

# LUNENBURG YACHT CLUB LEARN TO SAIL HANDBOOK

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## SAFETY

1. CCG approved life jacket or PFD must be worn at all time when on or near the water.
2. Sailors must wear clothing appropriate for weather condition and have a change of clothing.
3. Footwear must be worn at all times. Sandals are not permitted while sailing or launching boats.
4. Waterproof sunscreen is required (SPF 15 or greater).
5. UV sunglasses and hats or visors are recommended.
6. Sailors must be able to swim 25 meters, wearing sailing clothing & equipment.
7. Wet suits are permitted but not in lieu of PFDs or life jackets.
8. All sailors must respect the LYC Rules and Regulations.

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## FAQ - How to Prepare For Your Session?

Many questions parents and novice sailors have can easily be answered, and hopefully, we can answer them here:

- Q. ~ When should I arrive? When can my parents pick me up?
- A. ~ Sailing starts at 9am sharp. It would be wise to try to be there a bit before that. Sailing ends at 4pm.
- Q. ~ What if I have to leave early one day or will be late another?
- A. ~ This is not a problem, just get your parents to write a short note saying when you'll be absent and give it to your Instructor at least one day in advance.
- Q. ~ What should I bring to sailing?
- A. ~ This is a good question, here is a sample list of things to bring:

### What to Bring:

- ✓ **Coast Guard approved life jacket or PFD (personal flotation device). This must fit properly and be in good condition. If it is too large, it isn't safe!**
  - ✓ **Lunch or lunch money.**
  - ✓ **Water, one litre container (I fill it up a quarter and freeze it, then fill it in the morning and it stays cool most of the day).**
  - ✓ **Sunscreen, usually at least SPF 30.**
  - ✓ **Sunglasses with 100% UVA & UVB protection.**
  - ✓ **A hat or visor with a clip or twine so I can tie it to my PFD and don't lose it.**
  - ✓ **Fast drying, soft soled shoes (not dark soles) and a second pair of shoes that I won't get wet.**
  - ✓ **A large beach towel and bathing suit.**
  - ✓ **At least one complete change of warm clothes including sweatshirts, track pants, windbreaker jacket and raingear.**
  - ✓ **A small notepad and pencil.**
  - ✓ **Finally, a bag (backpack or gym bag) that I can fit everything into. If my bag doesn't have a separate spot for wet stuff, I pack a couple of grocery bags so I can keep my dry stuff dry!**
- Q. ~ If I bring a boat, what kind should it be?

- A. ~ Many parents and grandparents buy boats for the sailors in their family. Make sure you get the right boat for their stage of physical development. The following boats are approved in the LYC program. Here's a simple guide. If you have any questions please give us a call and we'll try to give you some guidance.

Boat Type	Optimist	Laser Radial	Laser	420
Recommended Sailor Weight	up to 120 lbs.	130 – 165 lbs.	165 – 190 lbs.	240 – 280 lbs. (2 sailor total)

- Q. ~ If I want to, can I go home for lunch?
- A. ~ Yes, but you must get your parents to complete one of our *Lunch Sign Out Form*, found at the back of this handbook.
- Q. ~ Can I buy lunch at the club.
- A. ~ Lunch can be purchased from the clubhouse every day except Monday. Sailors can buy Pizza on Monday's for \$3.00 a slice. The canteen is open all week for drinks and snacks.
- Q. ~ How are sailors evaluated?
- A. ~ Our Instructors evaluate sailors daily, on water and on land. Written tests are not completed. Evaluation is ongoing, and includes sailing skills, participation and your interaction with other sailors and the instructors.
- Q. ~ Is it possible to sign up for sessions in addition to those on my original application?
- A. ~ Yes. In order to help us plan we need to know five days in advance of the session that you would like to take. Sailors signing up with less notice may still be accepted on a space-available basis.
- Q. ~ Is there a maximum number of sailors that will be accepted for a session?
- A. ~ Yes. The program would suffer in both quality and safety aspects if we accept too many sailors. **So register early to avoid missing out!**

## General Information and Policies

### Supervision of Sailors after Hours

Regular sessions in the Learn to Sail Program run daily from 0900h to 1600h. Any Junior Member remaining after hours will not be supervised by LYC or LTS staff and shall be the sole responsibility of their parent or guardian. On those occasions where the LYC LTS program may be extended this will not apply.

### LYC Junior Membership

Participants in the LYC Learn-to-Sail Program are not required to join LYC as members with the following exceptions: if the sailor keeps a boat on LYC property, or if the sailor wishes to participate in any races, events or other activities at LYC outside of the regular 9am-4pm scheduled sailing sessions.

## Equipment Usage Insurance Policy

The LYC Learn to Sail Program has a strict user pay Equipment Usage Policy. The replacement cost of our training equipment is over \$200,000. This Policy is to be used with regard to boats involved in collisions and lost or damaged equipment or other property of the Lunenburg Yacht Club.

