race if in winning the race you have lost the respect of your competitors."***

***Paul Elvstrom (4-time Olympic Gold medalist in the Finn Dinghy)***



**TEAM MEMBER AND PARENT/GUARDIAN CODE OF CONDUCT  
Hoover Sailing Club Junior Race Team (HSC JRT)**

**Introduction**

The Hoover Sailing Club ("HSC") Junior Race Team Program ("Sailing Program") goals are to foster stronger sailing and team building skills. In doing so, we hope to instill a life-long love for sailing. While it is our goal for sailors to have fun, it is imperative that there be some guidelines on behavior. Thus, each Member and Parent /Guardian must accept their role in insuring a safe, orderly, and fun Junior Sailing Program. The most recent edition of the *Racing Rules of Sailing* shall be read and understood along with all US Sailing safety updates. State and local sport safety guidelines, like [www.healthyohioprogram.org](http://www.healthyohioprogram.org), should be read and followed. Membership in US Sailing is strongly encouraged. **Parents and team members are responsible for the condition and safety of equipment they use.**

**Code of Conduct**

Member and Parent/Guardian rules will be strictly enforced and apply not only at HSC but in all aspects of the sailing program: regattas, sailing clinics, and anywhere that sailing takes us.

- 1. Safety is ALWAYS first and the decision to participate in events is up to the member and parent ONLY. The HSC/JRT Manual will be followed at all times.**
2. Sportsmanlike conduct is expected at all times, both on and off the water.
3. All will be considerate of their team members, coaches, competitors, regatta officials, and all others.
4. All will adhere to event, host rules and all applicable laws both on and off the water.
5. Conduct including but not limited to foul language, disrespectful comments or gestures, condescending, intimidating and disruptive/dismissive behavior whether in person or via email, voice mail texting or other forms of communication is forbidden.
6. All relevant safety procedures and similar instruction given by the HSC sailing coach or other responsible adults shall be followed.
7. All will communicate appropriately to coaches or chairpersons what events they can and cannot attend, so that other sailors and coaches can adequately prepare and plan for practices, clinics, and events.
8. All are expected to fully participate and follow coach instructions in practices and regattas that they have committed to participate in. This includes communications regarding regatta transportation.
9. Sailors will respect the property of others and will not borrow property without permission. Sailors will not use club-owned equipment without permission of the coach or chairpersons.

If a team member needs to be removed from class or a regatta, or acts in a manner inconsistent with this code of conduct, or violates any of the Junior Race Team rules, the sailing coach will refer the matter to the Sailing Program Director and Race Junior Team Chair who will determine the necessary action. Infraction of this code of conduct, or violation of any of the foregoing rules, can range from the sailor being warned, suspended, or dismissed from the program for the duration of the sailing season, depending upon the circumstances and the gravity of the misconduct.

**I have read and understand the Code of Conduct, and HSC Junior Race Team Manual and agree to abide by the terms of these rules at all times while engaged in Junior Race Team activities, whether on the water or off, or at the Hoover Sailing Club premises, or elsewhere.**

Sailor's Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

Date: \_\_\_\_\_

As the responsible parent/guardian, in addition to the above, I understand that I am responsible for my own behavior as well as that of my child and that infractions of the above rules can lead to one or both of us being subject to disciplinary action up to and including being expelled from the program.

Signature Parent/Guardian \_\_\_\_\_  
Print Name \_\_\_\_\_

Date: \_\_\_\_\_

**MEDICAL RELEASE FORM**  
**Hoover Sailing Club Junior Race Team (HSC JRT)**

Please **complete this form for each sailor** and **attach copies of the appropriate health insurance card(s)**, including dental, which apply to the Participant (front and back please).

I hereby give permission for any and all medical attention necessary to be administered to (HSC JRT) \_\_\_\_\_ (print full name) in the event of an accident, injury, or sickness. HSC JRT includes hosts, volunteers, chaperones, coaches and others who have donated time and resources to the HSC JRT. All reasonable attempts will be made immediately after any medical incident to contact the person(s) listed below in the "in case of emergency" section. The Parent/Guardian listed below assumes the responsibility for payment of treatment.

Participant Name (printed): \_\_\_\_\_  
Participant Address: \_\_\_\_\_  
Health Insurance Carrier: \_\_\_\_\_  
Policy or Insurance ID #: \_\_\_\_\_  
Participant's Physician Name: \_\_\_\_\_  
Participant's Physician Phone: \_\_\_\_\_  
Participant's Allergies: \_\_\_\_\_  
List all medical condition(s) and medication(s) that the HSC JRT should know about:  
\_\_\_\_\_  
\_\_\_\_\_

**IN CASE OF EMERGENCY CALL:**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

I, the Parent/Guardian of the Participant, hereby waive any or all rights, claims for damage arising from injury received while my child is participating in HSC JRT activities both on and off the water. I hold harmless the hosts, volunteers, chaperones, coaches and others who have donated time and resources to the HSC JRT for any medical care incidental to the HSC JRT.

Signature of Parent/Guardian: \_\_\_\_\_  
Printed Name of Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

***Please attach a copy of the front and back of any health/dental insurance card(s).***

**LIABILITY RELEASE AND WAIVER  
Hoover Sailing Club Junior Race Team (HSC JRT)**

Printed Name of all Junior Race Team member(s) to which this Waiver applies:

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**LIABILITY RELEASE & WAIVER AGREEMENT**

In consideration of my junior sailor’s participation in activities associated with the Hoover Sailing Club Junior Race Team, hosted by the Hoover Sailing Club of Westerville, Ohio, and others who have donated time and resources to the HSC JRT (like coaching, housing, boats and transport vehicles) this Agreement is made. The undersigned Participant’s Parent and/or Legal Guardian, and their respective heirs, executors, administrators, personal representatives and next of kin (collectively as “Participant” and/or “Releasers”), hereby forever waive, release and discharge HSC JRT, its affiliates, and their respective members, managers, employees, volunteers, officers, directors, agents, representatives, successors and assigns, and all others who have donated time and resources to the HSC JRT (each a “Released Party”) from any and all claims, demands, damages, judgments, executions, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, which a Releaser may have, or claim to have, against any Released Party resulting from death, personal injury, property damage other loss Releaser may sustain as a result of participating in any sailing activity associated with the HSC JRT, other related activities (including transportation and land-based activities).

**THIS RELEASE IS INTENDED TO DISCHARGE EACH RELEASED PARTY FROM ANY AND ALL LIABILITY ARISING OUT OF OR CONNECTED IN ANY WAY WITH PARTICIPATION IN ALL ACTIVITIES, EVEN IF THAT LIABILITY ARISES OUT OF NEGLIGENCE OR CARELESSNESS ON THE PART OF ANY RELEASED PARTY.**

Releasers hereby acknowledge that serious accidents may occur during sailing activities and that mortal or serious personal injuries and/or property damage or other loss may result from participation in sailing activities, including further injury or damage sustained as the result of the efforts of third parties who come to the aid of Participant. Releasers hereby agree to indemnify and hold harmless the Released Parties for claims, demands, damages, judgments, executions, rights of action or causes of action relating to any such injury or damage. Participant further acknowledges that the rules, regulations and guidelines of US Sailing (see [www.ussailing.org](http://www.ussailing.org)) have been read and understood by and/or explained to the Participant sailor, including the fact that *lifejackets must be worn at all times on or near any body of water*, and agrees to abide by all rules and instructions from any person associated with the HSC JRT. Participant is financially responsible for any physical damaged caused by the Participant during the HSC JRT or any medical care rendered. Participant agrees that his or her failure to observe and obey such rules may result in revocation of the right to participate in any such activities without further recourse.

**PARENT AND/OR GUARDIAN**

I represent and warrant that I am the parent and/or legal guardian of the Participant(s) and I agree, on behalf of the Participant(s), to all terms in the above Liability Release and Waiver Agreement. I further guarantee the potential financial obligations undertaken above. I further understand that a signature from one parent or guardian shall bind all parents and guardians.

Signature of Parent/Guardian: \_\_\_\_\_  
Printed Name of Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

**HOOVER SAILING CLUB**  
**Junior Sailing Dues Application / Invoice**  
**(complete one for each sailor)**

Parent / Guardian Name(s) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Junior Sailor Name(s) \_\_\_\_\_ Birthdate(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

**Qualifications for Junior Sailing Family Membership (JS)**

Family has at least one child age 7-18 who has committed to sail as part of the HSC junior sailing team, or family has at least one child who is a member of another club's junior sailing team, and wants to practice with HSC's team. Membership dues for JS membership will be collected for each child enrolled in the junior sailing program.

**Classification**

JS membership is annually renewable on a space available basis, and does not entitle the member to seniority rights, the right to vote or hold office, or the privilege to schedule gatherings or parties at the clubhouse. JS members will receive a gate key if they store a boat on HSC property, but not a house key. Gate key is to be returned at the end of the JS season.

JS members may practice with the HSC junior sailing team and receive coaching from HSC's JS coach. JS members may participate in Club racing in privately owned recognized fleet boats or boats used for junior sailing with the coach's authorization.

JS members may optionally store one boat that can be raced in JS regattas on club grounds only during the junior sailing season. The grounds chairman will assign the storage location. JS members are entitled to launch from HSC during scheduled JS practices, or when the JS coach or chairperson are in attendance.

JS members are not required to perform race duty, but will be assigned to the junior sailing committee. They will be expected to help the JS committee as needed, including but not limited to: serving as chaperones / providing transportation for one or more JS regattas, serving race duty for HSC's junior regatta, helping with JS fundraising.

**DUES SCHEDULE**

All Include 7.0% sales tax

Junior Sailing Membership ..... \$ 107.00/Jr sailor \_\_\_\_\_

**BOAT STORAGE** (June 1 to August 30 only)

Drysail space ..... \$ 42.80/boat \_\_\_\_\_

Small boat storage rack ..... \$ 21.40/boat \_\_\_\_\_

Optimist raft space ..... \$ 26.75/boat \_\_\_\_\_

**BOAT: Type** \_\_\_\_\_ **OH#** \_\_\_\_\_ - \_\_\_\_\_

**OPTIONAL**

Donation to Junior Sailing ..... \_\_\_\_\_

**Total Payment** \_\_\_\_\_

Make Checks Payable to **HOOVER SAILING CLUB**

Lisa Aspery, HSC Membership Secretary

6473 Northland Road

**Worthington, OH 43085**

Questions – LAspery@columbus.rr.com