1. **Boat Collisions** with other boats (moored, docked or sailing), docks shoreline or other obstructions will result in a hearing to determine who was at fault, if anyone. If the sailor(s) are found to be at fault, they will pay for all repairs. When there is more than one sailor in the boat in question, there will be a percentage of the repair assigned to each based on level of responsibility. If the sailors are found not at fault, the LTS program will pay

- the expense for all damages. The LYC staff will notify all involved sailors and parents of the incident and of any decisions requiring payment.
2. **Lost or damaged equipment** (including property of the LYC) will usually be assigned to the sailors using the equipment or to their class. In these situations the sailor(s) or class responsible for the equipment will share the replacement or repair expense. If any equipment is lost or damaged but no sailor(s) or classes have been assigned to the item, the last sailor(s) to use the items will be held responsible. Equipment that has failed due to normal usage will be repaired or replaced by the LTS Program (Boat Usage Fee).
  3. **Boat Inspection** will be conducted by the Instructors on a regular basis and when equipment is signed in/out. If a sailor is aware of any items on the boats or equipment that is not in proper working condition, the sailors should notify their instructor immediately. This is so repairs can be made right away and that the sailors are not held responsible for something that they did not do.

### **Equipment Usage Insurance**

The fee for Equipment Usage Insurance is \$75.00 and covers a sailor for the entire season. **This insurance is optional.** If the sailor is found at fault in accordance with the above Equipment Usage Policy, there will be a \$50.00 deductible assessed per occurrence instead of the overall cost of equipment repair or replacement. This insurance will not cover the loss or damage if the loss or damage is wilful, deliberate, or if the sailor has more than three occurrences in one season. In those circumstances, the sailor will be liable for the full amount of loss or damage apportioned to them. Those that do not opt for the insurance will be liable for the full amount of damages or loss apportioned to them.

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## **Sailor's Code of Conduct**

The Sailor's Code of Conduct has been developed to let you, the sailors, know how the instructors expect you to act during your time in the Learn to Sail Program. Appropriate behaviour will allow you to become well-rounded, self-confident sailors and LYC members. We here at the LYC Learn to Sail Program expect the highest level of sportsmanship, teamwork, fair play, and good behaviour. As a member of this team you represent LYC, this organization, and your family. Your behaviour, either on or off the water, should be to maintain this level of sportsmanship and conduct, and make other sailors proud to be a part of this organization. The use of alcohol, drugs, or tobacco of any kind, by any participant, at any time, is strictly prohibited.

In order to achieve this, we ask you follow these guidelines:

- Sail for fun and the love of the sport. Enjoy yourself.
- Work hard to improve your skills.
- Listen, ask questions, and watch others to see how you can better your skills.
- Learn teamwork, sportsmanship, discipline, confidence and self-control.
- Be a team player - get along with your teammates.
- Appreciate the contribution each person makes to the team.
- Learn the rules, and play by them. Always be a good sport and set a positive example for others, particularly younger sailors.

### **We expect you to:**

- Use good language – the use of profanity, obscene language, or obscene gestures is not permitted.

- Respect your instructor/coach, your fellow participants, opponents and officials. The rules of the Canadian Yachting Association and LYC are to be observed by all. Absolutely no unsportsmanlike conduct will be tolerated. The sailor must realize that he/she represents a tradition of fairness in competition.
- Be on time for sessions.
- Attend regularly – you need to develop your individual skills, sailing fundamentals, as well as develop team discipline, unity, spirit, commitment and loyalty.
- NEVER participate in any physical violence, fighting etc. during any LYC LTS events, under any circumstances.

If you do not follow the Sailor's Code of Conduct, depending on the severity and the regularity of the violation, the following steps will be taken:

- 1) Sailor suspended for 1 day
- 2) Sailor Suspended for balance of session
- 3) Sailor suspended for summer

Please understand that the enforcement of this policy is to encourage commitment by the sailor to his/her team and teammates and the LYC LTS.

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## **Expectations of Parents and Guardians**

Since the Lunenburg Yacht Club sets expectations for their Learn to Sail participants, we feel it only fair that we apply the same standards to parents and guardians. We also need your help for our program to succeed. By setting a good example for our sailors, you exemplify our expectations of sportsmanship and fair play.

### ***We ask you:***

- Encourage your child to play by the rules. Remember, children learn best by example.
- Make their participation fun. Support their desire to sail or play the sport of their choosing.
- Show a positive attitude toward the LYC LTS program and all of its participants.
- Emphasize skill development and practices and how they benefit your young athlete.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game.
- Work toward removing all physical and verbal abuse in youth sports. Adopt a "Zero Tolerance" attitude.
- Familiarize yourself with the materials required for your child's participation in the LTS program.

Additionally, we always welcome feedback from you. We ask that if you have any complaints that you follow this chain of command:

- Address your concerns with your child's instructor/coach. If you are not satisfied that the issue has been addressed then,
- Take your concerns to the Head Instructor. If you are still not satisfied that the issue has been addressed then,
- Take your concerns to the Learn to Sail Director on the LYC Board of Directors.

Following these guidelines promotes respect and trust within the program and its staff.

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